



Course: **Certificate in Public Procurement: Understanding and Operating under the Procurement Act of Trinidad and Tobago**

Contact Hours: **24 Hours**

Pre-requisite: **None**

Course Objectives

- To provide a thorough understanding of the Procurement Act of Trinidad and Tobago.
- To discuss the responsibilities and procedures outlined in the Act for procurement entities.
- To examine compliance requirements and the consequences of non-compliance.
- To examine the tools and techniques required to bring the procurement processes in alignment with the Act, Regulations and Guidelines.
- To prepare participants for practical application of the Act in procurement activities.

Target Audience

Public Sector Employees, Private Sector Vendors & Contractors, Legal and Compliance Professionals, Non-Governmental Organisations (NGOs), State Agency Personnel, Auditors and Accountants, Students or Graduates of Law, Public Administration, Business.

Course Outline

Module 1: Introduction to the Procurement Act

- Understanding public procurement
 - Historical context and reasons for the Procurement Act
 - Overview of the Procurement Act
 - Objects and scope of the Act
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Module 2: Key Provisions of the Act

- Main provisions of the Act
 - Amendments to the Act
 - Regulations
 - Roles and responsibilities of the public procurement entities
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Module 3: The Role of the Office of Procurement Regulation

- Functions and powers of the Office of Procurement Regulation
 - Compliance monitoring and enforcement mechanisms
 - Reporting requirements and accountability measures
 - Management of the Procurement Depository
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Module 4: Public Procurement and Methods and Procedures

- The procurement cycle and the four stages of public procurement
 - OPR Guidelines for managing the procurement process
 - Guidelines for retention of Public Property
 - Guidelines for disposal of Public Property
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Module 5: Ethics and Transparency in Procurement

- Ethical considerations in public procurement
 - Ensuring transparency and fairness in procurement processes
 - Conflict of interest and anti-corruption measures
 - Role of PDAC and the Disposal Committee
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Module 6: Complaints, Dispute Resolution and Challenge Proceedings

- Procedures for handling complaints and disputes under the Act
 - Negotiations and relationship management
 - The standstill period
 - Challenge Proceedings
 - Challenge Proceedings case study
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Module 7: Implementation Challenges and Best Practices

- Challenges faced during the implementation of the Act
 - Simplified procurement
 - Best practices for effective procurement under the new legal framework
 - Review of regional and international procurement standards for comparison
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Module 8: Practical Application Workshop

- Interactive workshop on applying the Procurement Act in real-world scenarios
 - Group discussions and role-play exercises to practice Procurement Decision-making
 - Review and feedback session on workshop activities
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Assessment Methods:

- Quizzes at the end of each module to test knowledge and understanding
- Participation in discussions and workshop activities
- Final assessment involving a case study analysis or project related to the Procurement Act

Certification:

- Certificate of Completion stating proficiency in understanding and applying the Procurement Act of Trinidad and Tobago

Resources Provided:

- Course materials, including references to all relevant legislation, regulations, guidelines and templates.
- Course materials will be provided for each module prior to the commencement of that module.

This course aims to equip participants with a robust understanding of the Procurement Act, ensuring that they can navigate and apply the principles of the legislation effectively in their respective roles.