

Course No. 1612

Government Procurement Management & Best Practices Training Course

GOVERNMENT PROCUREMENT, SUPPLY CHAIN & LOGISTICS
GOVERNMENT & PUBLIC SECTOR

DURATION

5 Days

DELIVERY

Classroom



Course Overview

Government procurement management is a critical function for ensuring that public organizations acquire goods, services, and works efficiently, transparently, and in alignment with strategic and operational priorities. Effective procurement management helps organizations control expenditure, strengthen competition, improve supplier performance, and achieve sustainable value for public resources.

This course provides a practical and comprehensive framework for managing government procurement across the full procurement lifecycle, from planning and needs assessment through sourcing, tendering, evaluation, contract award, contract management, and performance monitoring.

The course focuses on practical procurement best practices, including procurement planning, market analysis, supplier management, procurement governance, compliance, risk management, cost control, performance measurement, and continuous improvement.

Participants will gain practical tools and approaches for improving procurement processes, strengthening internal controls, reducing procurement risks, enhancing transparency, and building a more efficient and strategically aligned government procurement function.

Objectives

- By the end of this course, participants will be able to:
- Understand the principles and objectives of effective government procurement management.
- Manage the complete government procurement lifecycle.
- Develop procurement plans aligned with organizational priorities.
- Analyze requirements and improve procurement specifications.
- Apply appropriate sourcing and tendering strategies.
- Evaluate suppliers and procurement options objectively.
- Strengthen procurement governance, transparency, and accountability.
- Identify and manage procurement risks.
- Apply effective procurement controls and compliance practices.

- Improve cost management and value for money.
- Monitor supplier and procurement performance.
- Develop meaningful procurement Key Performance Indicators.
- Identify process inefficiencies and opportunities for improvement.
- Apply leading procurement practices to government operations.
- Develop continuous improvement initiatives for procurement performance.

Who Should Attend

This course is designed for Government Procurement Managers, Procurement Officers, Purchasing Specialists, Tendering Specialists, Contract Managers, Category Managers, and Public Sector Supply Chain Professionals.

It is also suitable for Finance and Budget Professionals, Project Managers, Internal Control and Audit Professionals, Governance and Compliance Specialists, Supplier Relationship Managers, and government managers involved in procurement planning, sourcing, contracting, or procurement oversight.

The course is particularly valuable for professionals seeking to strengthen their procurement capabilities, improve operational efficiency, enhance governance and compliance, and adopt recognized best practices in public procurement.

Learning Outcomes

- Upon successful completion of this course, participants will be able to:
- Explain the key principles of government procurement management.
- Map and manage the complete procurement lifecycle.
- Develop effective procurement plans based on organizational requirements.
- Analyze and prioritize procurement needs.
- Develop clear and appropriate procurement specifications.
- Select suitable sourcing and tendering approaches.
- Apply structured supplier evaluation and selection methods.

- Strengthen procurement governance and internal controls.
- Identify, assess, and mitigate procurement risks.
- Improve procurement cost efficiency and value for money.
- Monitor supplier and procurement performance.
- Develop procurement performance dashboards and Key Performance Indicators.
- Identify process gaps and operational inefficiencies.
- Apply best practices to improve procurement processes.
- Develop practical procurement improvement and transformation plans.
- Targeted Competencies
- Government Procurement Management.
- Procurement Planning.
- Strategic Sourcing.
- Tender Management.
- Supplier Management.
- Contract Management.
- Procurement Governance.
- Procurement Compliance.
- Procurement Risk Management.
- Cost and Spend Management.
- Value for Money.
- Procurement Performance Management.
- Procurement Data Analysis.
- Internal Procurement Controls.
- Continuous Improvement.
- Public Sector Procurement Best Practices.

Course Outline

DAY 01

Government Procurement Management Fundamentals

- Understanding the role of procurement in government organizations.
- Principles of effective public procurement.
- The government procurement lifecycle.
- Procurement governance and organizational structures.
- Roles and responsibilities of procurement stakeholders.
- Procurement planning and needs assessment.
- Requirements definition and specification development.
- Procurement policies, procedures, and controls.
- Procurement ethics, transparency, and accountability.
- Common procurement challenges and operational weaknesses.

PRACTICAL APPLICATION

Assessing a government procurement process and identifying key improvement opportunities.

DAY 02

Procurement Planning, Sourcing and Tender Management

- Developing annual and strategic procurement plans.
- Demand analysis and procurement prioritization.
- Market research and supplier market analysis.
- Selecting appropriate sourcing strategies.
- Developing procurement and tendering approaches.
- Preparing procurement and tender documents.
- Developing evaluation criteria.
- Managing supplier participation and communications.
- Technical, commercial, and financial bid evaluation.
- Tender governance and approval processes.

DAY 02 — CONTINUED

PRACTICAL APPLICATION

Developing a procurement and sourcing plan for a government requirement.

DAY 03**Supplier, Contract and Procurement Risk Management**

- Principles of effective supplier management.
- Supplier qualification and evaluation.
- Supplier segmentation and performance monitoring.
- Contract management fundamentals.
- Monitoring contractual deliverables and obligations.
- Managing supplier performance issues.
- Identifying procurement and supplier risks.
- Financial, operational, legal, and supply chain risks.
- Developing procurement risk registers.
- Risk mitigation and internal controls.

PRACTICAL APPLICATION

Developing a supplier evaluation framework and procurement risk register.

DAY 04**Procurement Governance, Compliance and Performance**

- Strengthening procurement governance frameworks.
- Procurement compliance and accountability.
- Delegation of authority and segregation of duties.
- Internal procurement controls.
- Conflict of interest and procurement integrity.
- Fraud, corruption, and collusion risks.
- Procurement documentation and audit trails.

DAY 04 — CONTINUED

- Measuring procurement performance.
- Developing Key Performance Indicators.
- Procurement dashboards and management reporting.

PRACTICAL APPLICATION

Reviewing a procurement process to identify governance, compliance, and control gaps.

DAY 05

Best Practices, Value Optimization and Continuous Improvement

- Understanding leading practices in government procurement.
- Benchmarking procurement processes and performance.
- Improving procurement efficiency and cycle times.
- Cost optimization and expenditure management.
- Achieving value for money beyond lowest price.
- Improving supplier performance and market competition.
- Using procurement data to support decision-making.
- Digitalization and technology in modern government procurement.
- Developing procurement improvement initiatives.
- Building a continuous improvement framework.
- Establishing a high-performing government procurement function.

PRACTICAL APPLICATION

Developing a 90-day action plan to improve procurement management, governance, efficiency, and value for money.



Register or Request More Information

Course page: <https://quest-training.com/courses/government-procurement-management-best-practices-training-course>

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