



## ABOUT US

The *Integral* Group Limited (TIGL) is a down to earth, pragmatic consulting company who believe in bringing traditional rural values to city business. We are non-PC and our philosophy is simply to get on with the job and get results for our clients - but have fun while we are doing it!

Our areas of expertise include:

- procurement
- project management
- negotiating
- responding to tenders
- knowledge management

We have:

- run over 100 procurement projects
- run over 30 procurement workshops
- managed hundreds of projects
- run over 30 project management workshops
- helped over 45 clients respond to tenders

Our consultants are passionate about providing clients with practical solutions that are appropriate for them. A common sense approach is applied to ensure our clients' solutions are successfully embedded with their business.

*We do what we do well so you can do your core business well.*

# INTRODUCTION TO PROCUREMENT

*An introduction, but even the most experienced people will get something out of this*

## **Less Stress • More Success**

- *Do your staff buy goods and services on behalf of the organisation?*
- *Have you got any new procurement managers?*
- *Do you want to get best value for money for your organisation?*
- *Do your staff understand what the rules are and the legal risks of procurement?*
- *Do you understand the psychology of business and how it applies to running procurement projects?*

## WHAT ARE THE ISSUES?

Common issues through not doing procurement properly include:

- your reputation is damaged
- the best suppliers won't deal with you (you get on their 'black list')
- the process takes too long, costs too much and erodes the benefits and misses opportunities
- you get sued or fired
- wrong suppliers are chosen and you get poor results
- more stress
- you pay too much

## WHO SHOULD ATTEND?

This workshop is intended to instill the basics of good procurement at all levels of an organisation. It is appropriate therefore for a wide range of staff and will benefit anyone who:

- is sourcing goods and services for the organisation
- is managing procurement staff
- is working as part of a procurement project team
- is in a support role to a procurement project
- has budget responsibility

## WHAT WILL I GET OUT OF THIS WORKSHOP?

This workshop will provide participants with:

- an understanding of what it is like to be a supplier and how to get the best out of them (we have helped clients respond to over 40 tenders and RFPs)
- an overview of procurement project management
- knowledge of the key phases of the procurement life cycle
- an understanding of why good procurement is important
- an understanding of the dangers that arise from poor procurement
- an introduction to the terminology of procurement
- an understanding of the common terminology

Participants will be given simple and practical exercises that will embed the learnings. They will also be given a number of tools they can take back to work and use immediately.



## FOR FURTHER INFORMATION

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## TESTIMONIALS

*“The course provided significant and valuable insight for our procurement teams on supplier perspectives of good tender & engagement processes, and likely unintended consequences potentially resulting in reduced outcomes for agencies.”*

*Stan Pope FCIPS - IRD Corporate Procurement*

*“Probably the most practical course with heaps of tips and tricks that I have ever attended.”*

*Mike Slape - ECL Group*

*“Course should be mandatory for anyone involved in local government procurement, no matter what prior experience they have.”*

*Ian Young - Grey District Council*

*“This has been the best procurement workshop I have participated in.”*

*Manu Fotu - Waitemata/Auckland DHB*

*Excellent course, well worth the time. Highly recommended. Walked away with a greater understanding of Procurement and excellent tools to assist with each task!*

*Bridget Pope - Ministry of Health!*

## COURSE CONTENT

- What is procurement?
- Why is it important to do it well?
- Where are buyers poor at procurement?
- What are the risks if things go wrong?
- How can we do it better?
- The psychology of the seller
- 4 guiding principles for more ethical and effective procurement
- Key philosophies of good procurement projects
- How to attract the best sellers
- What sellers hate about your RFPs/Tenders
- Why most of your RFP/Tenders end up in the bin
- Introduction to The Procurement Life Cycle
- Key philosophies of good procurement projects
- The "Initiate" phase
  - Setting up the project
  - The Right Track Workshop
    - Objectives
    - Stakeholder analysis
    - Risk analysis
    - Needs & Wants analysis
    - Governance
    - Team
    - Market analysis
    - Develop the business case
- Strategy development tool
  - Overview of the Planning phase
  - Covering the bases
  - Project planning technique
  - Project planning exercise
  - Developing the written project plan
- The "Planning" phase
  - Develop the specifications
  - Develop the service levels - how to do this so it doesn't alienate the sellers
  - Determine the approach to the market - the most attractive approach for buyers and sellers
  - Determine the evaluation methodology
  - Contract options
  - Develop project plan & budget (fast way to develop the project plan)
  - Update risks & issues
  - Develop procurement plan
  - Managing the project
- The "Go to Market" phase
  - Managing the process
  - Developing the documents
  - Supplier briefings
- The "Manage Delivery" phase
  - Relationship management
  - Contract management & administration
- The "Review" phase
  - Tactical review
  - Strategic review

## WHAT IS THE RIGHT TRACK WORKSHOP?

The Right Track Workshop was developed in 2014. It is a pragmatic and effective tool which we use at the beginning of every project, and train at every Project Management and Procurement Training workshop that we run.

## WHERE IS THE TRAINING?

The workshop is delivered in-house and all you have to do is provide a suitable venue and appropriate support.

## HOW MUCH DOES IT COST?

The pricing for this 2-day workshop is shown in the table below:

Up to 10 Attendees	Per person fee in excess of 10 attendees
\$10,000	\$1,000

TIGL's pricing conditions for this training are:

- prices are exclusive of GST
- credit term is 20th of the month after invoice date
- the only disbursements claimed are for out of town travel
- TIGL supply materials and workbooks
- the client supplies venue and catering

## GUARANTEE

TIGL absolutely guarantee our work. Our satisfaction guarantee to you is that:

- in the unlikely event that you're not satisfied with our work, we would make sure that we work with you to put it right
- if at any time you're not satisfied with the value you've received when we invoice you, then we ask you to pay the value that you deem appropriate