

Course : Mastering public purchasing regulations

Practical course - 3d - 21h00 - Ref. APU

Price : 1670 € E.T.

★★★★☆ 4,8 / 5

BEST

This training course will introduce you to the main provisions of the French Public Procurement Code and the associated procedures. It will show you how to prepare and monitor them, and identify the obligations of buyers and holders.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Preparing a contract and choosing the most appropriate award procedure
- ✓ Draw up the various contract documents and comply with their formalities
- ✓ Analyze and select bids
- ✓ Awarding and monitoring contracts
- ✓ Identify the obligations of buyers and holders of public procurement contracts

Intended audience

Public purchasers, sales managers, in-house lawyers and all those who need to make a commercial offer to a public purchaser.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Application exercises in sub-groups, case studies followed by interactive discussions.

Teaching methods

This training will be delivered in accordance with the latest public procurement regulations.

Course schedule

PARTICIPANTS

Public purchasers, sales managers, in-house lawyers and all those who need to make a commercial offer to a public purchaser.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Market preparation

- Definition of requirements and financial estimate.
- Market allotment.
- Social and environmental clauses.
- Set-asides.
- The duration of the contract.
- Choice of GCC and deliberation.

Hands-on work

Exercise on the study and practical analysis of the CCAG supplies and services.

2 Formal requirements

- Deadlines and advertising.
- Tender committee.
- Prohibition on bidding.

Hands-on work

Obligations relating to the dematerialization of procedures and the organization of electronic auctions.

3 Public procurement procedures

- The adapted procedure, the tender procedure.
- Negotiated contracts. Competitive dialogue.

4 Contract documents

- The public invitation to tender.
- The consultation regulations.
- Administrative and technical specifications.
- Deed of commitment.

Hands-on work

Simplified drafting of a Cahier des Clauses Administratives Particulières (CCAP).

5 Offer selection

- Selection of candidates based on the information provided.
- Examination of bids and weighting of criteria.
- Abnormally low bids.
- Drafting of the tender analysis report.

Exercise

Build a bid analysis table, as a group.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Awarding the contract

- The role of the contracting authority.
- The role of the CAO and its chairman.
- Drafting the presentation report.
- Information to be given to unsuccessful candidates.
- CADA's role and opinions.
- Contract notification and award notice.
- Legality control.

Hands-on work

Interactive discussion. How to give effective reasons for rejecting bids?

7 Contract performance

- The market's financial regulations.
- Payment deadlines and default interest.
- Late payment penalties. Endorsements.
- Amicable settlement of disputes.
- Appeals and litigation.

Hands-on work

Workshop on pre-contractual and contractual summary proceedings in public procurement.

Dates and locations

REMOTE CLASS

2026 : 20 May, 20 May, 5 Oct., 5 Oct., 7 Dec., 7 Dec.

PARIS LA DÉFENSE

2026 : 20 May, 5 Oct., 7 Dec.