

PCMP 110 Competencies

- Conduct Needs Assessments and Risk Assessments
- Obtains approvals
- Establish Terms of Reference
- Prepare solicitation documents and solicit offers
- Evaluate offers
- Draw up contract
- De-brief proponents
- Manage agreements
- Evaluate deliverables/outcomes
- Evaluate contractor performance
- Evaluate internal team process
- Collect and analyse data and generate reports
- Communication/information management
- Vendor Complaint Resolution Process (VCRP)
- Supplier development
- Issues and Records Management
- Ethical procurement practices
- Procurement standard(s) of conduct
- Develop effective relationships with contractors, users and clients

PCMP 110 Course Description

Self-directed, web-based course based on Core Policy and Procedures Manual, Chapter 6. Highlights the roles, accountabilities, key principles and the seven phases of the life cycle of the procurement and contract management process.