

Taking out a contract

Preparing residents to be involved in contract procurement and monitoring

Resident involvement should be a key part of any procurement strategy. Residents know what's worked in the past and what they'd like to see in the future. Their experiences and ideas can positively influence what an organisation buys. Clear guidance on resident involvement in procurement brings benefits and ensures consistency.

Residents now play an increasingly active role in contract procurement and monitoring but, like anyone, need help to develop the right skills, knowledge and understanding to help them to do this effectively. Would you like your residents to be more involved but need help to get them up to speed? Our training programme facilitates this, but also equips participants with knowledge which is transferable and will benefit them in their day-to-day lives.

OUR ONE-DAY COURSE IS DESIGNED TO PROVIDE RESIDENTS WITH:

- A broad knowledge of best practice in procurement, tendering processes, tender evaluation, letting and monitoring contracts
- An understanding of value for money and added value
- An opportunity to learn and practise interview skills

- An understanding of how to assess quality frameworks and method statements
- Putting this into practice via contract monitoring.

This interactive training will be delivered by two trainers: one with technical expertise and the other with vast experience of resident scrutiny. The training will be delivered through presentations, discussions and practical exercises.

"Your training assisted a fabulous outcome from our partnering tender for the kitchens and bathrooms. The contractors were surprised to see so many residents on the panel, and the successful contractor has commented how impressed they were with how genuinely interested and actively involved in the interview the residents were."

Phil Dark, Head of Asset Management, Cottsway Housing

"This course was very informative and interesting. I learnt a lot." Cottsway resident

The cost of the day is £1,295 plus VAT at the applicable rate, to include all reasonable expenses – for further information, please contact Anna Pattison on 01904 557197, or anna.pattison@hqnetwork.co.uk

PLEASE SEE OVER FOR THE PROGRAMME FOR THE DAY.



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Time	Activity	Topics
09.45-10.00	Arrivals	
10.00-10.10	Session 1: Introduction	Welcome and introductions Housekeeping Overview of today
10.10-10.30	Session 2: Tendering contracts	Overview of the process Best practice OJEU and PQQ Types of contract Pitfalls Resident input into specifications and evaluation
10.30-11.00	Session 3: Partnering	What it means in practice Advantages and pitfalls Making it work Ensuring value for money Obtaining added value
11.00-11.15	Break	
11.15-12.30	Session 4: Interview skills	Devising the questions and scoring scheme Structuring the interview Questioning techniques Equalities legislation
12.30-1.15	Lunch	
1.15-2.00	Session 5: Tender evaluation and contractor selection	Method statements Quality assessment What, when and how residents can contribute
2.00-3.45	Session 6: Scoring method statements	What to look for How to score Contract award methodology
3.45-4.00	Session 7: Review of key points	
4.00	Close	



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