AWARD® User course

Course Objectives

This course is for people within a procurement team who need to understand how AWARD® 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® in support of these activities.

Who should attend?

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

Key topics

- An overview of AWARD®
- Evaluation using AWARD®
- Understanding key AWARD® 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®

Overview

The AWARD® User course is taught using a 'hands-on' approach, with interactive classroom teaching supported by exercises using the AWARD® 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® can be most effectively used to support supplier selection activities by covering all the key concepts of AWARD®.

It gives attendees the knowledge they need to be able to make decisions about how to best deploy AWARD®, 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® 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®. This knowledge will enable attendees to be able to manage and administer the AWARD® system whilst it is being using 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® 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

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

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