



EXCELLENCE THROUGH PROFESSIONAL PROCUREMENT TRAINING

Greenville Courses 2023/24 Open, in-house and certified



GREENVILLE
ACADEMY



QUALITY
ISO 9001:2015
NSAI Certified

Public Procurement accounts for in excess of €20 billion per year. Greenville are the leaders in public procurement training in Ireland and believe strongly in the importance of professional development for public procurement professionals who make a significant impact on the quality of services received by the Irish public. The focus on procurement is at an all-time high and Public organisations are required to manage their procurement functions effectively and with ever growing levels of efficiency. Meanwhile, the procurement environment is constantly evolving due to policy developments and ever changing market dynamics at national, European and International level.

About Greenville Academy

We offer a range of specialist training courses and support to procurement professionals to enable them meet rapidly developing professional demands such as:

- compliance
- value for money
- climate change
- social responsibly
- innovation
- supply chain vulnerabilities
- project delivery risks

We design our courses to be delivered on an open basis and also work with organisations to design in-house bespoke programmes. Delivery can be online, blended or onsite.

Our Greenville Academy Team are both consultants and trainers who work at the cutting edge of public procurement on a daily basis across a diverse range of sectors and projects and fully appreciate the ever evolving legal, regulatory and best practice requirements within the public sector and their organisational structures. We pride ourselves on being able to bring up to the minute industry insights and solutions from our consultancy practice to our training in real time.

We are available to assist organisations create professional learning and development plans for procurement professionals and multi-disciplinary teams.



Keep up to date

To receive regular details of new courses and dates sign up on our homepage [Greenville.ie](https://www.greenville.ie)

Our Trainers



Jeanne Copeland, CEO, is a procurement champion passionate about professionalising public procurement in Ireland. She specialises in best practice implementation, having developed and delivered material on

the complete range of programmes, with particular focus on sustainable procurement strategies, complex issues and the successful implementation of compliant procedures, processes and procurements fully aligned to national and EU requirements while promoting best practice.



Michael Swan has significant experience as a practitioner, lecturer and trainer in the procurement field. He applies his extensive consultancy experience with a practical student focused approach to training courses. He has the capacity to

simply the complexities of public procurement in a highly engaging and inclusive manner.



Liz McCarthy is highly experienced in the award and management of complex infrastructure projects. As a leading expert in the day-to-day use of the CWMF (Capital Works Management Framework) suite of

documentation employed for the award of consultancy and construction projects, her in-depth operational knowledge and personal style allow her to offer insightful and instructive training in this complex area.



Lionel McCarthy is an associate EU advisor and trainer to Greenville. He is a specialist in EU and national legislation, and European and Irish case law, with over 30 years' experience of operational and strategic procurement. He is an

expert in the interpretation and practical application of the rules to the diverse range of everyday procurement problems encountered by public sector bodies and utilities.



Harry Kettle employs a practical approach to procurement, particularly in the significant opportunities presented through outsourcing service contracts and developing procurement strategies, handling TUPE and developing

costing models. He is adept in transferring his wide ranging skills on negotiation and awarding of service concessions, and the application of the negotiated procedures under the European Directives offering considerable benefits to public bodies and utilities.



Abby Semple LL.B., Ph.D. is an international expert on the environmental and social impact of public procurement contracts. Abby has managed complex and strategic tenders on behalf of many public sector

clients in Ireland, the UK and continental Europe for over 15 years. She has developed policy and guidance at the EU level, and is author of one of the first books on the 2014 EU Procurement Directives A Practical Guide to Public Procurement (Oxford University Press). Abby develops and delivers Green and Sustainable Procurement Training at all levels across multiple sectors.



Andy Burke brings his procurement experience within the Defence Forces. His career has been further enhanced through a number of strategic roles in the commercial sector with emphasis on service delivery and effective bid

management. Having experienced both sides of the market he is uniquely positioned to provide focused and insightful training by applying his organisational and communication skills to deliver effective student-centred training.



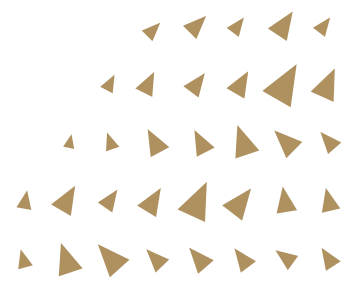
Maureen Siney has significant experience in procurement across several sectors, including delivering procurement training. She is an accomplished strategic thinker, and has held positions such as Procurement

Manager and Worldwide Programme Manager for Supply Chain Transformation in the global technology sector. Maureen's approach to advisory and training services is to simplify complex issues into clear, actionable tasks and plans to empower clients and drive quality.



Dave Whelan has strong technical understanding and robust business acumen from Engineering background, coupled with industry knowledge and best practice Circular Economy, Project Management and Systems Thinking.

Dave's work with Greenville focusses on the circular economy and how it interacts with procurements, and the development of case studies, and articles offering industry insights to progress these areas.





Greenville Academy Open Courses 2023/24

Our open courses are held on specific dates throughout the academic year from September to June. They consist of online and some in person sessions. These courses are for anyone involved in buying (procurement) in the Irish public or charity sector where part or all of their role involves buying goods, services or works. Places on these courses can be booked on an individual or group basis. These courses also provide an opportunity to network with colleagues from other public sector organisations.

The following open courses have been scheduled but more courses will be added throughout this year and next.

Beginner Courses

- Introduction to Public Procurement (2 online sessions^o) [Page 6](#)
- Introduction to eTenders (1 online session) [Page 7](#)

Intermediate and Specialist* Courses

- Understanding Public Sector Procurement Rules (4 In-person sessions over 2 days) [Page 8](#)
- Contract Management (2 online sessions) [Page 10](#)
- Tender Evaluation Workshop (2 online sessions) [Page 11](#)

Advanced Courses

- Advanced Public Procurement (4 In-person sessions over 2 days) [Page 12](#)
- Advanced eTenders (1 online session) [Page 13](#)

^o A session is 3.5 hours

* Specialist courses are designed to cover particular areas of procurement practice in more detail with participants at either basic, intermediate or advanced levels.



Latest Training Calendar

Click [here](#) to check dates.



How to Book

Click [here](#) to book your place on our website or contact our Training team.

Tel: +353 (0) 1 402 0115,
Email: training@greenville.ie

Other Training Options

Professional, Learning and Development (PLD)

For advice on putting together PLD plans for staff including interdisciplinary teams please contact our Training team: Tel: +353 (0) 1 402 0115
Email: training@greenville.ie Web: www.greenville.ie

Accredited Programmes

We also deliver NUI accredited training via the Institute of Public Administration. We currently operate two accredited programmes.

- The Certificate in Public Procurement (CPP) an 11-day programme delivered over 6 months
- The Professional Diploma in Public Procurement (PDPP) an 11-day programme delivered over 6 months (Level 8)

Please contact the IPA or ourselves for more information.



In-House Training

In-House Training In addition to our standard programmes detailed in this brochure, we can run any of our training programmes on an in-house basis, which can sometimes prove more cost effective where organisations have teams of personnel to be trained. We do however emphasise the benefit of networking with peers gained through participation in our open programmes.

Greenville Academy can also design and develop tailored in-house modular programmes to be delivered in ½ a day, 1 day or over a period of weeks or months. We have topic lists at introductory/intermediate and more advanced levels to assist clients with tailoring in-house programmes to ensure they meet the needs of their sector, organisation and participants.

Examples of in-house training programmes we can deliver on the following topics:

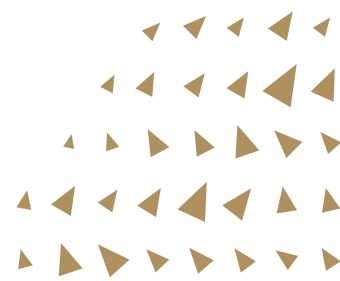
- Procurement Innovation
- How to conduct a successful Competitive Dialogue
- ICT Procurement
- Implementing Green Public Procurement
- Developing a Green Public Procurement Strategy
- Sustainable Public Procurement Workshops
- eTenders for Utilities
- Framework Agreements for Utilities
- Conditions of Engagement for recruitment of engineering consultants
- Use of CWMF for works and related contracts including short form, minor works, term maintenance and framework agreements.
- Negotiation Skills
- Understanding Procurement Rules for Utilities
- Procuring under the Defence Directive
- Procurement Law

How to Book



To get more information on in-house courses or further information on the latest courses please contact us:

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Beginner Course

Introduction to Public Procurement

This programme consists of 2 interactive Live Virtual Classroom Sessions, self-directed and team activities, accompanied by supporting material.

This course is designed for participants new to the area of public procurement. It aims to provide a foundation of the key terms, processes and activities for a successful public procurement.

Target Audience

This course is designed for participants who are new to the field of public procurement with no prior experience and wish to develop their knowledge and skills to enable them to operate effectively in a procurement or user department.

Learning Outcomes

On completion of this training, the participant will have acquired knowledge of the key terms and processes in addition to understanding public procurement and its application, particularly at national level. They will also develop greater confidence and the essential skills to become a valued member of the procurement team within their contracting authority.

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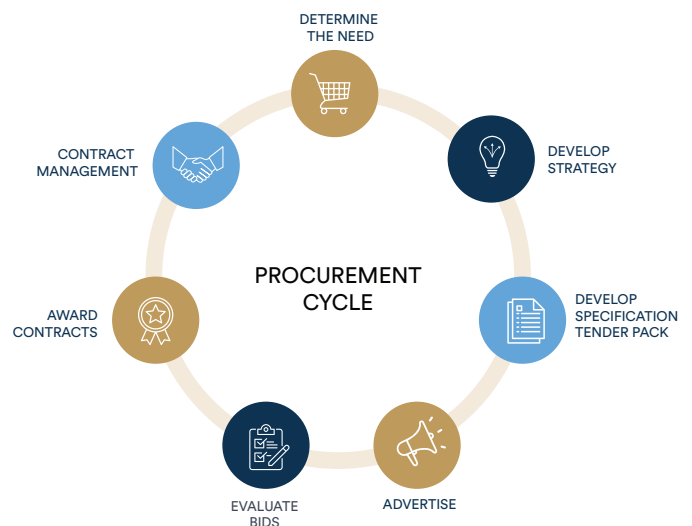
Course Content

Session 1 – Virtual Classroom (3.5 hours)

- Introduction to the fundamentals of Public Procurement
- Summary of Key EU & National Rules
- Defining Supplies, Services & Works
- The use of Common Procurement Vocabulary (CPV) Codes
- Thresholds for Quotes. National and OJEU Tenders (Central & Sub Central)
- Overview of eTenders

Session 2 - Virtual Classroom (3.5 hours)

- Review of a simple Open Procedure
- Selection Criteria
- Award Criteria (Supplies and Services)
- The Evaluation process
- Notification Letters
- Concluding the Contract
- Keeping Records





Beginner Course

Introduction to eTenders

This programme on the new eTenders platform is to be delivered in a virtual classroom with practical demonstrations and guided practice consists of 1 interactive live virtual classroom session accompanied by supporting material..

This programme will provide participants with the skills to use the eTenders website for the publication of national and EU notices to ensure fully compliant tender processes including the requirement to go fully electronic. It will explain in detail the various procedures and features of creating an RFT.

Target Audience

This course is ideal for those with a basic knowledge of procedures and the procurement concepts, tasked with responsibility for completing and publishing notices for their organisation.

Learning Outcomes

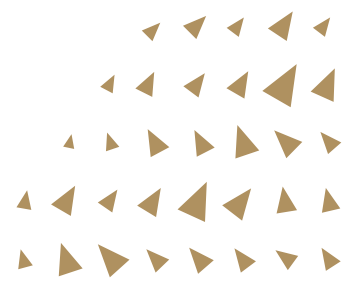
On completion of this course participants will be equipped with the knowledge to log on to the site; set up and publish national and EU notices; upload and receive responses electronically and undertake all communication with suppliers via the system.

Course Content

Virtual Classroom Session (3.5 hours)

- Overview of Procurement – Thresholds, Procedures, Timeframes, CPV codes
- Overview of the new eTenders System – key features
- Terminology used
- Organisation management on the platform
- Demo - Creating Call for Tenders (CfT) – National / OJEU
- Managing Queries
- Review Simplified Process
- Recap on training & key learnings

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Intermediate Course

Understanding Public Sector Procurement Rules

This programme over two consecutive days, is to be delivered in person for a more enhanced learning experience.

It consists of 4 highly interactive Sessions, individual & team activities, accompanied with supporting documentation.

This programme will provide a detailed analysis of the requirements of the Public Sector Directives and the corresponding Irish regulations. It is consistently updated to reflect development in national and EU regulation, jurisprudence, Green and sustainable procurement and up to the minute industry insights to promote best practice. Emphasis is placed on the key features and risk areas linked to the procurement cycle from specifications, advertising, setting selection and award criteria, evaluations, and notifications.

Target Audience

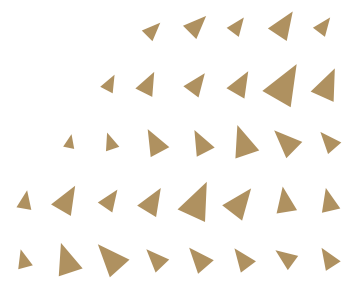
This programme is designed as an essential building block for those involved on a regular basis in procurement who need to understand the detailed requirements for effectively running a fully compliant procurement process. It is an ideal follow on to the Introduction to Public Procurement course or as a refresher.

Learning Outcomes

On completion of this course, participants will be equipped with a clear understanding of the key requirements for compliance with national and EU procurement regimes and the skills necessary to carry out contract award procedures successfully using the primary procedures of open and restricted tendering.



HIERARCHY OF CRITERIA



Understanding Public Sector Procurement Rules

Course Content

2 days (4 in-person sessions)

Session 1:

- Summary of National and EU Rules
- Key Government Circulars
- The key features of good procurement
- Defining contracts
 - Supplies
 - Works
 - Services
 - Title III
 - Concessions
- Thresholds and Valuing Contracts
- The role of a specification
 - Features of good specifications
 - Greening your specification
- Questions and Answers session

Session 2:

- Setting selection criteria
 - Art. 57
 - Financial Criteria
 - Technical Criteria
 - European Single Procurement Document
 - Rules for open versus multi-stage (qualification stage)
- Setting award Criteria
 - Price/Life Cycle Costing
 - Cost Effectiveness
 - Best Price Quality Ratio – Role of quality & cost
 - Pricing documents
- Procedures
 - Open
 - Restricted
 - Flexible procedures for Title III / Concessions
- Questions and Answers

Session 3:

- Contracts versus Framework Agreements
 - Contracts with options
 - When to award a contract
 - When to establish a framework agreement
 - Single versus multi party framework agreements
- Panels versus Dynamic Purchasing Systems
 - When to use a DPS
 - When to use a Panel
- Advertising on eTenders / OJEU
 - Prior Information Notices
 - Calls for Competition
- Questions and Answers

Session 4:

- Receiving and evaluation at selection stage
 - Applications in multi-stage procedures
 - Notification letters for unsuccessful applicants
 - Assessment of pass/fail selection criteria in open procedure
 - Managing responses with ESPDs
- Evaluation of Tenders
 - Assessing qualitative criteria
 - Assessing cost
 - Notification letters and compliant content
 - Award notices
 - Art. 84 Reports
- Questions and Answer

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Intermediate/Specialist Course

Contract Management

This programme to be delivered using a Virtual Classroom, self-directed, breakout rooms and guided practice. Each programme consists of 2 interactive Live Virtual Classroom Sessions, individual & team activities, accompanied by supporting material.

This programme aims to equip participants with the tools to manage contracts. It will highlight the key risk areas to be managed in ensuring contracts run effectively. It will provide a comprehensive understanding of the Service Level Agreement (SLA) concept.

Target Audience

This course is ideal for those experienced in procurement tasked with management and delivery of supplies and services contracts and with ensuring suppliers / service providers deliver on their commitments.

Learning Outcomes

On completion of this course participants will be equipped with an understanding of the key components of effective contract management, including roles and responsibilities, contract planning and using SLAs as a tool in maximising the return from proactive contract management.

Course Content

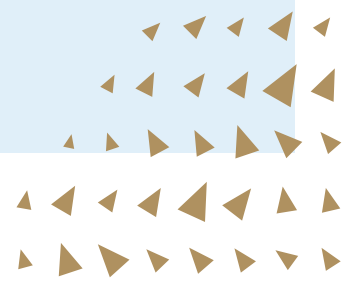
Session 1 – Virtual Classroom (3.5 hrs)

- Fundamental Elements of Procurement
- The importance of planning
- The Procurement Cycle (reflecting planning/ Contract Management)
- Understanding the need for Contract Management
- Understanding the Supply Chain

Session 2 Virtual Classroom (3.5 hrs)

- The Contract Management Process
- Category Management
- Contracts/ SLA's/ KPI's
- How to manage risk and poor performance

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Intermediate/Specialist Course

Tender Evaluation Workshop

This programme to be delivered in a mix of blended elearning using virtual classroom (via Zoom), breakout rooms and guided practice. Each programme consists of 2 interactive live virtual classroom sessions, individual & team activities and a team assignment, accompanied by supporting material.

This workshop will provide participants with the practical experience of completing an evaluation and an understanding of the risks to be managed in evaluation of tenders, the records to be kept, the content of compliant notification letters and the information required throughout the process. Participants will be provided with a checklist for evaluation along with template evaluation sheets and notification letters.

Target Audience

Those staff tasked with managing tenders and completing evaluations and particularly those with the responsibility for drafting compliant notification letters, thus minimising any problems post notification stage.

Learning Outcomes

Following this workshop, participants will understand how to prepare for an evaluation, know the process & the roles of the team members. They will be equipped with the skills to complete an evaluation; prepare evaluation templates, evaluate against selection criteria and evaluate against award criteria. They will know the key risks in tender evaluation, the importance of award criteria and the level of detail required to draft compliant and effective notification letters, in addition to ensure procurement files meet audit and best practice procurement standards.

Course Content

Session 1 – Virtual Classroom (3.5 hrs)

- Theory:
 - Evaluation process
 - Evaluation plan
 - Evaluation team
 - Preparing Evaluation matrix

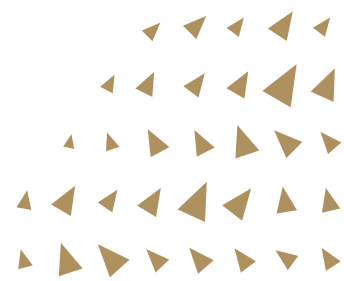
Session 2 – (Self-Directed) Case Study with tasks to be completed before session 3

- Compliance check
- Evaluate three tender submissions

Session 3 Virtual Classroom (3.5 hrs)

- Review outcomes of the Case Study evaluation
- Discuss the issues and how to address them effectively
- Handling Clarifications
- Determining admissible/inadmissible tenders
- Content of relevant letters
- Recap on training and key learnings

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Advanced Course - This is an in-person course in Dublin with significant networking opportunities

Advanced Public Procurement

This programme is designed to meet the requirement for participants to further their knowledge and expertise on the more complex nuanced features of the Public Procurement Regime, whether for the public sector or utilities. It will address the more infrequently used procedures such as competitive dialogue, competitive procedure with negotiation, innovation partnership, procedures involving negotiation (for Title III/Service Concessions) as well as features such as modifications to contract post-award, derogations from competition and handling complex clarifications. It will also refer students to key jurisprudence which guides our understanding of some of the more difficult questions faced by procurement professionals.

Target Audience

Experienced procurement professionals who have successfully managed full tender processes under the open and restricted procedures who are keen to build on their skills and expertise and gain confidence in responding to the more complex queries which arise from time to time. This is a follow-on course from Understanding Public Procurement Course.

Learning Outcomes

On completion of this training, the participant will have acquired knowledge of how and when to use competitive and negotiated procedures, manage clarifications, modifications and negotiations as tools in facilitating successful contract awards. They will also have access to the jurisprudence backing up how to respond to abnormally low tenders, inadmissible tenders and other complex issues.

Course Content

2 days (4 in-person sessions)

- Introduction
- Deciding on when to use the following procedures and what they involve
 - Competitive Dialogue
 - Competitive Procedure with Negotiation
 - Innovation Partnership
 - Designing Procedures involving Negotiation (for Title III/Concession Services)
- Handling clarifications at each stage of the tender process
 - Who to invite, what to discuss - During qualification/ tender stage
 - Post award
- The modification process
 - The allowable increases under the directive
 - The circumstances for applying the 50% rule
 - Drafting and Completing Modification Notices
 - Circumstances where modifications are not allowed
- Derogations from competition
 - What to do with irregular or unacceptable tenders (Art. 26)
 - What to do with unsuitable tenders (Art. 32) - Drafting and Publishing VEAT notices
- Inadmissible applicants and tenders
- Abnormally low tenders
- Strategies for future proofing procurement
 - Contracts with options on Projects – services and works and Article 32, where options can be negotiated
 - Contracts with options – where options are identified and catered for in original tender
 - Frameworks
- Case Study
- Question and Answers

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Advanced Course

Advanced eTenders

This programme will provide participants with the skills on some of the more complex aspects of the system including managing simplified processes (quotations/mini-tenders), establishing a DPS, opening tenders, off-line notification process and award notices, including awards for above 25k quotes as per Circular 05/2023.

This programme is to be delivered using a virtual classroom (via Zoom) and consists of 1 interactive live virtual classroom session accompanied by supporting material. This course can also be delivered in-house and can be tailored to meet the specific needs of your public sector organisation or groups.

Target Audience

This course is ideal for those with a basic knowledge of procedures and the procurement concepts, tasked with responsibility for managing competitions via eTenders on behalf for their organisation.

Learning Outcomes

On completion of this course participants will be equipped with the knowledge to manage a multiplicity of functions on the new eTenders platform.

Course Content

Virtual Classroom Session (3.5 hrs)

- Using eTenders for Quotations – the Simplified Process
 - Sourcing Suppliers
 - Issuing Quotations
 - Opening Quotation Process
- Offline Evaluation
 - Awarding / Rejecting Suppliers
 - Issuing notifications
 - Opening Quotation Process
- Publishing OJEU Award Notices
- Establishing Dynamic Purchasing Systems
- Additional Notices
 - Corrigendum
 - Modification Notices
 - VEATs

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