

# PSPP 101: Public Sector Procurement Essentials

**Delivery Format:** Individual **Approach:** Online, Self-directed, Approx. 8 hours

**Team Investment:** \$500 per participant

In this interactive course, participants learn about the fundamental principles that govern public-sector procurement in Canada. We explain the processes, law and specific nuances that can affect procurement activities, and the key legal differences between regular contract law and competitive contracting law. Duties and obligations of purchasers and suppliers during a competitive process are also explored.

## Topics

- Principles and objectives of public-sector procurement, standards of conduct and ethical procurement practices, sustainability and other procurement policies
- Similarities and differences between public- and private-sector procurement
- Trade agreements, freedom of information and other legislative obligations, including confidentiality issues
- Essential elements of a legally binding contract, implications of oral contracts and other legal considerations
- Key differences between regular contract law and competitive contracting, including duties and obligations of owners and vendors
- Types and forms of contracts, competitive contracting methods, tools and templates, including prequalification and market sounding tools
- Introduction to the procurement and contract management cycle – overview of key steps in planning, solicitation and award, managing and evaluation

## Learning Objectives

- Identify the fundamental sources of public-sector procurement principles and objectives, including trade agreements, legislation and organizational policies
- Differentiate between regular contract law and competitive contract law
- Review available procurement methods and tools, including market assessment and prequalification options
- Be aware of the risks of negligence claims, and the importance of controlling who provides information to respondents
- Define copyright, moral rights and other key legal principles that influence public-sector procurement
- Describe the steps necessary to obtain approvals to proceed with a procurement
- Recognize the key steps of the solicitation and award phase of procurement, including proper handling, safekeeping and opening of bids and proposals
- Describe the key steps in the managing and evaluation phase of procurement
- Adopt best practices by capturing and incorporating lessons learned

## Expected Outcomes

Participants will understand the key steps in effectively planning any public sector procurement, as well as how to obtain approvals to proceed and key areas of risk when conducting the solicitation process. At a high level, they will identify the important components of any solicitation document and resulting contract and learn about obligations to maintain appropriate and complete documentation in procurement files.



## Public Sector Procurement Program

A 100-hour program delivered to public organizations across Canada.

Courses can be lightly adapted for a fee 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.

### Customer Success Manager

Organizations are assigned a dedicated Customer Success Manager, offering expert guidance and ongoing support to each program delivery.

### Digital Credentials

We provide digital credentials for learners for each of our PSPP courses, transforming knowledge, skills and achievements into verifiable evidence of success for organizations intent on building strong procurement teams.

### Join

[The Procurement School Community](#) – a place for procurement professionals to gather, engage, and learn.

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