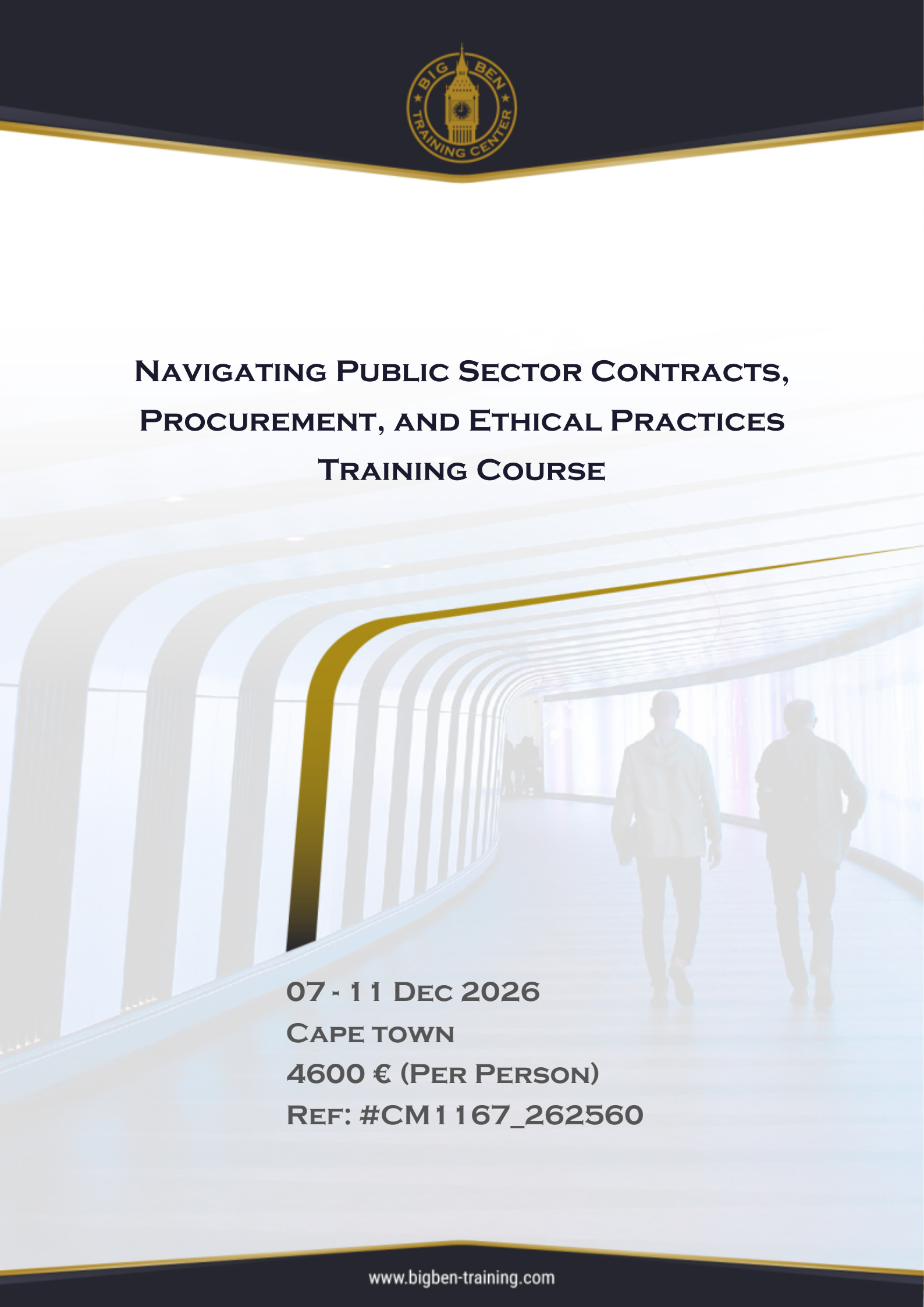
Navigating Public Sector Contracts, Procurement, and Ethical Practices Training Course



07 - 11 Dec 2026

Cape town

4600 € (Per Person)

Ref: #CM1167_262560

Course Introduction / Overview:

Public sector contracts are fundamentally different from private agreements. They are governed by strict regulations, procurement policies, and a heightened demand for transparency and accountability. This training course is designed to give you a deep understanding of how to manage these contracts effectively while adhering to the highest ethical standards. We will explore everything from the bidding process and source selection to contract administration and closeout. We will also delve into the legal and regulatory principles, drawing on the work of academics and authors like Steven L. Schooner, an expert in government contract law. His insights into the nuances of federal and public procurement are woven throughout our curriculum. At BIG BEN Training Center, we understand that errors in public sector contracting can lead to severe consequences, including legal action, public scrutiny, and a loss of public trust. This course provides a complete, hands-on guide to help you navigate these risks. You will learn to draft robust solicitations, manage complex performance metrics, and implement a compliance program to protect your organization. By mastering these skills, you will be able to handle complex public contracts with the expertise and integrity required.

Target Audience / This training course is suitable for:

- Procurement and contracting officers.
- Government and public sector employees.
- Compliance and legal professionals.
- Project managers and program directors.
- Auditors and financial analysts.
- Business development professionals working with the government.
- Ethics officers.

Target Sectors and Industries:

- Government and public administration.
- Defense and military.
- Healthcare and public health.
- Education.
- Transportation and infrastructure.
- Utility and public services.
- Non-profits and NGOs that receive government grants.

Target Organizations Departments:

- Procurement and contracts.
- Legal and compliance.
- Internal audit and ethics.
- Finance and budget.
- Operations and program management.
- Human resources.
- Supply chain and logistics.

Course Offerings:

By the end of this course, the participants will have able to:

- Master the full public procurement lifecycle.
- Understand and apply key government policies and regulations.
- Draft effective solicitations, requests for proposals (RFPs), and bids.
- Implement ethical best practices and manage potential conflicts of interest.
- Manage contract performance and handle disputes in the public sector.
- Identify and mitigate risks related to public contracts.
- Ensure compliance and prepare for internal and external audits.

Course Methodology:

This training course uses a highly practical, case-based methodology tailored to the unique environment of public sector contracting. We combine expert-led sessions with a focus on real-world scenarios and hands-on exercises. Participants will analyze detailed case studies of actual government projects, examining how to handle procurement challenges, manage ethical dilemmas, and respond to audit findings. You will engage in interactive workshops to practice drafting key procurement documents and responding to a mock RFP. We will use a variety of tools, including compliance checklists and risk assessment frameworks, to give you a systematic approach to managing public contracts. We encourage active participation and group discussions, giving you the chance to share experiences and learn from your peers. At BIG BEN Training Center, our goal is to not only build your knowledge but also to empower you to operate with the transparency and accountability required in the public sector.

Course Agenda (Course Units):

Unit One: Foundations of Public Procurement

- Understanding the public procurement lifecycle.
- Key legal and regulatory frameworks.
- Ethical considerations and public trust.
- The role of transparency and accountability.
- Contract types in the public sector.

Unit Two: The Procurement Process

- Drafting effective solicitations and RFPs.
- Source selection and bid evaluation.
- Pre-award and post-award briefings.
- Managing protest procedures.
- Negotiating fair and reasonable prices.

Unit Three: Contract Administration and Management

- Contract administration vs. contract management.
- Performance monitoring and reporting.
- Managing change orders and modifications.
- Handling contractor disputes and claims.
- Closeout procedures and documentation.

Unit Four: Compliance and Ethics

- Key compliance requirements and audits.
- Conflict of interest and fraud prevention.
- The importance of a robust ethics program.
- Responding to government inquiries and investigations.
- Case studies in ethical dilemmas.

Unit Five: Global Perspectives and Emerging Trends

- Public procurement in an international context.
- Cross-border contracting and trade agreements.
- Sustainable and social procurement.
- Using technology to improve the procurement process.
- The future of government contracting.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an environment where public trust is paramount, how can a proactive and transparent approach to ethical procurement not only ensure compliance but also become a strategic advantage that fosters long-term public and private partnerships?

What unique qualities does this course offer compared to other courses?

This training course is different because it is exclusively focused on the unique challenges of the public sector. While other courses may give a general overview of contracting, our curriculum is built around the specific legal, ethical, and regulatory requirements of government procurement. We go beyond theoretical knowledge, using hands-on exercises and real-world case studies to help you apply what you learn immediately. We also place a strong emphasis on ethics and accountability, which are crucial for success in this field. This course is for professionals who need to go from a basic understanding of contracts to a complete mastery of public procurement. You will leave with the ability to navigate complex policies, manage high-stakes agreements, and operate with the integrity that is essential for a successful career in the public sector.