

## Facilities Management Procurement Practices

Unit Standard: 377380  
NQF 4 | 5 Credits  
3 Days



### Delegate Profile:

- Building managers
- Facility co-ordinators
- Facility administrators
- Junior facilities management staff
- Facilities managers
- Maintenance co-ordinators
- Soft services co-ordinators
- Property managers
- Property administrators
- Handymen

### Admission Requirements

- NQF 4 Computer, Numeracy and Communication Literacy

This training programme is ideal for individuals who work in an FM environment and manage service-related project management functions. The programme introduces the delegate to various project management principles, e.g., terminology, role players, scheduling and tracking related processes and effectively executing FM services requiring more than the usual day-to-day commitments.

### The delegate will be able to:

- Explain the nature of a project
- Explain the nature and application of project management
- Explain the types of structures found in a project environment
- Explain the application of organisational structures in a project environment
- Explain the major processes and activities required to manage a project

### Outcomes-Based Assessment:

Delegates earn the SSETA credits when they complete and submit the formative and summative assessments. These form part of a post-training work-based Portfolio of Evidence (POE) evaluated by an assessor and moderator.

Upon completing the POE and found competent by the assessor and moderator, the SSETA registers the delegate's results on the National Learners' Record Database. These results remain a lifelong achievement for all delegates to further their careers. SAFMA awards CPD points to registered SAFMA members on the presentation of their Certificate of Attendance.

# Programme Outline:

## 1. Introduction to Procurement

- Facility service procurement process
- Definitions

## 2. Setting Strategy

- Precursor to selection
- Contextualising contracting trends
- Reasons to contract out
- Decision criteria
- Critical success factors
- Developing the contract strategy
- Best practices

## 3. Requirements Definitions

- Defining the requirements
- Information gathering techniques
- Current services level assessments
- Understanding business and market outcomes
- Compiling the needs specification schedule

## 4. Total Cost of Ownership

- Analyse the current costs and total cost of ownership
- Future cost projection

## 5. Compiling a Request for Proposal (RFP)

- The selection committee
- RFP participation
- Ensuring governance and compliance
- Types of RFP processes
- Compiling the RFP
- The purpose of an RFP

## 6. RFP Process Management

- Interaction and transparency
- Issuing the RFP documentation
- Confirmation of participation
- Clarification workshops and site inspections
- Review the proposal and shortlisting
- Making the selection
- Communicating the decision and next steps
- Site inspections
- Presentations/demonstrations
- Reference and compliance checks
- RFQ and final detailed proposal
- Final selection

## 7. Important Considerations

- Broad-Based Black Economic Empowerment (B-BBEE)
- Ethics