

Model Procurement and Contracting Procedures

The first of its kind in Canada, the Procurement School is offering a trade-agreement compliant comprehensive Procurement Procedures Manual designed for Canadian public sector organizations.

Whether you're a small entity operating without a dedicated procurement department or a large organization with centralized procurement processes, our manual is designed to fit your needs seamlessly.

Pain Areas

Our Model Procurement and Contracting Procedures address the following Pain Areas:

- When the organization has no procedures, or more commonly, has a few but not comprehensive centralized procedures then (a) staff do their own thing, (b) no controls in place to ensure integrity of procurement/contracting, (c) no consistency in approach, (d) efficiencies are lost as people constantly ask what am I supposed to do? (e) compliance risks, (f) if no procurement expertise onsite, staff have no guidance on how best to proceed
- Net effect is (a) inconsistency of approach throughout the organization; (b) non-compliance with trade agreements and/or policies; (c) increase in errors; (d) inefficiency of operations; (e) staff frustration caused by uncertainty, addressing mistakes and inefficiencies.

The procedures manual addresses all of this by providing a centralized and comprehensive manual that is easy for staff to understand and use, ensuring consistency and compliance.

Target Audience:

- Decision makers/project sponsors/person responsible for the procurement function in any organization: COO, Treasurer, VP Finance, Director Procurement, Procurement Manager, Chief Administrative Officer
- Procurement staff, Department heads, Line managers

About

Since 1980, The Procurement School has been helping Canadian public sector organizations realize maximum value through their procurement and contracting activities.

Incorporating the latest developments in adult education and curriculum design, our online and blended learning options capture the latest legal, practical, and business developments to empower procurement professionals to improve contract outcomes.

Ready to revolutionize your procurement process?

Take the first step with a free consultation session. Contact us today at:

hello@theprocurementschool.com
250-370-0041

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Key Components

- **Step-by-Step Guidance:** From procurement planning to end of contract assessment, our manual provides a comprehensive roadmap.
- **Procurement Process Flowchart and Master Checklist:** Simplify complex processes with easy-reference tools.
- **Procedures and Guides:** Navigate every stage of procurement with ease, including strategy design, RFX document selection, information gathering, bid evaluation, debriefing sessions, negotiation, and contract awarding.
- **Tools and Templates:** Access a range of internal approval requests, bidder notifications, and public postings templates to assist with streamlining operations.

Key Features:

- **Expert Development:** Crafted by seasoned procurement and legal professionals with extensive experience in Canadian public procurement.
- **Compliance:** Fully compliant with trade agreements, ensuring adherence to legal standards.
- **Best Practices:** Reflects the pinnacle of procurement administration best practices.
- **Ease of Use:** Written in plain English and designed for user-friendliness.
- **Customizable:** Easily tailor the manual to suit your organization's unique requirements with our comprehensive customization instructions.

Pricing:

Tier	Pricing	Details
Tier 1	\$7,500	Do it Yourself with no customizations or support.
Tier 2	\$9,500	Do It Yourself with some customization and up to 5 hours of support.
Tier 3	\$12,500 - \$24,500	Do It for Me is a turnkey project based on scope. Pricing will vary depending on degree of customization required. Quote to be provided. An optional training session/s is available for an additional fee with the Do It For Me package. It consists of up to three virtual training sessions, each lasting 90-minutes, tailored for your team. Pricing will be determined according to the training scope.

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