

Procedural Parts Elaboration and Proposal Analysis

General Objectives:

At the end of the course, professionals are able to:

- ✓ To address in detail, the preparation of the procedural parts (procedure program and specifications), from a legal perspective and practice for the various public procurement procedures: direct adjustment, tender, restricted tender with pre-qualification, competitive dialogue and procedure negotiated;
- ✓ Discuss the specifications as an essential part to minimize problems in contract execution phase and to achieve the best possible contract as required;
- ✓ Provide the tools for modeling evaluation of proposals, according to the code of public procurement and best practices;
- ✓ Apply and use the model of evaluation of proposals in the analysis of proposals and the subsequent report. The rationale is essential for a transparent, objective and clear decision;
- ✓ Practical exercises of modeling assessment proposals and discussion of several case studies.

Target Audience:

Mainly intended for Managers and Technicians.

Hours:

14 Hours

Program Contents:

1 - PARTS OF PREPARING PROCEDURAL

- ✓ Call / procedure program
- ✓ Specifications

2 - PROPOSAL EVALUATION MODEL / APPLICATION

- ✓ General concepts
- ✓ The new paradigm of evaluating proposals
- ✓ Main differences between qualification and award
- ✓ Main Aspects to be considered in the preparation of proposal evaluation model
- ✓ Applications analysis criteria in restricted

3 - PROPOSALS ANALYSIS

- ✓ Materials Criteria for exclusion of proposals
- ✓ Formal criteria for exclusion of proposals
- ✓ Negotiation
- ✓ Exclusion of proposals on direct adjustment
- ✓ Digital Signatures