

Webinar on

Selecting Vendors and RFP Drafting

Learning Objectives

How to solicit and select qualified Vendors

- 1. How to create a vendor database*
- 2. How to create a qualified vendor pool*
- 3. How to cast a wide net*

How to ensure that the vendor stays compliant

- 1. Vendor Responsibility Reviews*
- 2. Compliance Terms*
- 3. Contract Management*

The RFP Process from drafting to awarding

- 1. Drafting the RFP & Scoring Matrix*
- 2. Good Practices based on Examples*
- 3. Making a Contract Award*

Areas Covered

- Human Error as the Root Cause, Trending and tracking*
- What is Human Error*
- How is Human Error controlled?*
- 6 step method for error prevention*
- Human error rates and measurement*
- Root Cause Determination*
- Prediction, CAPA effectiveness*



One of the first steps in any procurement process is the creation of a bidders list or those vendors thought suitable and responsive to the commodity or services being procured. This program will help you solicit vendors for an RFP procurement.

PRESENTED BY:

Ken Jones has been working in the public and non-profit procurement field for 30 years. He worked for the New York State Office of Taxation and Finance as a Purchasing Assistant from 1985-87 and left there to work for the University at Albany, SUNY where he served as a Purchasing Agent and in 1999 was the Assistant Director supervising and providing training for the Office of Purchasing and Contracts. This included providing training for both State procurement and The Research Foundation for SUNY procurement rules and regulations.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

One of the first steps in any procurement process is the creation of a bidders list or those vendors thought suitable and responsive to the commodity or services being procured. This program will help you solicit vendors for an RFP procurement.

The RFP process itself will also be explored. The Request for Proposal process is often thought daunting and terrifying to the uninitiated who are assigned this procurement task. This program will provide you with the exposure and tools necessary to feel confident and able to draft, score and award a Request for Proposal procurement.

Often Procurement Professionals are required to cast a wide net in reaching out to the vendor community. Participants will learn from an experienced professional who has completed many RFP's and how vendors were selected and how the RFP process was taken from request to completion. The RFP process takes considerable knowledge to draft and develop the scoring matrix. During this program, attendees will learn how to avoid some of the common pitfalls that lead to a failed procurement or one rejected by an audit review.

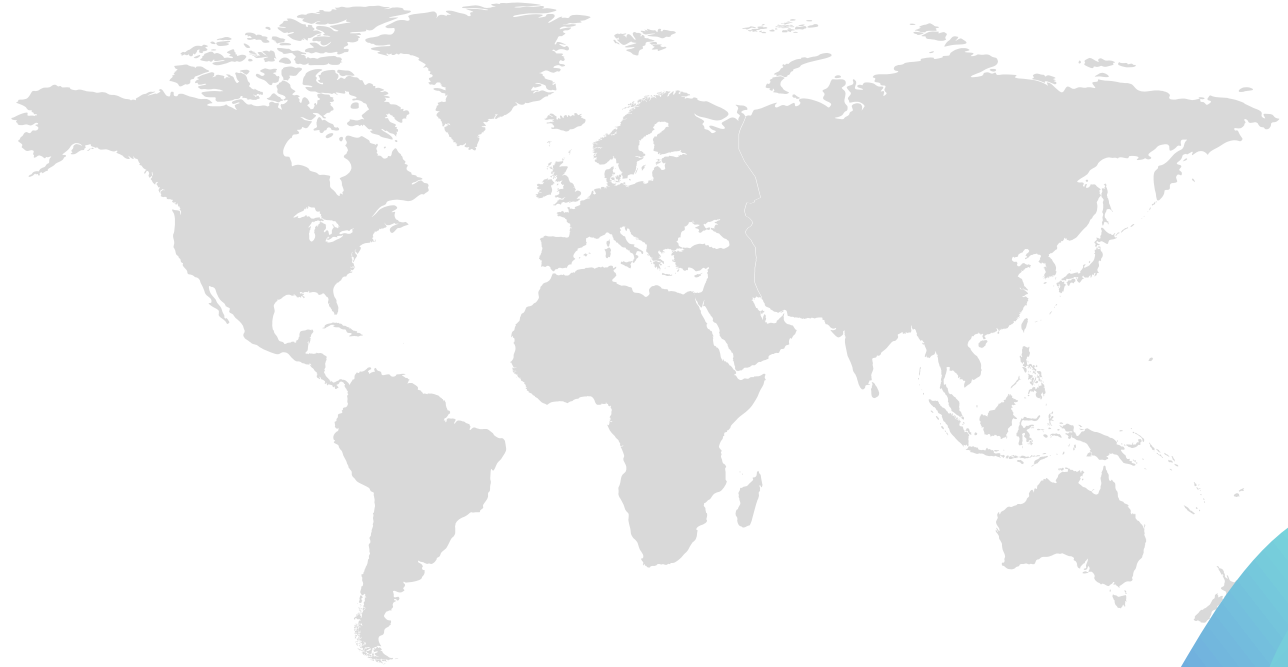


Many Procurement Professionals and those involved in a Request for Proposal (RFP) process can use additional guidance in creating a qualified vendor pool and to create and score an RFP. This program will cover creating a vendor data base and creating a qualified vendor pool for an RFP. In addition, the program will cover ways to get better-qualified vendors using an RFI and vendor responsibility review processes. Samples of RFP terms, technical scoring and cost evaluation will be covered as well. Attendees who complete the program will leave with tools they can use the next time they are faced with creating a qualified vendor pool for an RFP.



Who Should Attend ?

*Purchasing Agents/Officers, Contract Officers,
Department Managers, Accounting Officers,
Account Managers*



Why Should Attend ?

You will be able to define.... An RFP, Scoring Matrix and RFI

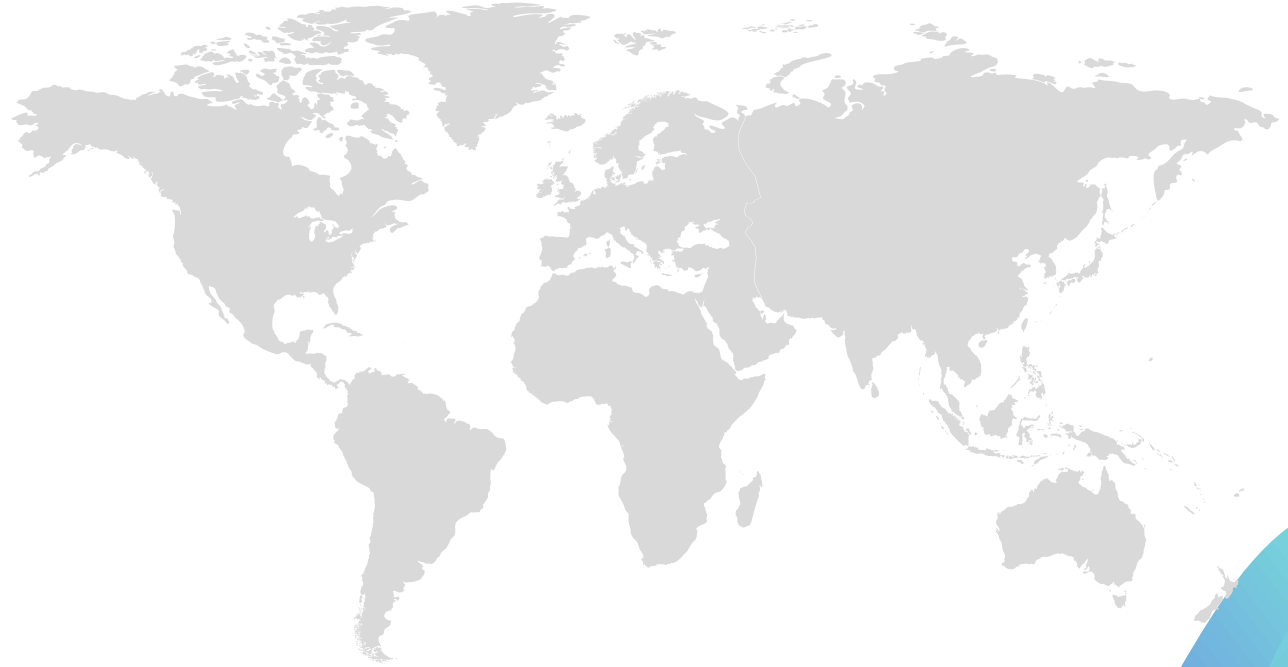
You will be able to describe it... The Creation of a Qualified Vendor Pool

You will be able to discuss this... How to Qualify Vendors

You will be able to explain... When should an RFP and RFI be used

You will be able to identify... Possible ways to create a Vendor Data Base

You will be able to review it... the Scoring of an RFP



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