# PARCOURS COMPÉTENCES+

## 360° PUBLIC PROCUREMENT: MASTER THE PROFESSION

Cours pratique de 11 jours

NEW

**Prix : 3980 € E.T.**

### DESCRIPTION

An immersive, collaborative, and certification-based program designed to accelerate performance and provide mastery of the entire procurement cycle. Intended for beginners, operational professionals, and those seeking career transitions, it helps participants structure and professionalize their practices, from defining requirements to managing suppliers. Its practical, experiential approach integrates the legal, interpersonal, sustainability, and digital aspects central to the procurement profession. A robust common foundation, enhanced by modules dedicated to the public sector.

### INTENDED AUDIENCE

Beginner buyers or those new to the role, as well as operational staff looking to streamline their work processes. Professionals seeking a career change (logistics, sales, administration, etc.).

### TEACHING OBJECTIVES

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

- Understanding the Buyer's Role, Responsibilities, and Approach
- Understanding the Legal Framework of the Procurement Process
- Monitor Contract Performance
- Conducting Effective and Balanced Supplier Negotiations
- Integrating CSR, compliance, and digitalization considerations into procurement
- Implement tools and methods that can be directly applied in their professional context

### PREREQUISITES

**None**

### FINANCING SOLUTIONS

Plusieurs solutions existent pour financer votre formation et dépendent de votre situation professionnelle.

**Découvrez-les sur notre page :**
Comment financer sa formation ou contactez votre conseiller formation

### PARTICIPANTS

Beginner buyers or those new to the role, as well as operational staff looking to streamline their work processes. Professionals seeking a career change (logistics, sales, administration, etc.).

### PREREQUISITES

None

### 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.

### 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.

### TIMES

**THE TRAINING SESSIONS TAKE PLACE FROM 9.00 AM TO 5.30 PM, WITH A LUNCH BREAK OF BETWEEN 1 HOUR AND 1 HOUR 30 MINUTES.**

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..

# POURQUOI CHOISIR LE PARCOURS
# 360° Public Procurement: Master the Profession

**Turn the regulatory framework into an opportunity for improvement and efficiency**

- Ensure compliance with best practices and understand the regulatory framework to optimize your procurement.
- Master the entire public procurement cycle.
- Effectively manage performance, compliance, and risk.
- Practice using real-world cases from the public sector.

**A roadmap to make your public procurement more secure and professional.**

# VOTRE CERTIFICATION

## Compétences+ 360° Public Procurement Specialist Certification.backtolinebreakbacktolinebreak

01

### CERTIFICATION REQUIREMENTSBACKTOLINEBREAKTHE COMPÉTENCES+ 36 PUBLIC PROCUREMENT SPECIALIST CERTIFICATION IS BASED ON TWO COMPONENTS:BACKTOLINEBREAK1. A PROFESSIONAL THESIS: THE CANDID COMPLETES A PROCUREMENT CASE STUDY OF APPROXIMATELY 10 PAGES. T THESIS PRESENTS A PROFESSIONAL CHALLENGE AND THE PROPOSED APPRO TO ADDRESSING IT.RETURNCHARIOT

- A 25
- to 30-minute oral defense: 15 to 20 minutes dedicated to presenting the thesis and the case study, followed by a discussion and-answer session with the panel.returncaretlinebreakreturncaretlinebreak

02

### SKILLS ASSESSEDRETURNCARETLINEBREAKTHE CERTIFICATION VALIDATES ABILITY TO CONDUCT A COMPREHENSIVE PROCUREMENT PROCESS, INCLUDING:RETURNCARETLINEBREAK- APPLY THE FUNDAMENTALS OF THE PROCUREMENT PROFESSION;RETURNCHARIOT

- conduct appropriate sourcing;returnchariot
- lead negotiations;returnchariot
- ensure successful contract execution;returnshoppingcartsoutline
- manage procurement performance;returnshoppingcartsoutline
- integrate CSR and digitalization considerations;returnchariot
- contribute to value creation for the organization.returnchariot

03

### PROCESS AND OBTAINING CERTIFICATIONRETURNCHARIOT

The professional thesis serves as the basis for the defense.
The candidate presents their case study before a panel, explains their approach, and answers questions.returnchariot Certificati with a minimum score of 50%.returnchariot

# MON PARCOURS

## DISPOSITIF PÉDAGOGIQUE HYBRIDE : 6 modules, 5 inter-sessions répartis sur 4 à 5 mois

- **Module** : Sessions en présentiel et distanciel
- **Inter-session** : Travaux en autonomie + accompagnement + plateforme dédiée
- Un formateur référent + un ingénieur pédagogique ORSYS dédié à toute la coordination
- Un suivi individualisé, du démarrage au passage de la certification

### MODULE 01
Becoming a Buyer: Understanding the Rules of the Game

**2 JOURS**

- Overview of the training program: cohort, schedule, digital portal, and the Compétences+ certificate.
- Understanding the Strategic Role of the Procurement Function: Definition, Key Responsibilities, and Interactions.
- Mastering the Procurement Process: Essential Steps, Key Players, and Risks.
- Putting Yourself in the Buyer's Shoes: Tools, Specifications, and Performance Metrics.
- Practical application through an immersive simulation of the purchasing cycle: the “VALACCHA” game.

**Role-playing :**
Understanding the procurement function and its fundamentals. “VALACCHA” board game: an immersive simulation of the procurement cycle.

### INTER-SESSION

- Sharing Forum: Building a learning community and collaboratively developing solutions to issues related to competitive bidding.
- Fundamentals Assessment Quiz: Reinforcing the key knowledge essential to the procurement function.
- A overarching project—whether based on a real-world context or fictional—that involves the practical application of what has been learned to a real-world problem, promotes sustainable skill development, and serves as the basis for the final

## MODULE 02
Legal Framework and Consultation

**2 JOURS**

- Understand the principles of public procurement (equality, transparency, competition).
- Defining the strategy: needs analysis, managed sourcing, allocation, and CSR integration.
- Preparing a Complete Bid Document: Bid Specifications, Bid Guidelines, Technical Specifications, Criteria, and Scoring Method.
- Select and organize the process: advertising, deadlines, questions and answers, and addenda.
- Digitize via the buyer profile: submission, timestamping, signature, traceability.
- Review applications and offers, negotiate if authorized, and explain the rationale behind the decision.
- Award and notify the contract in accordance with the required procedures (standstill period, notification, archiving).

**Case study :**

Mini Sourcing Case Study: Understanding and Applying Equality, Transparency, and Competition. Designing an Analysis Grid and a Compliance Proposal.

## INTER-SESSION

- Sharing Forum: Development of a learning community that promotes the exchange of best practices and the collaborative development of solutions to issues related to competitive bidding.
- Mini Sourcing Case Study: Assignment/Case Study “You must source a new IT service provider for an SME.”

## MODULE 03
Contract Execution

**2 JOURS**

- Launching the project: defining roles, milestones, and contractual obligations.
- Monitor implementation: use dashboards, KPIs, and action plans.
- Managing supplier relationships: conducting reviews, reporting, and ensuring traceability.
- Adapting the contract: managing amendments, price revisions, modifications, and subcontracting.
- Handling incidents: delays, non-compliance, disputes, and penalties.
- Closing the contract: acceptance, resolution of reservations, final accounting, and archiving.
- Capitalize: Learn from experience and improve practices.

## INTER-SESSION

- Sharing Forum: Development of a learning community that promotes the exchange of best practices and the collaborative development of solutions to issues related to competitive bidding.
- Assessment Quiz: Which Negotiation Technique Should You Use?

## MODULE 04
Seeking an Agreement: How to Succeed in Negotiations

### 2 JOURS
- Understanding the Fundamentals of Purchasing Negotiations: Challenges, Objectives, and Approach.
- Structured Preparation for Negotiations: What Leverage Points? Possible Concessions (BATNA).
- Effective Negotiation: Key Phases, Techniques, and Formalizing Agreements.
- Managing Tension and Complex Situations: Anticipating and Addressing Objections, Positive Communication.

### Hands-on work :
The Fundamentals of Collaborative Communication to Support Purchasing Negotiations. Raising Awareness of the Use of AI to Prepare for Negotiations. Training Through Role-Playing and Simulations.

## INTER-SESSION

- Sharing Forum: Development of a learning community that promotes the exchange of best practices and the collaborative development of solutions to issues related to competitive bidding.
- Assessment Quiz: Reinforce your knowledge and best practices for launching and securing a request for proposals by identifying the key steps and points to watch out for.

## MODULE 05
The 5.0 Buyer: Responsible and Digital

### 2 JOURS
- Introduction to the Challenges of Digitalization and AI: Thoughtful Automation, Ethics, and Cybersecurity.
- Integration of regulatory and compliance issues: duty of care, GDPR, Sapin II Act.
- Implementation of Responsible Procurement: CSR, ISO 20400 Standard; Responsible Procurement Clauses.
- Digitization of the Procurement Function: An Overview of AI Tools, Processes, and Use Cases in Procurement.
- Developing an Individual Action Plan: The "Red Thread" Project.

### Digital activities :
Developing a personalized plan. Testing AI tools and prompts.

## INTER-SESSION

- Sharing Forum: Development of a learning community that promotes the exchange of best practices and the collaborative development of solutions to issues related to competitive bidding.
- AI Challenge: Create a checklist for responsible purchasing.
- Assessment Quiz: CSR and Compliance.

## MODULE 06
ORSYS Certification: Skills Plus Program—360° Public Procurement Specialist: From Mastering the Fundamentals to Becoming a 5.0 Procurement Specialist

### 1 JOUR
- The Professional Thesis: Purchasing Case Study (approximately 10 pages).
- Oral defense (25 to 30 minutes): 15 to 20 minutes of presentation, followed by a question-and-answer session.

### Exam :
This certification validates the ability to manage the entire procurement process by applying the fundamentals of the profession, as well as techniques for sourcing, negotiation, contract management, and performance management, along with considerations related to CSR, digital transformation, and value creation. The evaluation is based on the completion of a professional thesis presenting a procurement case study, followed by an oral defense before a panel. The certification is awarded with a minimum score of 50%.

# CALENDRIER PROMO 2026

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