



Invest in the future with the Achilles EU Academy

Delivering essential training in all aspects of EU Procurement Legislation, the Achilles EU Academy provides:

- Procurement and Law professionals with a full understanding of EU rules, thus helping to reduce risk for their organisation
- In-depth knowledge within an organisation to deliver compliant EU procurement projects
- Help to identify gaps in an organisation's EU knowledge for personal development plans
- Scheduled modules and flexibility of content to suit the organisation
- Help to reduce risks and therefore costs
- Certification, CIPS CPD points and Solicitors Regulation Authority CPD points

Achilles EU Academy
www.achilles.com





The Objectives

The Achilles EU Academy establishes a common understanding of the principles and objectives of the EU procurement legislation and examines, in a practical way, the proper approach to advertising contracts, selecting suppliers and awarding contracts. Progress in learning is examined and consolidated through modules, culminating in a business game which brings all the issues together.

It ensures procurement professionals have an in-depth understanding of the EU rules; it gives organisations the opportunity to ensure that a number of different people with different EU knowledge and skills are trained to a level which will help reduce risks in procurement.

The course is tailored to meet the needs of both the public and utility sectors, and is delivered through a series of six modules and five modules, respectively. Each workshop-based module takes six hours, with refreshment breaks and lunch, and concludes with an exam. It is recommended that the modules run over a five or six month period, however if being delivered in-house, this can be over a shorter or longer period if required. The open academy runs over a sixth month period and is run at Achilles Head Office or can be hosted by an individual authority.

■ Module 1 - Foundation of the EU and processes

1. To assess the level the delegates are currently at and understand their needs
2. Ensure delegates have an understanding of how the European Commission and UK Government's implement the EU procurement legislation
3. Understand the principles of the legislation and how it affects every day procurement
4. Understand the foundation of whom and what is covered, how we evaluate contracts to ensure the organisation is compliant
5. Review procedures and timescales
6. Understand the implications and risks of getting it wrong

The module ensures all delegates going through the Academy start on a level playing field.

■ Module 2 - The beginning of the process

1. Specification and standard
2. Knowing what type of OJEU notices are available to purchasers and when it is appropriate to use them
3. Less regulated procurement
4. What is meant in each field of the most commonly used OJEU notices
5. Amending notices once they have been published, when and if they can be changed
6. Understanding the risks of getting an OJEU notice wrong
7. Review less regulated procurement and how the EU rules affect them
8. The rules around part b services and the requirements under EU rules
9. Concession contracts and rule around using them

The notice module teaches the delegates the importance of completing compliant notices, and gives them an understanding of the part they play within the process.

■ Module 3 - Selection and award criteria

With the majority of court cases around selection and award criteria being used incorrectly, this module is one of the most important delivered.

1. What are selection criteria and how they should be set
2. What and how much should be disclosed to suppliers
3. What happens if selection criterion are changed
4. What are award criteria and how they differ from selection criteria
5. Sub-criteria and the use of it
6. Changing criteria
7. Assessing tenders against the criteria
8. How sustainability and diversity can be used and where under the regulations
9. What happens if suppliers cannot complete a contract

The module ensures delegates have an understanding of the difference between selection and award criteria, what can and can't be used and how to manage assessments at pre-qualification and award stages.



The Academy has delivered on a number of levels enhancing the knowledge of the individuals attending, and providing rare opportunity for collaboration to shine. The combination of presentations, case law, reviews of learning achievements and the fact that the workshops were tailored to the individual and collaborative requirements of the participants, ensured the success of the monthly workshops and learning experience as a whole.

Andrew O'Connor (MCIPS)
Head of Procurement, Supply Chain and Corporate Social Responsibility
Countess of Chester Hospital NHS Foundation Trust



“It’s been a great opportunity to get the whole team together, set aside any prior experience, and to take everyone right back to the principles behind the EU Procurement Legislation. The end result is a team which has a common understanding of the legislation, backed up by the excellent resources of the THEMIS service.”

Clive Wilkinson, Procurement Manager, Electricity North West



Assessment

There will be some additional studying and additional work for each module. To assist the students they will be given access to Achilles online EU Procurement encyclopedia THEMIS which has all the relevant reference material required for each of the modules.

To ensure delegates have a full understanding of the issues surrounding the courses an exam will be sat at the end of each module. The exam will last no more than 15 minutes.

Accreditation

Each module is certified by the Director of EU Procurement at Achilles and has CPD accredited by the Solicitors Regulatory Authority and accredited with CIPS CPD points.

■ Module 4 - Frameworks*

Frameworks are used extensively within public procurement. Court cases are on the increase in the setting up and using of framework agreements. This module takes you through the pit-fall of frameworks and framework agreements.

1. Understanding what a framework agreement is
2. The difference between frameworks and contracts
3. Setting up a framework agreement and the rules around collaboration
4. Using frameworks agreements legally
5. Understanding the risk of challenge
6. Looking at other types of in-house procurement methods e-auctions, shared services and the use of dynamic purchasing systems and how they fit within procurement processes

The module takes delegates through the rules on the use of framework agreements, calling off from framework agreements and the risks of incorrect use. It covers other types of in-house procurement methods and where they sit within procurement processes.

** For organisations regulated by the EU Utility Directives this module is incorporated into Module 5.*

■ Module 5

Socioeconomics and sustainability can be very difficult to apply to contracts as an understanding of how they fit can be difficult. We analyse how and where this can be used to stay compliant. Remedies are the route suppliers have to challenge the procurement process. Understanding what must be done by purchasers to get it right gives less chance of risk to an organisation.

1. Socio economics
2. Sustainability under EU rules
3. Understanding the risk of challenge by the European commission and UK courts
4. Implementing the rules into your organisation's processes
5. What penalties can be levelled at an organisation
6. Understanding the process of the standstill period and how it fits within the procurement process
7. Understanding case law; why it affects your procurement.
8. Look forward to new proposals in place.

Delegates will take away the process laid down by the European Commission and UK Government on rule sustainability and how the rules of challenge by suppliers work, how to limit the risk for an organisation and keep within the parameters of the legislation.

■ Module 6

This module brings all the learning together. The final module has been developed to take all of the learning from each of the other modules and create procurement scenarios to run through and see what might happen if we had a challenge to the contract.

This open workshop covers:

- Discussion with suppliers
- A proposal scenario
- Contract notice
- Selection criteria
- Late tenders
- Solicitors' letters

Accredited with CIPS CPD points



“We believe the Achilles EU Academy represents a vital component in our goal to continually raise the awareness and competence of our procurement professionals and to ensure that they keep abreast of latest developments with regard to the EU Procurement regulated environment.”

Robert Astall, Head of Procurement Profession, Sellafield Ltd



The Trainers

Through the close links with the European and UK Government, our trainers have a deep understanding of the practical implications of the procurement rules. The experienced team combine both academic policy and practitioner backgrounds that offer a wide range of skills.

Glenn Fletcher is Director of EU procurement at Achilles. Glenn's knowledge in EU spans 25 years in procurement and encompasses working in the Policy team at the Treasury, to working with OECD.

Susie Smith is a lawyer, consultant and special Professor of Law at the University of Nottingham who has worked in both private practice and local government as a commercial solicitor specialising in tendering and procurement. She advises a wide range of public sector clients on commercial contracting and related public law and procurement issues.

Liz Wilson-Lamb is an EU Advisor and Trainer at Achilles. Liz has worked within regulated procurement sector for several years and has extensive knowledge of EU public procurement.

Fees and how to register

All course material and reference literature is included in the cost.

Please contact the EU Services Team for details regarding the cost of attending an Academy via an Open or In-house route.

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Standard terms and conditions apply.

About Achilles

As a leading provider of training and consultancy in EU regulated procurement, the Achilles EU services team work with numerous public sector companies, private utility organisations and lawyers. Overseas work includes training for international law firm Freshfields Bruckhaus Deringer and the governments of Turkey, Slovenia, Hungary and Macedonia via the EU and OECD. Achilles has developed a unique role as a trusted neutral party, respected by government organisations, industry communities and suppliers across the world. We pride ourselves on being at the forefront of industry developments and work to achieve best practice in a number of areas.

As well as helping the public and utility sectors with procurement legislation compliance, Achilles helps companies to improve their supplier information management. Our services onboard suppliers and validate their information throughout the life of the business relationship so that buyers are better informed and can make better procurement decisions. Achilles has offices in 22 locations around the world and we actively support over 700 of the world's largest buying organisations to manage their supplier data. With a global view of the supplier base buyers: have access to accurate and up-to-date information on their suppliers; they can streamline their supplier engagement, standardise their policies and reduce the risk of non-compliance (in areas such as health and safety, quality and environment); and confidently assess the total impact of their procurement decisions.



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