

# Public Buyer certification course

**Practical course - 7d - 49h00 - Ref. KAP**

This certification cycle will enable you to master the procedure for awarding public contracts, from the formulation of requirements through to contract monitoring. You will learn about the legal and regulatory framework, as well as the main provisions of the French Public Procurement Code. You will learn how to design and draw up a consultation file, then select the bids. Finally, you will learn how to secure the administrative, technical and financial aspects of your contracts.

## Teaching objectives

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

- ✓ Understand the legal and regulatory framework governing public procurement contracts
- ✓ Identify the obligations of buyers and holders of public procurement contracts
- ✓ Preparing a contract and choosing the most appropriate award procedure
- ✓ Draw up the various contract documents and comply with their formalities
- ✓ Analyze, select bids and award a contract
- ✓ Follow the execution of a contract
- ✓ Set up tools to manage contract performance
- ✓ Identify and avoid contract performance pitfalls

## Intended audience

Legal directors, public procurement managers, purchasing managers and anyone involved in managing or drafting public procurement tenders.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Exchange and feedback, theoretical input, case studies and practical exercises.

## PARTICIPANTS

Legal directors, public procurement managers, purchasing managers and anyone involved in managing or drafting public procurement tenders.

## 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.

## Course contents

This course consists of the following modules :

### Public Buyer certification

Ref. KYP - 0.5 day

## Course schedule

### 1 Market preparation

- Definition of requirements and financial estimate.
- Market allotment.
- Social and environmental clauses.
- Set-aside contracts, article 15 of the CMP.
- The duration of the contract.
- Choice of GCC and deliberation.
- Compulsory documents depending on the type of contract awarded, and adaptation of these documents to adapted procedures.
- Advertising copy: information to be included, compulsory details...
- Administrative, financial and technical information.

#### Hands-on work

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

### 2 Procurement procedures and documents

- Tender committee.
- Prohibition on bidding.
- The adapted procedure, the tender procedure.
- Negotiated contracts. Competitive dialogue.
- The public invitation to tender.
- The consultation regulations.
- Deed of commitment.

#### Case study

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

### 3 Specifications, CCTP and CCAP

- Translate functional analysis into specifications.
- Reconciling technical watch and equal treatment.
- Propose a technical response framework to facilitate candidates' proposals.
- The need for interdependence between SCC and SCCP.
- Clauses relating to the price and duration of the contract.
- Other clauses: acceptance, penalty, termination...
- Mandatory information.
- Special cases of endorsements.
- Letter of notification.

#### Hands-on work

Draw up a simplified SCC.

## 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 4 Selecting bids and awarding the contract

- Selection of candidates based on the information provided.
- Examination of bids and weighting of criteria.
- Abnormally low bids, article 55 of the CMP.
- Drafting of the tender analysis report.
- The role of the contracting authority.
- The role of the CAO and its chairman.
- Drafting the presentation report.
- Information to be provided to unsuccessful candidates, article 80 of the CMP.
- CADA's role and opinions.
- Contract notification and award notice.
- Legality control.

### Exercise

Build a bid analysis table in a group. Interactive discussion: how to give effective reasons for rejecting bids?

## 5 The impact of market forms on monitoring

- Purchase order contracts.
- Framework agreements and subsequent contracts.
- Single or multi-operator markets.
- Co-contracting and subcontracting.

## 6 Sensitive contract clauses

- Contract duration, lead times and warranty.
- Firm, discountable, revisable and provisional prices.
- Penalties applicable to contracts.
- Contract termination.
- Changes during the contract: amendments and decision to continue.
- Complementary and similar contracts.

### Case study

Price variation clauses and modifications during contract performance.

## 7 Managing financial guarantees and payments

- First demand guarantee or bank guarantee.
- La retenue de garantie et l'avance.
- Assignment or pledging of receivables.
- Payment on account: special cases of co-contracting and subcontracting.
- Rejection of a payment request.
- The global payment deadline and the mechanism's implications for the various parties involved.
- Cases of suspension of the overall payment period.
- Application of interest on arrears. Additional interest on arrears.

### Exercise

Completion of NOTI 7 and NOTI 8 forms. Payment breakdown and progress report templates.

## 8 Verification and acceptance of services

- Verification operations to be carried out: acceptance, guarantees provided for in the GCC.
- Contractual and post-contractual warranties.
- Cases of rejection, postponement and reduction.

## 9 Dispute management

- The case of the service provider in financial difficulty.
- Repair of defects identified during the works.
- Pre-litigation remedies: out-of-court settlements, appeals and arbitration.
- Early termination, termination and cancellation.

## Dates and locations

### REMOTE CLASS

2026: 25 Mar., 25 Mar., 20 May, 20 May, 5 Oct.,  
5 Oct., 7 Dec., 7 Dec.

### PARIS LA DÉFENSE

2026: 25 Mar., 20 May, 5 Oct., 7 Dec.