

SESSION 1: Introduction

Introduction to buying consultancy services and the appropriate methodology

- The Process
- The nuances and jargon of the consultancy markets
- Conditioning the market to respond appropriately

SESSION 2: Analysing the market

Understanding the supply market dynamics and sourcing the market

- Supply market history and current trends
- Supply models (managed service etc)
- Identifying the risks

Activity

- Case study 1

SESSION 3: Sourcing the market

Structuring the tender and analysing the responses

- The pricing model / service matrix
- Managing the commercials and the service
- Tendering and contractual considerations
- Establishing robust weighting criteria

SESSION 4: Negotiating the contract

Developing the services contract and monitoring ongoing performance

- Identifying and creating leverage points
- Developing performance criteria
- Barriers to successful implementation

Activity

- Case study 2



INTRODUCTION

The London Borough of Camden in association with the London Centre of Excellence is at the heart of this training programme. It has worked in partnership with 19 of the London Authorities to produce a sound solution to the training needs of those involved within procurement. It is also working to promote capacity building and to foster cooperation amongst all partner organisations to respond to these needs.

As a result of this, it has commissioned a suite of specialist training courses aimed at those involved in the procurement cycle across the region.

The City of London and the London Borough of Hounslow worked with the London Borough of Camden to identify the training need and commission the Buying Consultancy Services workshop. This workshop forms part of the specialist training courses of this wider Procurement Training Programme.

Launched in November 2006, the course modules are available to all stakeholders who wish to be involved in the process and contribute to the delivery of sustainable, high quality procurement development.

The courses are focused and practical and will be delivered by LondonMet Enterprises a CIPS registered organisation with a proven track record of such training events.

PRICING FOR MODULES

Closed Course Rate £750+VAT £125+VAT for minimum of 6/£50+VAT for maximum of 15	Public Course Delegate Rate £90 +VAT
Optional Expenses E-Assessment and 1 year CIPS membership On-line support	Rate £100+VAT 3 hours per delegate @£30+VAT

Booking Course

To book a course contact Angele Cauthery at LondonMet Enterprises on 020 7133 3004 or email a.cauthery@londonmet.ac.uk

BUYING CONSULTANCY SERVICES

Course Outline

Duration – 1 day

The course aims to provide delegates from all levels of the organisation with a thorough understanding of the way in which consultancy services are specified, tendered and commissioned, with particular focus on the commercial benefits and service enhancements that can be made when procuring professionally.

The main format of the day is interactive classroom-based training, using a mixture of interaction, presentation and group working to deliver the learning. PowerPoint materials will be used to review the learning content and highlight the key issues.

During the training workshop, there are two mini case studies, each taking approximately 45 minutes each to complete, which will consolidate the learning from the morning and afternoon sessions. These case studies will look at two different forms of consultancy (management consultancy and financial consulting) in order to help differentiate between the markets.

The training will be inclusive, facilitative and adaptable to the needs of the delegates. Throughout the day, delegates will be encouraged to make a continuous contribution to discussion.

The tutor will adopt a supportive and positive approach at all times and will promote a rotation of roles in the case study groups. However, it should be recognised that some delegates will not wish to present to the group and the tutor will not force any unwilling contribution.

Learning Outcomes

- Outline the need for and benefits of using professional service providers
- Understand the supply chain for the provision of different forms of consultancy, including management, financial and specialists
- Distinguish between the different charging mechanisms for consultancy services
- Identify the range of market solutions available and the cost/benefits of each (types of different managed service models)
- Explain the process for buying consultancy services
- Know how to source professional services correctly and recognise the cost levers.

Module: Buying Consultancy Services

Duration: One day

Aims

To introduce best practice in relation to commissioning and managing consultancy services.

Learning outcomes

At the end of this module delegates will have gained knowledge & understanding of:

- Identifying and justifying the need
- Explain the process for commissioning consultancy services
- Know how to source the market correctly and recognise the cost levers
- Identify the range of supply solutions available and the cost/benefits of each
- Understand the supply chain for the provision of consultancy services
- Performance & managing the assignment, closing and evaluation of performance.

Time	Session Content	Delegate activity	Resources required
Session 1	Identifying the need/ Introduction to buying consultancy services, and the appropriate methodologies	Listening, note taking, interactive participation and discussion	PowerPoint Whiteboard/Flipchart
Session 2	Understanding the supply market dynamics and sourcing the market	Listening, note taking, discussion, interactive participation and feedback	PowerPoint & handout materials Whiteboard/Flipchart
Session 3	Case Study 1 Structuring the tender and analysing the responses	Listening, note taking, interactive participation and discussion	PowerPoint & group exercise Whiteboard/Flipchart
Session 4	Negotiating and developing the services contract and evaluating ongoing performance Case Study 2 Conclusions and wrap up	Listening, note taking, discussion, interactive participation and feedback	PowerPoint & handout materials Whiteboard/Flipchart

Evaluation and points for consideration

Question & Answer sessions throughout the sessions. Some blank slides and short exercises to engage the delegates, possibly working in pairs. Some reprise of topics and specific areas as necessary. Additional mini-case studies and exam questions will be available if necessary and as appropriate. Additional handouts of supportive information and feedback forms to be issued.