



Nolan School Sample Learning Content

Courses are taken on PC or Mobile Phone through our Learning Management Platform.

HOW TO EXPLAIN THE TENDER PROCESS IN A JOB INTERVIEW



One of the most important Questions you are likely to be asked in a Procurement Job Interview is to explain the Tender Process. (“Walk us through a typical Tender.”)

With Interviews often limited to one hour, Interviewers must decide on which Candidate to hire, based on their perceived competency in answering Interview questions.

The Question about the Tendering Process is important, because more than 80% of a Procurement officer’s responsibility is managing Tenders.

SAMPLE CONTINUES ON NEXT PAGE

With less than ten minutes to satisfactorily answer this Question, a Candidate must distil a complex Question down to a simple answer, but at the same time demonstrate an in-depth and nuanced understanding of how better practice Tender process works.

Many Candidates destroy their chances, because they do not understand the purpose of the Question. The purpose is to satisfy Interviewers that a Candidate can autonomously manage a Tender without needing ongoing support from their supervisor.

Some of the mistakes Candidates make in answer this Question include:

- Attempting to define a Tender.
- Balancing the Pros and Cons of a Tender.
- Working through a complex example.

Again, your objective is to demonstrate to Interviewers that you understand the Tender process. If you can satisfy the Interviewers that you are competent, they may give you the opportunity to manage their Tenders!

SAMPLE CONTINUES ON NEXT PAGE

Procurement Terminology you must know

Approval	Written permission.
Better Practice	An effective way of working.
Client	Staff member seeking Procurement help.
Clarification	Supplier questions about the Tender.
Consensus Evaluation	Evaluators meet to score Responses.
Desktop Evaluation	Evaluators read the Responses alone.
Financial Approval	Permission to spend money.
Functional Approval	Permission to start a process (e.g., a Tender).
Market	Known capable Suppliers.
Separation of Duties	No staff member should control the whole process.
Supplier Response	Supplier's prepared Tender submission.
Tender	Document asking Suppliers for a solution and price.
Tender Process	Steps for sourcing and engaging Suppliers.

SAMPLE CONTINUES ON NEXT PAGE

How to answer the Interview Question

Answer the Question that differentiates you from 99% of other Candidates:

An effective way to explain a process is to explain it in three “**layers**”. You explain the basic structural layer first, then add layers of increasing complexity. Doing this serves two purposes:

1. It demonstrates you are capable of structured thought, which is a critical skill for Procurement work.
2. It also makes a complex explanation easier for your Interviewers to follow.

Layer 1: Explain the basic structure of a Tender. Nolan School teaches that a Tender has Four Phases: Engage, Market, Evaluate and Contract. (5 minutes)



Image: Four Phases of a Tender.

At our School, we learn that nothing in Procurement terminology or process is universal, which is why we speak about “Better Practice” rather than “best practice”. Similarly, many organisations require their Procurement staff to follow a process with more than four phases. Interviewers, however, are more concerned that you understand the basic process in-depth, rather than *their* process.

The Phases each contain tasks. You do not need to explain every dot point, but you should satisfy Interviewers that you are able to expand on each Phase if required. The dot points follow a logical flow, and it is relatively easy to explain this process.

SAMPLE CONTINUES ON NEXT PAGE

Phase 1

The “Engage” Phase is where:

- A Client approaches Procurement to source goods or services.
- Requirements are finalised by the Client.
- Procurement asks for an estimate cost and checks for sufficient budget.
- A senior manager provides Functional Approval (permission to start a Tender).
- Procurement identifies the Tender required (there are six types).
- Procurement collaborates with the Client to build a Tender document.

Phase 2

The “Market” Phase is where:

- The Tender is released to suppliers by invitation or on a public website.
- Suppliers review the Tender document and prepare their responses.
- Suppliers may seek Clarifications about the Tender.

Phase 3

The “Evaluate” Phase is where:

- Procurement collects Supplier responses for the Evaluators.
- Procurement evaluates any Mandatory (Yes or No) Criteria.
- Evaluators individually conduct a Desktop Evaluation to read responses.
- Evaluators then conduct a Consensus Evaluation to score responses.
- A successful supplier is identified and an Evaluation Report prepared.
- A senior manager provides Financial Approval.

Phase 4

The “Contract” Phase is where:

- The successful supplier is offered the right to negotiate a Contract.
- Negotiation takes place.
- Procurement populates a Contract template.
- Supplier executes the Contract first, followed by the Customer.
- Procurement raises a Purchase Order for the Supplier.
- Unsuccessful Suppliers are offered a debrief.

SAMPLE CONTINUES ON NEXT PAGE

Layer 2: Identify 8 commonly used Tender-related documents in the Four Phase Tender. You should give a basic explanation for why each document is used. (3 minutes)

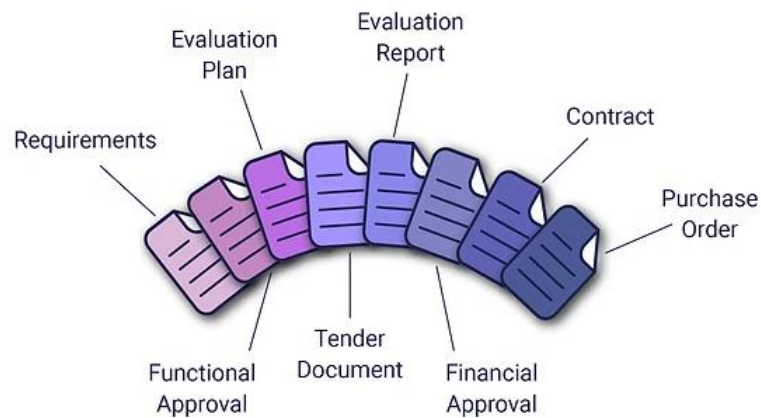


Image: 8 common Tender-related documents.

Phase	Documents
Engage	☐ Requirements completed by Client as Procurement is not a subject expert in the Requirements. ☐ Functional Approval provided by a senior manager to start a Tender process. ☐ Evaluation Plan to “lock down” Evaluation Scoring Method, Requirements and Evaluation Criteria, to prevent corruption.
Market	☐ Tender Document released to Suppliers.
Evaluate	☐ Evaluation Report completed by Client as Procurement is not a subject expert in the Requirements. ☐ Financial Approval provided by a senior manager to spend money.
Contract	☐ Agreement containing deliverables, delivery timeline and pricing. ☐ Purchase Order instruction for Supplier to start work.

SAMPLE CONTINUES ON NEXT PAGE

Layer 3: Explain that more than one person should be involved in the approvals. This is called Separation of Duties, to prevent one person from both deciding on Supplier and providing financial approval for that Supplier. (2 minutes)

- Each organisation will require separation depending on its process. Not all organisations use Functional Approval, and some organisations treat Contract execution as if it is also Financial Approval.
- Procurement can also act as Functional Approver.

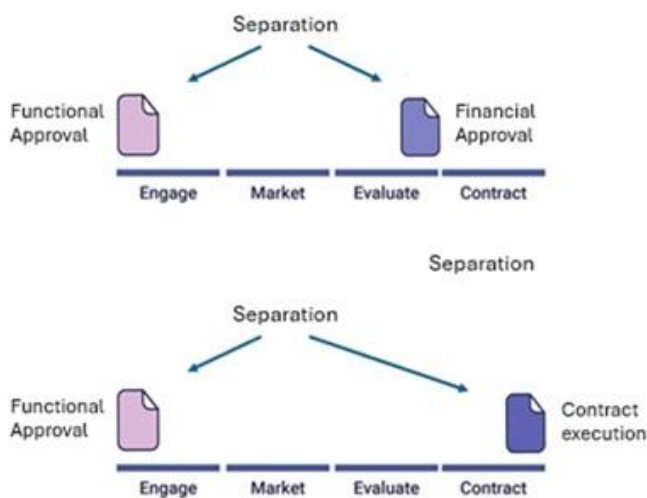


Image: There are multiple options for separation. Above are two options.

For completeness, ask the Interviewers if they would like a deeper explanation of each of the Four Phases.

(Total Question Response time: 10 minutes.)

END OF SAMPLE.

Nolan Learning is designed to give our learners a **significant knowledge advantage**.

To find out more, review our [Courses](#). All learning can be taken on mobile phone.