

Course : Preparing and launching calls for tender in the public sector

Practical course - 2d - 14h00 - Ref. AOU

Price : 1400 € E.T.

This course provides a comprehensive overview of public procurement regulations. You'll learn how to prepare a call for tenders and award a contract in compliance with the law. You'll identify the key clauses in your documents and see how to monitor your contract and anticipate any difficulties.

Teaching objectives

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

- ✓ Mastering public procurement regulations
- ✓ Respect public procurement procedures
- ✓ Secure the launch of your call for tenders
- ✓ Monitor the execution of a public contract

Intended audience

Buyers and managers in purchasing and contracting departments of the French State, local authorities, public establishments and companies holding public contracts.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Theoretical input and feedback, group discussions and exchanges.

Course schedule

PARTICIPANTS

Buyers and managers in purchasing and contracting departments of the French State, local authorities, public establishments and companies holding public contracts.

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 Identify the foundations and scope of public procurement

- Definition of a public contract.
- Related concepts and contracts not subject to the codes.
- Principles of freedom, equality and transparency.
- Notion "of economically most advantageous offer".
- The current public procurement code.
- European texts.

2 Preparing a public procurement contract

- The players: the contracting authority and its representative, the tender committee, the contracting entity.
- Questions to ask: definition of needs, contract allotment...
- Contract forms: ordinary contracts, purchase orders, instalments, framework agreements, etc.
- The documents making up the consultation file: acte d'engagement, CCAP and CCTP.
- General documents (CCAG) and consultation regulations.

Hands-on work

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

3 Procurement procedures

- Assessment of advertising thresholds.
- The adapted procedure.
- Open and restricted tendering.
- Negotiated procedure.
- Competitive dialogue.
- The competition.
- Dematerialization of procedures.

Hands-on work

Quiz on the different procurement procedures.

4 Selecting candidates and offers

- Candidate selection criteria.
- Documents that may be requested from candidates.
- Environmental and social criteria.
- Selection criteria and their weighting.
- The special case of abnormally low bids.

5 Formalizing the completion of the procedure

- Information to be given to unsuccessful applicants.
- The presentation report.
- Legality control.
- Notification of the contract.
- Notice of award.
- Archiving and document retention times.

Hands-on work

Give reasons for a rejection letter.

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 Market monitoring and control

- Financial settlement of a contract: down payments, balance...
- Payment of subcontractors.
- Payment deadlines and default interest.
- Control by the administrative judge.
- Control by the criminal courts.

Times

Courses take place from 09:00 to 12:30 and from 14:00 to 17:30.

Participants may arrive beginning at 08:45. Breaks and lunches are complimentary.

For four- and five-day hands-on courses, sessions end at 16:00 on the last day of the course, regardless of the teaching mode..

Dates and locations

REMOTE CLASS

2026 : 21 May, 5 Oct.

PARIS LA DÉFENSE

2026 : 5 Oct.