

# AWARD<sup>®</sup> Practitioner course

## Course Objectives

This course is for people within a procurement team who need to understand how AWARD<sup>®</sup> can be used to support their procurement and/or who are involved in the day-to-day management or administration of their supplier selection activities. The primary objective of the course is to ensure that attendees understand how to most effectively use AWARD<sup>®</sup> in support of these activities.

## Who should attend?

- Procurement team members responsible for delivering an evaluation process using the AWARD<sup>®</sup> solution
- Procurement officers considering the use of AWARD<sup>®</sup>
- Supplier selection project managers or administrators

## Key topics

- An overview of AWARD<sup>®</sup>
- Evaluation using AWARD<sup>®</sup>
- Understanding key AWARD<sup>®</sup> concepts
- Enabling fast and dynamic access to evaluation documentation
- Managing the evaluation process
- Monitoring evaluation progress
- Managing issues and clarifications
- Producing reports to support decision-making and negotiations
- Producing and managing audit trails in AWARD<sup>®</sup>



## Overview

The Practitioner course is taught using a 'hands-on' approach, with interactive classroom teaching supported by exercises using the AWARD<sup>®</sup> software running on laptops. It has been designed to be delivered in two distinct parts, relating to different points in the procurement life-cycle. The course is offered to project team members, delivered on-site for up to 10 attendees.

### Part 1

Teaches how AWARD<sup>®</sup> can be most effectively used to support supplier selection activities by covering all the key concepts of AWARD<sup>®</sup>.

It gives attendees the knowledge they need to be able to make decisions about how to best deploy AWARD<sup>®</sup>, ensuring that the procurement process runs smoothly and makes full use of its capabilities.

Part 1 is ideally delivered at the beginning of the planning stage in order that the attendees have full awareness of AWARD<sup>®</sup> functionality before making key decisions about how they will exchange information with bidders and undertake their evaluation.

### Part 2

Expands on the concepts covered in Part 1 to cover the various day-to-day tasks required to manage supplier selection activities in AWARD<sup>®</sup>. This knowledge will enable attendees to be able to manage and administer the AWARD<sup>®</sup> system whilst it is being used by the wider team.

Part 2 addresses the phase after the planning stage – just before the actual supplier selection activities start. This ensures that attendees are able to administer AWARD<sup>®</sup> before it is used in a live environment.

## Attendees will:

### Part 1

- Be taken through all the key AWARD® concepts
- Learn about all key AWARD® concepts and features
- Learn how to make best use of AWARD® to support their supplier selection activities
- Get 'hands-on' use of AWARD®

### Part 2

- Be reminded about the key AWARD® concepts
- Learn how to manage the evaluation process using AWARD®, including:
  - adding users and assigning user profiles
  - managing tender documentation
  - managing the evaluation process
  - issue / clarification management
  - producing reports
- Get 'hands-on' use of AWARD®

### Duration

1 day

### Price

Refer to your Account Manager for details of the options available

## Further information and bookings

The 1-day on-site course is for up to 10 attendees.

Please note that a laptop with internet access is required for each attendee.

Further details of our training options can be found on our website [www.commercedecisions.com](http://www.commercedecisions.com)

For more information about our courses or to book a place, please contact us on +44 (0) 1235 431100 or [sales@commercedecisions.com](mailto:sales@commercedecisions.com)

