

## PSPP 202: Solicitation and Award

**Online, Instructor-led: 4 Weeks (Approx. 18 Hours)**

This interactive 4 week course focuses on how to conduct a challenge free and successful competitive solicitation process. Learners practice creating critical contract components such as Key Performance Indicators and other monitoring and measuring tools to ensure the organization receives what it expects.

This session explores the intricacies of meeting public-sector obligations of fairness and transparency in the context of a solicitation – particularly, how to conduct a fair evaluation and award process according to the express terms of the solicitation document. This course also emphasizes the critical documentation that must be retained at each step of the process, and the importance of maintaining a good working relationship with contractors and suppliers.

### Topics

- Solicitation methodologies and requirements
- Designing appropriate evaluation methodology, drafting criteria and weighting
- Key solicitation terms and critical contract provisions
- Alternate Dispute Resolution, governance, termination and contract transition
- Advertisements and electronic posting requirements and process
- Proponent meetings, site visits and enquiries
- Handling, safekeeping and opening of bids and proposals
- Recognizing and addressing bid-rigging and collusion
- Conducting fair, equal and transparent evaluation processes
- Notification of award, executing contract, debriefing unsuccessful vendors and formal vendor complaint processes
- Handling freedom of information requests and corporate reporting

### Learning Objectives

- Recognize conflict of interest and bias that may affect your evaluation team
- Discuss evaluation techniques for assessing mandatory and desirable requirements
- Review procurement strategies such as draft RFPs, web-based and multi-stage procurements
- Identify the risks involved in cancelling a process after closing and what steps to take if this becomes necessary
- Identify the importance of conducting a fair and open process and handling vendor complaints in a professional manner
- Demonstrate how to draft service levels for different contract scenarios
- Discuss and develop strategies to set up the final contract including payment terms and exit rights

### Expected Outcomes

Upon completion of this course, participants will have the necessary knowledge and tools to conduct the solicitation and award phase of the procurement and contract management cycle. They will be able to select an appropriate solicitation method based on requirements, draft Contract B terms, conduct an effective evaluation process, finalize contract award and handle vendor debriefings.

### Pre-requisites

PSPP 101 (highly recommended)



### Public Sector Procurement Program

PSPP courses are easily adapted for in-house delivery to public organizations across Canada and can be delivered online or in the classroom. For a collaborative approach, local groups can partner to host a shared training initiative.

Courses can be customized to address regional or organizational templates and nuances to ensure training is relevant and tailored to meet your needs, while preserving the integrity of the competency structure of the program.

### Contact Us:

Learn more about what The Procurement School could do for your organization:

[hello@theprocurementschool.com](mailto:hello@theprocurementschool.com)

[theprocurementschool.com](http://theprocurementschool.com)

250- 370-0041

**the procurement school**  
PO Box 46030, RPO Quadra Village  
Victoria, BC V8T 5G7