



2010

AGS Legal training program

COMMERCIAL LAW TRAINING MODULE

Procurement Tips and Tricks

Target group

This course is designed for Commonwealth employees who have a working involvement in procurement or outsourcing.

Course outline

This two-hour course focuses on:

- choosing the appropriate procurement methodology
- developing mandatory requirements
- establishing evaluation processes
- managing confidentiality
- managing conflicts of interest
- managing communications with bidders
- role of probity advisers.

Objectives

This course will provide participants with a better understanding of how to develop and manage procurement and outsourcing processes.

Presenters

Our presenters are experienced lawyers from our Commercial Practice Group who have a great depth of knowledge and experience of the government environment and specialise in procurement, probity and contract management advice.

Duration

This is a two-hour course from 9–11 am or 1.30–3.30 pm.

The calendar indicates when sessions are being offered by either 'am' or 'pm'. Morning/afternoon tea will be provided.

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Cost

Standard fee – \$395.00 (inclusive of GST) per person.

If three or more people from one agency attend the same course on the same day **or** if one person attends three or more courses in the same week of training – \$355.50 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email **cbrtraining@ags.gov.au**.

Website

For a full review of AGS services,
visit www.ags.gov.au