Advanced Public Sector Procurement and Contract Management Training Course

23 - 27 Nov 2026

Cape town

4600 € (Per Person)

Ref: #PSC4289_282335

Course Introduction / Overview:

This intensive training course provides a comprehensive exploration of the advanced principles and practices governing public sector procurement and contract management. In the public domain, procurement is not merely a transactional function but a strategic tool for achieving policy objectives, ensuring public trust, and delivering value for money. This course, offered by BIG BEN Training Center, is meticulously designed to move beyond procedural compliance, equipping participants with the strategic foresight and operational skills needed to navigate the complexities of government procurement. Drawing on established frameworks and contemporary challenges, the curriculum addresses the entire procurement lifecycle, from strategic planning and tendering to robust contract administration and dispute resolution. We will delve into the critical theories of public procurement law, referencing the foundational work of scholars like Sue Arrowsmith in her seminal book, "The Law of Public and Utilities Procurement," to ground practical skills in solid academic principles. Participants will learn to manage risks, uphold the highest standards of ethics and integrity, and leverage procurement to drive innovation and sustainability, ensuring their organizations achieve optimal outcomes while maintaining transparency and accountability.

Target Audience / This training course is suitable for:

- Procurement and Purchasing Managers.
- Contract Administrators and Officers.
- Supply Chain and Logistics Professionals.
- Government Officials and Public Sector Managers.
- Project Managers involved in public projects.
- Finance and Budgeting Officers.
- Internal and External Auditors.
- Legal Counsel and Compliance Officers.
- Policy Makers and Regulatory Staff.
- Operations Managers in state-owned enterprises.

Target Sectors and Industries:

- Government Ministries and Federal Agencies.
- State, Provincial, and Local Government Bodies.
- Public Utilities and Infrastructure Authorities.
- National and International Non-Governmental Organizations (NGOs).
- Public Healthcare and Hospital Administrations.
- Public Education Institutions including Universities and Schools.
- State-Owned Enterprises and Corporations.
- Defense and National Security Agencies.
- Public Transportation and Transit Authorities.

Target Organizations Departments:

- Procurement and Purchasing Departments.
- Contract Management and Administration Units.
- Legal and Compliance Departments.
- Finance and Budgeting Departments.
- Project Management Offices (PMO).
- Internal Audit and Control Departments.
- Operations and Logistics Departments.
- Strategic Planning and Policy Units.
- Facilities and Asset Management.

Course Offerings:

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

- Master the complete public procurement lifecycle from planning to contract close-out.
- Develop and implement strategic sourcing plans aligned with public policy objectives.
- Navigate complex legal, regulatory, and ethical frameworks governing public procurement.
- Draft clear, comprehensive, and effective tender documentation and specifications.
- Conduct fair, transparent, and robust tender evaluation and supplier selection processes.
- Apply advanced techniques for negotiation and supplier relationship management in the public context.
- Administer government contracts effectively, managing performance, risk, and variations.
- Implement principles of sustainable, green, and socially responsible procurement.
- Identify and mitigate risks of fraud and corruption within procurement activities.
- Analyze and improve procurement performance using key metrics and auditing techniques.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, participatory, and grounded in practical application. We believe that adult learning is most effective when it connects theory to real-world challenges. This course moves beyond traditional lectures to create a dynamic learning environment where participants actively engage with the material. The program is built upon a foundation of expert-led instruction, combined with a rich blend of case studies derived from actual public sector procurement scenarios. Participants will work in groups to analyze complex problems, debate solutions, and present their findings, fostering collaborative problem-solving skills. Interactive workshops will provide hands-on experience in critical areas such as tender evaluation, risk assessment, and contract negotiation. Role-playing exercises will simulate real-life interactions with suppliers and stakeholders, allowing participants to practice and refine their communication and negotiation skills in a supportive setting. Continuous feedback from the instructor and peers is integrated throughout the course to ensure a deep and lasting understanding of the concepts and their practical implementation in the workplace.

Course Agenda (Course Units):

Unit One: Foundations of Modern Public Procurement

- The Principles of Public Sector Procurement (Accountability, Transparency, Fairness).
- The Legal and Regulatory Framework for Government Procurement.
- Understanding the Complete Public Procurement Lifecycle.
- The Critical Role of Ethics, Integrity, and Code of Conduct.
- Strategic Procurement Planning and Needs Assessment.
- Conducting Effective Market Research and Analysis for the Public Sector.
- Developing Clear and Unbiased Technical Specifications and Statements of Work.

Unit Two: Strategic Sourcing and the Tendering Process

- Developing a Strategic Sourcing Plan for Public Entities.
- Different Procurement Methods and Their Appropriate Use (Open, Restricted, Negotiated).
- The Rise of E-Procurement and Digital Transformation in Government.
- Drafting High-Quality Tender Documents (RFP, RFQ, ITT).
- Managing the Tendering Process from Advertisement to Bid Submission.
- Supplier Pre-qualification and Vetting Procedures.
- Best Practices for Bid Receipt, Opening, and Recording.

Unit Three: Tender Evaluation, Supplier Selection, and Contract Award

- Establishing Robust and Defensible Evaluation Criteria (MEAT).
- The Role and Responsibilities of the Tender Evaluation Committee.
- Techniques for Technical and Financial Bid Evaluation.
- Managing Bidder Communications, Clarifications, and Queries.
- Identifying and Handling Abnormally Low Tenders (ALTs).
- The Contract Award Process, Standstill Periods, and Debriefing.
- Managing Procurement Appeals and Legal Challenges.

Unit Four: Advanced Public Sector Contract Management

- Key Components and Clauses of a Government Contract.
- Contract Mobilization, Administration, and Kick-off Meetings.
- Monitoring Supplier Performance with KPIs and Service Level Agreements (SLAs).
- Managing Contract Variations, Amendments, and Change Orders.
- Proactive Risk Management Throughout the Contract Lifecycle.
- Mechanisms for Dispute Resolution and Conflict Management.
- Systematic Contract Close-Out, Final Acceptance, and Lessons Learned.

Unit Five: Contemporary Issues and Best Practices in Procurement

- Implementing Sustainable and Green Public Procurement Policies.
- Leveraging Procurement for Social Value and Economic Development.
- Understanding Public-Private Partnership (PPP) Procurement Models.
- Strategies for Preventing, Detecting, and Combating Fraud and Corruption.
- Conducting Procurement Audits and Measuring Performance.
- Future Trends Shaping Public Procurement (AI, Big Data, Blockchain).
- Developing a Personal Action Plan for Applying Course Learnings.

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 era of rapid technological advancement and increasing demands for social value, how can public procurement move beyond a purely compliance-driven function to become a strategic driver of national innovation and socio-economic policy?

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

This course distinguishes itself by moving beyond the procedural mechanics of procurement to cultivate a strategic, forward-thinking mindset essential for modern public sector leaders. While many programs focus solely on regulatory compliance, this training emphasizes the role of procurement as a powerful instrument for achieving broader socio-economic objectives, such as sustainability, innovation, and social value. We achieve this by integrating complex, real-world case studies that challenge participants to make decisions in ambiguous, high-stakes environments, mirroring the realities of public service. The curriculum is uniquely structured to bridge the gap between academic legal theory and on-the-ground practical application, ensuring that participants not only understand the rules but also grasp the strategic intent behind them. Furthermore, the course dedicates significant time to contemporary and future-focused issues, including digital transformation, e-procurement, and combating sophisticated fraud, equipping professionals not just for their current roles but for the future challenges of the public procurement landscape. The emphasis is on developing critical thinking and strategic problem-solving skills rather than simple rote learning of processes.