



PROCUREMENT CAPACITY BUILDING WORKSHOP, 2019
“Procurement, Retention and Disposal of Public Property”

CONSOLIDATED EVENT SURVEY REPORT



Introduction

The Office of Procurement Regulation held a series of Procurement Capacity Building Workshops in North and South Trinidad and Tobago for specified stakeholder groups as follows:

STAKEHOLDER GROUP	VENUE	DATE	TIME
Named Procurement Officer	Radisson Trinidad Hotel, Wrightson Road, POS	11 th & 12 th Sept., 2019	7:30am – 4:30pm
		13 th Sept., 2019	7:30am – 12noon
Chairman, Accounting Officer or Equivalent	Radisson Trinidad Hotel, Wrightson Road, POS	13 th Sept., 2019	12:45pm – 5:00pm
Named Procurement Officer	Oasis Garden Terrace, 101 Circular Road, San F'do	18 th & 19 th Sept., 2019	7:30am – 4:30pm
		20 th Sept., 2019	7:30am – 12noon
Chairman, Accounting Officer or Equivalent	Oasis Garden Terrace, 101 Circular Road, San F'do	20 th Sept., 2019	12:45pm – 5:00pm
Named Procurement Officer	Magdalena Grand Beach & Golf Resort, Tobago Plantations Estate, Lowlands, Tobago	2 nd & 3 rd Oct., 2019	8:00am – 5:00pm
		4 th Oct., 2019	8:00am – 12:30pm
Chairman, Accounting Officer or Equivalent	Magdalena Grand Beach & Golf Resort, Tobago Plantations Estate, Lowlands, Tobago	4 th Oct., 2019	1:15pm – 5:30pm

For the purposes of this report, the Workshops held in each location will be termed Session 1 for Named Procurement Officers and Session 2 for CEOs, Chairmen and Accounting Officers or Equivalent.

Workshop Objective

The Workshops aimed to build capacity as it pertains to procurement, retention and disposal of public property within public bodies and entities in receipt of public money. Topics covered at the workshops included:

1. Highlights of the Draft Regulations;
2. Brief introduction to all Handbooks and Guidelines and
3. Detailed presentations and discussions on:
 - a) Pre-qualification and Pre-selection
 - b) The Bid Evaluation Process
 - c) Risk Management

- d) Procurement Planning
- e) Contract Management
- f) Standstill Period
- g) Retention and Disposal of Public Property
- h) The Roles and Responsibilities of the Procurement & Disposal Advisory Committee

Process

Participants were asked to fill out an event survey form at the end of the Workshop. This report analyses and summarises the responses received.

Attendance and Response Rate

Attendance and event survey response rates are recorded as follows:

Location/Session	Registered	Attended	Survey Responses
North Session 1	80	78	62
North Session 2	80	68	12
South Session 1	80	76	37
South Session 2	80	61	38
Tobago Session 1	60	55	32
Tobago Session 2	60	33	21
Total	440	371	202
%	100%	84%	54%

Presentation of Data

The data collected was collated and analysed using MS forms and MS Excel. Questions 1 – 6 were quantitatively analysed and are presented as pie charts, while questions 7 -10 were qualitatively analysed and are presented in narrative using common themes identified, where possible.

Chart 1.

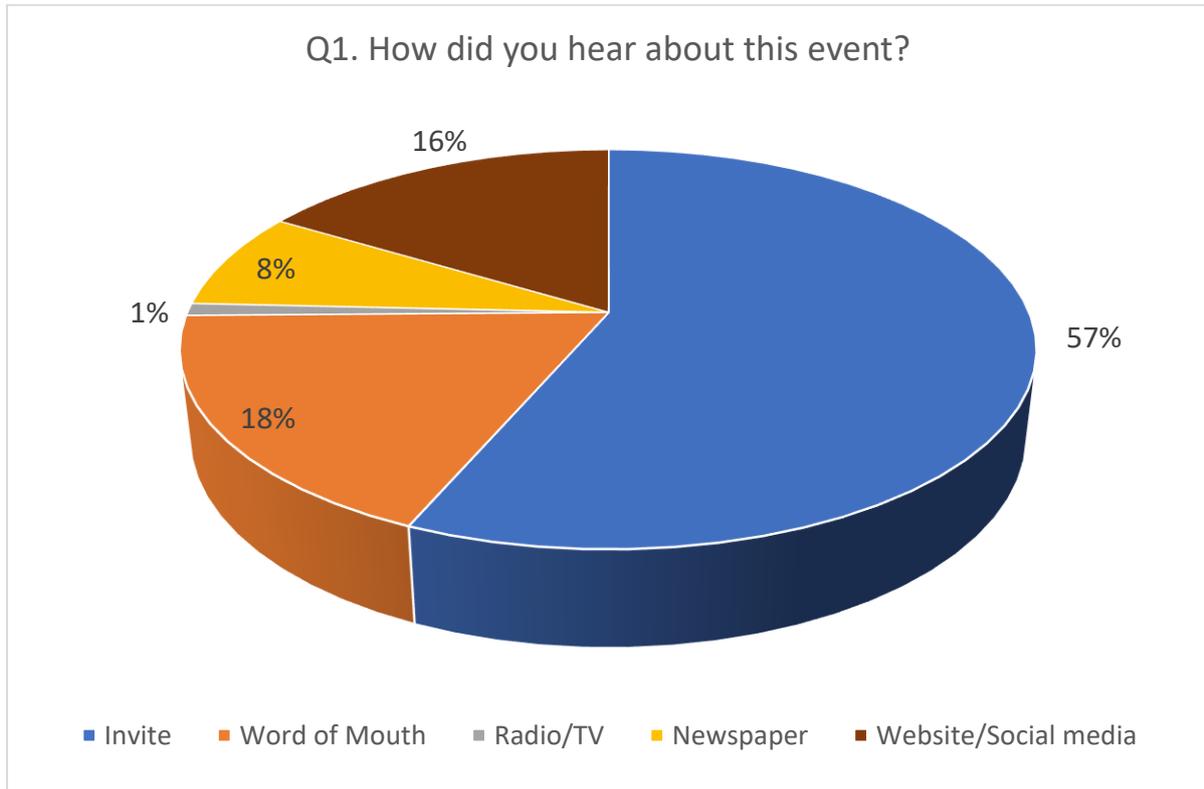


Chart 2.

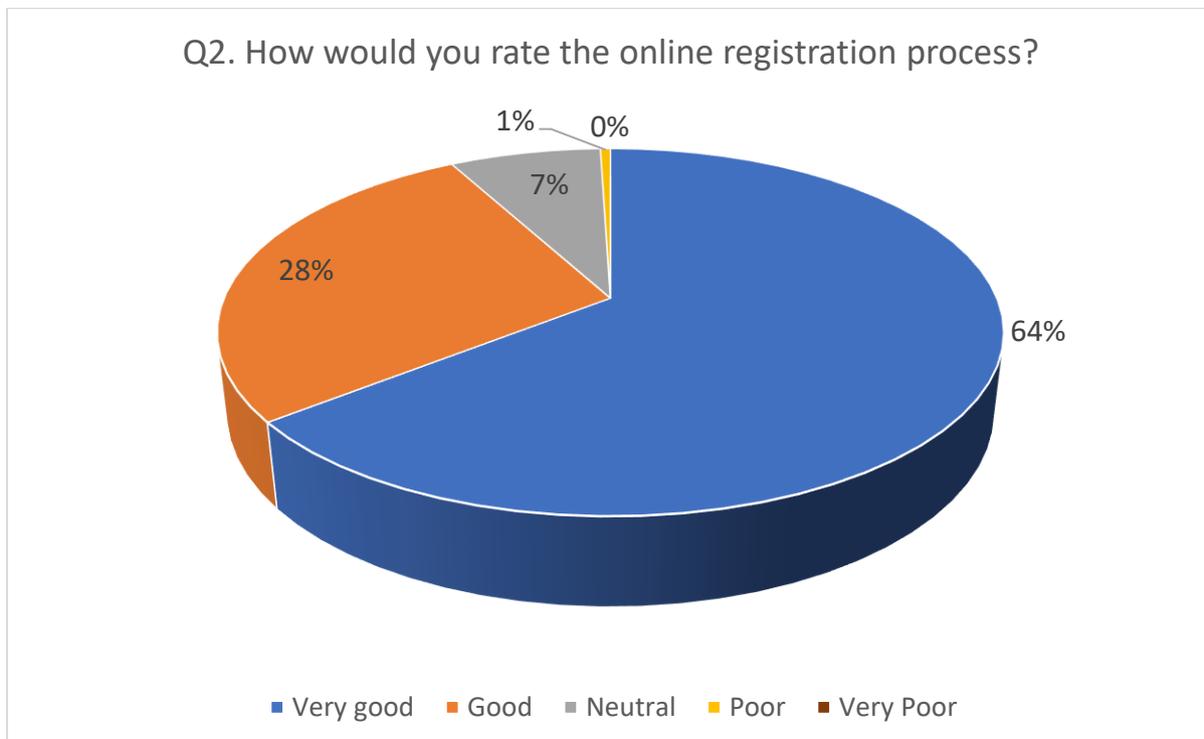


Chart 3.

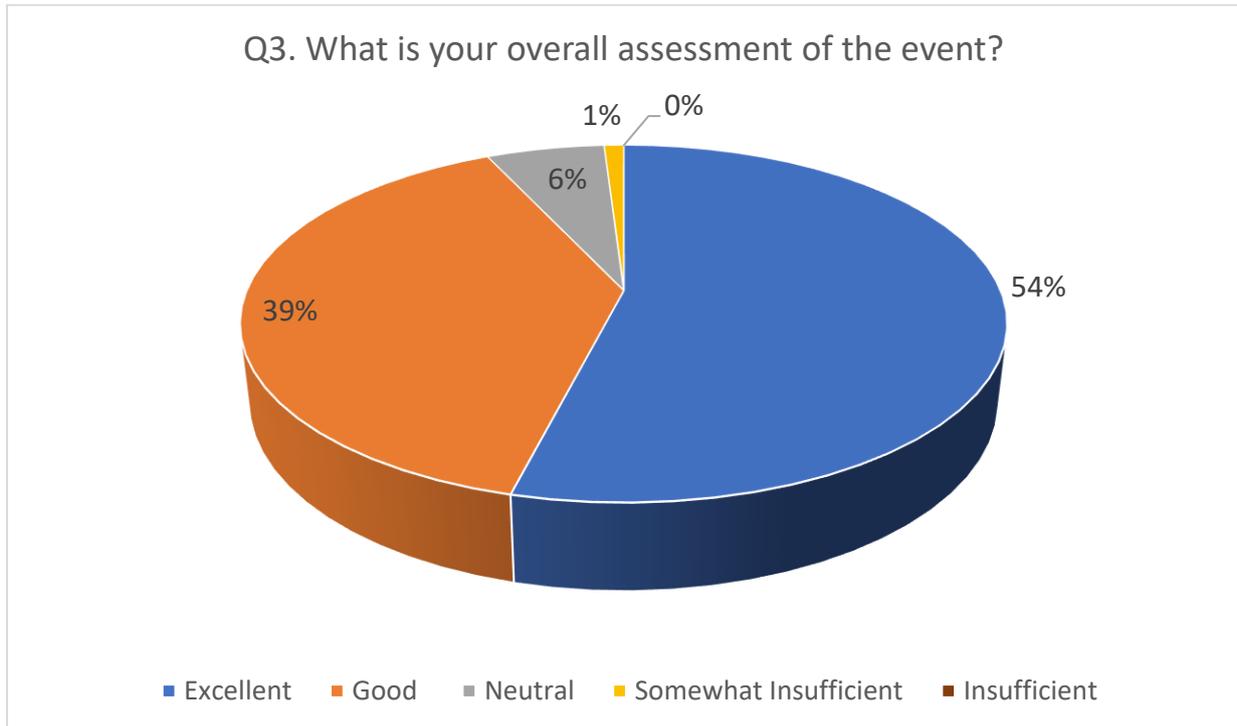


Chart 4.

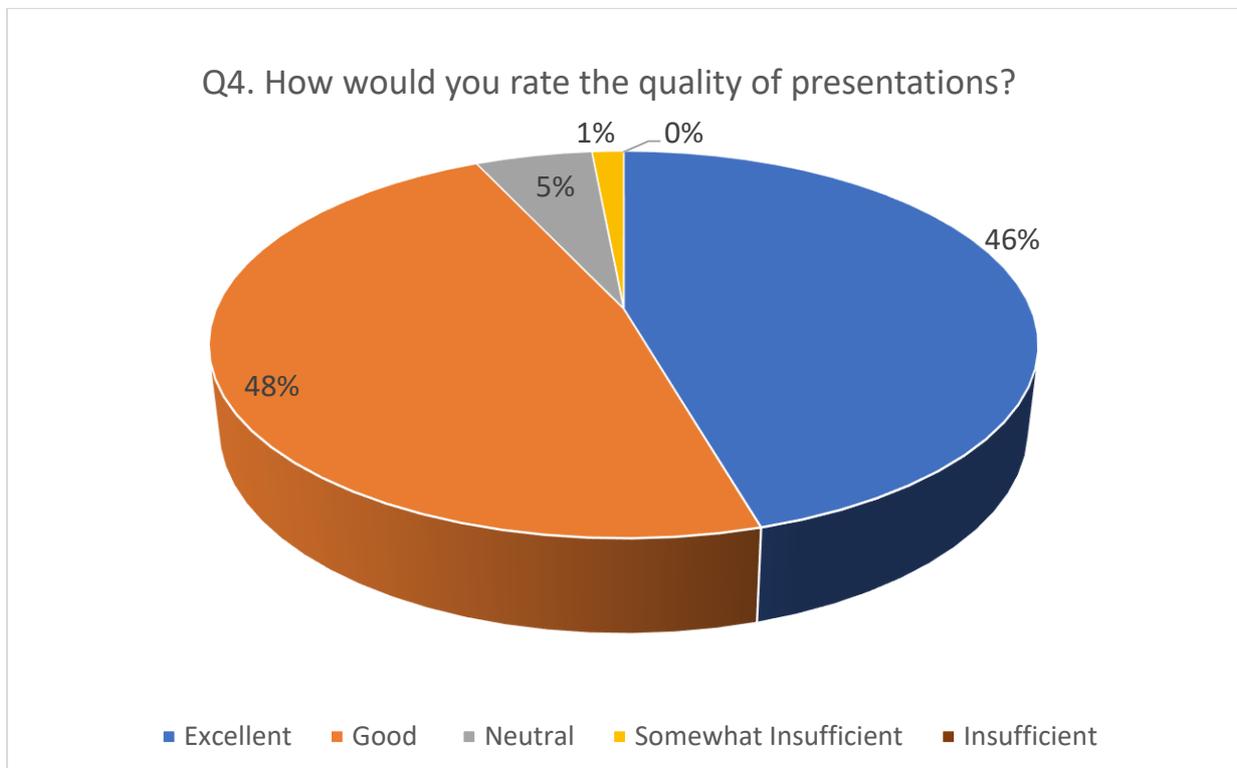


Chart 5

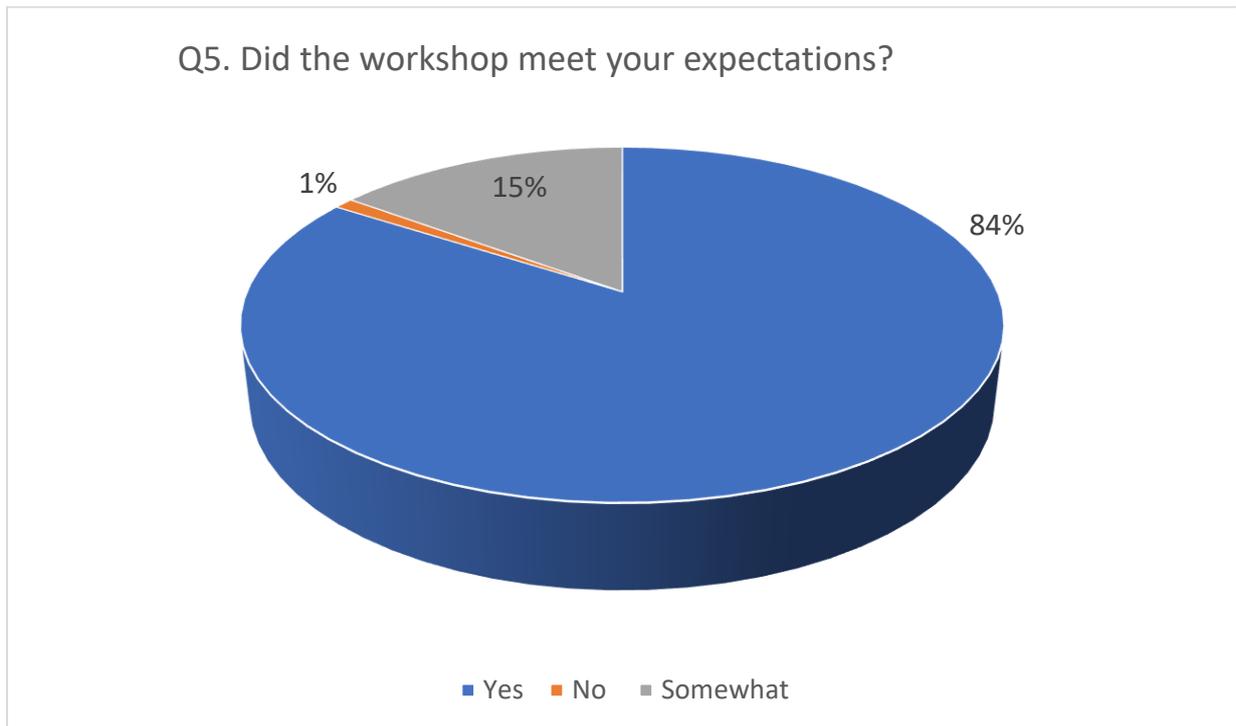
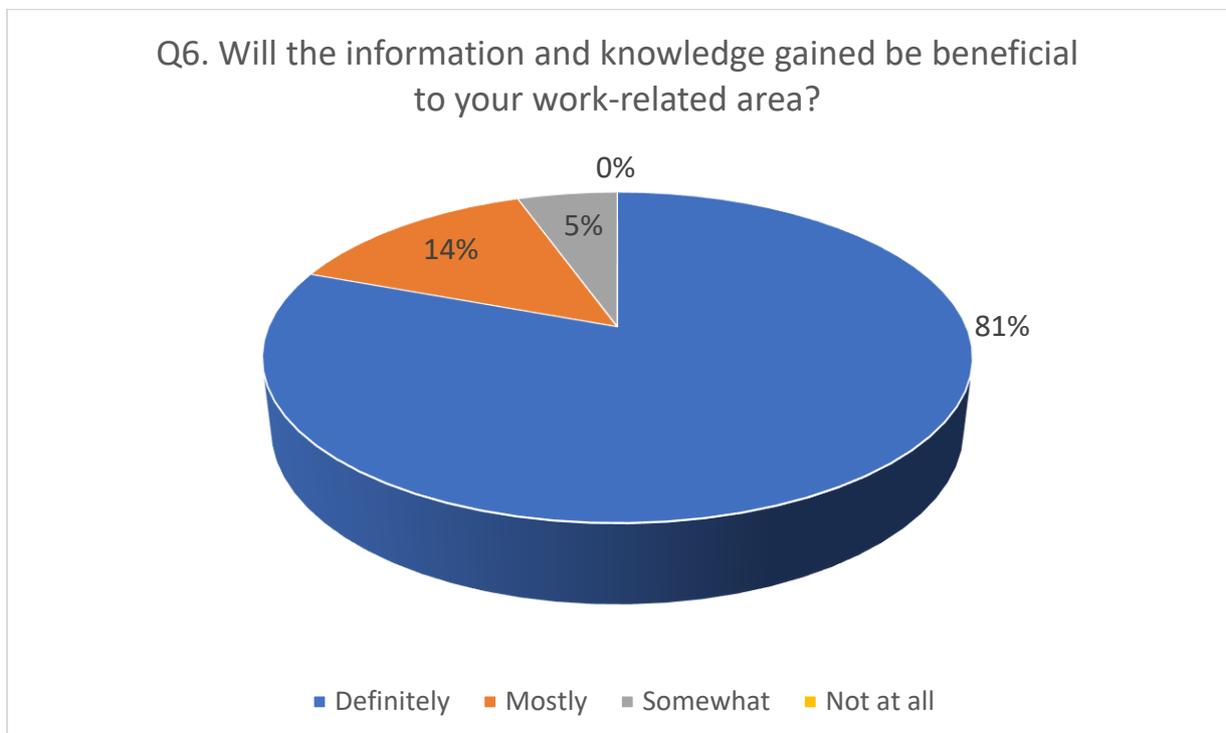


Chart 6.



Question 7. Please state what knowledge and information were gained from participation at this Workshop?

For the session ones in general, respondents thought that the presentations were very informative and detailed, commenting “Too numerous to state,” “It was just pure content rich,” and “All information shared was excellently executed.”

By order of rank, the topics which were most popular in relation to this question were:

- Retention and Disposal of Public Property
- Procurement Planning and the Procurement Cycle
- Standstill Period
- Clearer understanding of the Act and Regulations and what needs to be done to comply
- Bid Evaluation/Evaluation Committee/Evaluation Process
- Pre-qualification and Pre-selection

Additionally, participants expressed that they gained a better understanding of The OPR as an organisation and the importance of upholding the objects of the Act towards compliance, the roles of the “named” Procurement Officer, the Accounting Officer, PDAC and the Board, at each stage of the procurement process.

For the session twos, participants were very pleased to have a better understanding of the role of the CEOs/Chairmen/Accounting Officers and the PDAC. They were left with more clarity about the Act and Regulations, and the requirements for compliance. Participants are also now more aware of The OPR as an organisation, how to report accordingly (to The OPR) and the importance of putting appropriate procurement systems in place in their respective organisations.

Information and knowledge shared on procurement planning and procurement cycle, retention and disposal of public property and the standstill period also ranked popular here.

8. What topics or aspects of the Workshop did you find most interesting or most useful?

For the session ones, while respondents agreed that all aspects and topics were interesting, they really appreciated the interactivity encouraged by the case

study, trivia and Q&A sessions, as they enhanced discussions within their group and encouraged networking.

In order of popularity, the following topics or aspects found to be most interesting or useful were:

- Retention and Disposal of Public Property
- Bid Evaluation
- Procurement Planning and the Procurement Cycle
- Pre-qualification and Pre-selection
- Risk Management and SUPREM
- Contract Management
- Standstill Period
- The Role of “named” Procurement Officers, Accounting Officers and PDAC
- Handbooks and Guidelines
- The Act and Regulations

For the session twos, respondents generally thought that all topics were useful and were grateful that many misconceptions were addressed. They most appreciated the presentation on the Roles and Responsibilities of CEOs, Chairmen and Accounting Officers, the Board and PDAC, followed closely by information shared on the procurement planning process and cycle, retention and disposal of public property, the handbooks and guidelines and the penalties for non-compliance. This group appeared to better appreciate the new procurement processes, their responsibilities in relation to them and how they were expected to reorganise to accommodate same.

Question 9. How do you think the Workshop could have been made more effective?

For the session ones, in general, participants felt the Workshops were effective with suggestions for improvement being:

- More time allocated for the Workshops as there was too much information to cover at once.
- Presenters should have executed presentations more slowly and could have had more interaction with the crowd.
- Printed slides and other handouts.
- Information on the website i.e. handbooks and guidelines made available way in advance.

- Case studies should have used more critical scenarios and been more applicable to their own organisations and answers for the case studies made available in print format.
- Slide designs were sometimes illegible.
- Other persons from other departments within their organisations should have been included in the sessions.
- One-on-one sessions with organisations, break-out sessions and more individualised attention required.
- More information on the procurement of consultancy services.

For the session two's, participants also felt the Workshops were generally effective. Some suggestions for improved effectiveness included:

- More time for more in-depth information delivery.
- Accommodate more members of their organisation.
- Better presentation design for legibility.
- More time for live questions and interactivity.
- Presentation handouts distribution.

Question 10. Please provide further comments and suggestions (including activities or initiatives you think would be useful for the future) either below or via our website at <https://ortt.org/feedback>.

All comments and suggestions received have been considered and The OPR has developed an Action list to address those items that are within its remit.

CONCLUSION

In conclusion the Workshops were very well attended with an 84% attendance rate. Most of these participants attended as a result of being invited (57%). Others attended through Word of Mouth (18%) and via The OPR's Website/social media platforms (16%). The registration process used was deemed effective, retaining a satisfaction rating of 92%, while participant's overall assessment of the event carried a 93% satisfaction rating. Respondents were also generally pleased with the quality of presentations giving it a 94% satisfaction rating. 84% of respondents determined that the Workshops did meet their expectations, while 81% conveyed that they would "definitely" use the information in their own work-related area.

Moreover, while all respondents agreed that the topics and information shared were effective, useful and interesting, participants in the session ones ranked disposal and retention of public property followed by the procurement planning process and the procurement cycle the highest. For session twos, the presentation on the roles and responsibilities of the CEOs, Chairmen, Accounting Officers, Board and PDAC ranked most popular.

In terms of areas for improvement, participants in all sessions felt that more time should have been allocated for the sessions to allow for digesting the information shared and seemed to want more one-on-one sessions. They also mentioned that printed material/slides would have been better received, as well as slower, more legible and interactive presentations.

Comments and suggestions made revolved around the need for more specialised or topic-focused Workshops and individual sessions within organisations, the leveraging of networking opportunities by forming Procurement professionals' groups/chats or other information sharing.

Participants also expressed the need for assistance from The OPR towards institutional strengthening of their respective organisations to foster compliance with the Act. In terms of the website/online platforms, participants appreciated that the sessions were available online for review and showing off to their counterparts. They also suggested posting of FAQs from the sessions and answers to the case studies on The OPR's website.

Suggestions related to Guidelines and Handbooks revolved around the need for these documents to also be drafted for small businesses and domestic travel, as well as the development of online courses and certificates based on each of

them. In respect of the Act and Regulations, participants suggested a road map for organisations to follow the Act and publicly releasing the Regulations once finalised.

In sum, The OPR was very pleased with the success and outcomes of the Workshops. It is believed that all 371 participants would have benefitted significantly and at an average \$1,600.00 per participant the benefits far outweighed costs, providing all with value for money. Finally, it is to be noted that all comments and suggestions are being considered by The OPR and an Action plan has been developed to address those items that are within the organisation's remit.