CONSULTANCY & SERVICES PROCUREMENT MANAGEMENT



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TRAINING CENTER

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Introduction

Consultancy & Services Procurement Management Training Course develops the specialist skills needed to buy professional and business services well. Participants study how service requirements differ from goods, then work through scoping, specification and make-or-buy decisions. Furthermore, the course covers RFPs, statement of work drafting, evaluation of technical and commercial proposals, pricing models and rate cards. In addition, learners manage service providers through SLAs, KPIs, governance meetings and performance reviews. As a result, they leave able to secure expert services at fair cost and hold providers accountable for delivery.

Consultancy & Services Procurement Management Course Objectives

- Explain how services procurement differs from goods procurement.
- Apply make-or-buy analysis and business case development.
- Write clear statements of work, scopes and deliverables.
- Select consultancy providers through structured RFP processes.
- Evaluate technical and commercial proposals with weighted criteria.
- Negotiate pricing models: time and materials, fixed fee and outcome-based.
- Establish rate cards, caps and expenses policies.
- Draft consultancy agreements with IP, confidentiality and liability terms.
- Manage providers through SLAs, KPIs and governance meetings.
- Control scope creep, change requests and contract renewals.

Course Methodology

- Instructor-led sessions built on live professional services procurements.

- RFP and statement of work drafting workshops with peer review.
- Proposal evaluation exercises using weighted scoring matrices.
- Negotiation simulations on rates, caps and outcome-based fees.
- Case studies on consultancy disputes, scope creep and value delivery.
- Templates, checklists and evaluation matrices retained after the course.

Who Should Take This Course

- Procurement and category managers covering services spend.
- Buyers of professional services, IT services and consulting.
- Contract managers administering service agreements.
- Project managers engaging consultants and specialist advisors.
- Finance and business partners overseeing external spend.
- Legal advisors supporting service contracting.

Consultancy & Services Procurement Management Course Outlines

Day 1: Strategy and Services Categories

- Professional services categories and spend mapping.
- Differences between goods and services procurement.
- Make-or-buy analysis and business case construction.
- Demand management and specification challenge.
- Supplier market analysis for consultancy services.
- Category strategy for services spend.
- Stakeholder alignment and internal governance.

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Day 2: Requirement Definition and RFP Design

- Writing statements of work and deliverable schedules.
- Setting objectives, milestones and acceptance criteria.
- Pricing models: time and materials, fixed fee, capped and outcome-based.
- Building the RFP: structure, questions and instructions to bidders.
- Evaluation criteria, weightings and scoring matrices.
- Bidder qualification, references and conflict checks.
- Bid clarification, presentations and shortlisting.

Day 3: Evaluation, Pricing and Negotiation

- Technical evaluation and scoring moderation.
- Commercial evaluation and total cost of ownership.
- Rate cards, day rates, expenses and disbursement policies.
- Benchmarking fees and rate validation.
- Negotiation strategy: leverage, caps and performance fees.
- Negotiating IP ownership, confidentiality and liability.
- Award recommendation and approvals.

Day 4: Contracting and Provider Onboarding

- Consultancy agreement structure and key clauses.
- Statements of work as schedules and order of precedence.
- Data protection, confidentiality and IP ownership provisions.
- Indemnities, insurance and limitation of liability.
- Change control and scope variation mechanics.

- Onboarding, security clearance and access provisioning.
- Purchase orders, call-offs and rate management.

Day 5: Performance Management and Value Delivery

- Service level agreements and key performance indicators.
- Governance structures, steering groups and review cadence.
- Performance scorecards and balanced scorecard use.
- Managing scope creep, escalations and underperformance.
- Measuring value and realised benefits from consultancy.
- Renewals, extensions and exit planning.
- Applied workshop: running a services procurement case end to end.

Conclusion

By successfully completing Consultancy & Services Procurement Management, participants will gain a complete working knowledge of service scoping, RFP design, proposal evaluation, consultancy contracting and provider performance management. They will also have acquired the practical control needed to stop scope creep and hold providers to measurable outcomes. Gentex Training Center builds the programme around live procurement cases and evaluation exercises, so learners apply each method directly.

FAQs for the Consultancy & Services Procurement Management course

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Q1 What is the "Consultancy & Services Procurement Management" course about?

It covers how organisations buy consultancy and professional services: defining requirements, drafting statements of work, running RFPs, evaluating proposals, negotiating fees, contracting and managing provider performance.

Q2 What are the key benefits of the "Consultancy & Services Procurement Management" course?

You learn to buy expert services at a defensible price and to hold providers to measurable results. The course reduces scope creep, improves evaluation consistency and gives you practical levers to challenge inflated rates and vague deliverables.

Q3 What skills will I gain from the "Consultancy & Services Procurement Management" course?

Services requirement definition and statement of work drafting, RFP design and proposal evaluation, consultancy fee negotiation and contracting, and service provider performance and value management.

Q4 What tools, methods, or standards are covered in the "Consultancy & Services Procurement Management" course?

Make-or-buy analysis, statements of work and deliverable schedules, RFP structures with instructions to bidders, weighted scoring matrices, rate cards and total cost of ownership models, service level agreements and key performance indicators, and governance scorecards.

Q5 How is the "Consultancy & Services Procurement Management" course applied in real-world practice?

Professionals use it to scope engagements, run tenders for consultants, score proposals, negotiate rates and manage provider performance. Participants run a full services procurement case in the closing workshop.