



Commerce Decisions

AWARD®



Ministry
of Defence



MOD's Official Procurement Solutions Partner Since 2013



PROCUREMENT EXCELLENCE:

Learning & Development Options for MOD Teams

Learn New Skills, Expand Your Impact

Courses available under existing call off contract

CPD





Commerce Decisions

AWARD®

CONTENTS

INTRODUCING THE EXPERT TRAINING	3
WHY COMPLETE THE EXPERT TRAINING?	6
COURSE 1: PRINCIPLES OF TENDER EVALUATION	8
COURSE 2: CONDUCTING SUCCESSFUL EVALUATIONS	9
COURSE 3: WEIGHTING WORKSHOP	10
COURSE 4: VALUE FOR MONEY	11
COURSE 5: EFFECTIVE CRITERIA WRITING	12
COURSE 6: REQUIREMENTS FOR PROCUREMENT	13
COURSE 7: ADVANCED METHODS IN PROCUREMENT	14
COURSE 8: ASSESSOR GUIDANCE BRIEF	15



EXPERT TRAINING FROM MOD'S PROCUREMENT SOLUTIONS PARTNER

For over 20 years, we've worked alongside MOD project teams and Def Commercial to deliver unmatched support across the preparation, execution, and evaluation of complex procurements.

Our expertise helps standardise processes, maximise efficiency, and ensure better outcomes—faster, smoother, and with greater confidence. MOD teams can access our services seamlessly under an existing contract.

We offer AWARD® Software integrated with the Defence Sourcing Portal, expert Evaluation Design Consultancy, and specialised training courses designed for defence procurement.

Our Procurement Design Specialists have crafted courses that tackle the unique challenges you face, helping you and your teams sharpen skills, streamline processes, and navigate complexity with ease.

Explore the courses available over the next few pages and reach out to Sam with any questions.



Samantha Bevan-Talbot

Def Comrcl FD | Spruce 3A | Abbey Wood | Bristol

samantha.bevan-talbot101@mod.gov.uk

+44 7880 258 535

YOUR TRAINING OPTIONS

Check out the training courses below. The corresponding procurement path stage is highlighted on the left, showing you exactly which course fits each step.

Procurement
Strategy/Wavetops
view of whole
Procurement
Process

Principles of Tender Evaluation

Gain practical advice on assessing tenders, writing consistent rationales, and avoiding bias or challenges during the evaluation process.

Evaluation
Process/
Debriefing
Bidders/
Contract Award

Conducting Successful Evaluations

Gain practical advice on assessing tenders, writing consistent rationales, and avoiding bias or challenges during the evaluation process.

CD 4-Factor/
Pairwise/Scaled
Comparison
and more

Weighting Workshop

Learn different weighting methods, overcome challenges, and choose suitable approaches to create well-structured tender evaluations.

Evaluation of
Cost/Sensitivity
Analysis/Value for
Money

Value for Money

Explore how to achieve best value between cost and quality, avoid common pitfalls, and optimise procurement outcomes with rigorous methodologies.

YOUR TRAINING OPTIONS

Check out the training courses below. The corresponding procurement path stage is highlighted on the left, showing you exactly which course fits each step.

Win Themes/
Discovery
Workshops
Structured Criteria
Development

Effective Criteria Writing

Develop skills to design precise evaluation criteria, structure quality assessments, and improve bidder responses while reducing risks.

Requirements
Writing/Market
Engagement
Discovery

Requirements for Procurement

This course equips project teams to lead requirement development with confidence, ensuring clear, compliant, and strategically aligned procurement outcomes.

Market
Engagement/
LOTS/AI/
Negotiations Preps/
Confidence-
Adjusted Criteria

Advanced Methods in Procurement

Elevate your procurement expertise with a comprehensive program uniting five advanced methods to strengthen tender strategy, leverage AI, and drive smarter, value-focused procurement decisions.

Win Themes/
Discovery
Workshops
Structured Criteria
Development

Assessor Guidance Brief

Learn different weighting methods, overcome challenges, and choose suitable approaches to create well-structured tender evaluations.

WHY BOOK TRAINING ?

With growing complexity in MOD projects and contracts, this training builds the capability needed to deliver successful outcomes and manage procurements with confidence.

Better Commercial Results: Improve negotiation and contract management skills to secure better value for money, reduce risk and strengthen compliance.

Team Capability: Share learning across the team to build confidence, consistency and a culture of continuous improvement.

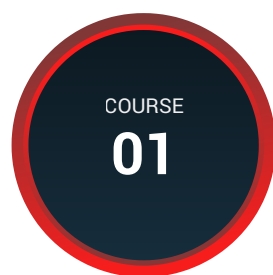
Professional Growth: Develop leadership and stakeholder engagement skills, increasing both personal impact and organisational performance.

Return on Investment: By reducing the risk of project overruns, inefficiencies and disputes, this training offers immediate value through better delivery and stronger commercial outcomes.

Each Course

- Will be delivered in-person or virtually depending on your requirements.
- Is available as team training for up to 12 delegates, alternatively individual seats can be purchased subject to availability.
- Is suitable for all key stakeholders involved in MOD projects at any level, across any TLB and Function – from Programme or Project Teams, Commercial, Project Managers and Senior Leaders.
- Provides a course certificate and digital badge upon completion, to recognise and reflect the level of expertise achieved.

*Please get in touch via the details below if you'd like to discuss booking individual courses or any other alternative training requirements



PRINCIPLES OF TENDER EVALUATION

Elevate Your Procurement Expertise

Expertly designed for both new and experienced procurement professionals, this dynamic course sharpens your skills and empowers confident decision-making with proven strategies.

Gain practical tools and repeatable techniques to plan and execute effective tender evaluations that drive superior outcomes, mitigate risks, and maximise value for money.

Key learning outcomes:

- **Learn** how to design and apply robust evaluation criteria to deliver defensible, high-impact procurement decisions.
- **Discover** strategies to achieve best value for money, select the Most Advantageous Tender (MAT), and manage procurement risks effectively.
- **Establish** how to gain control and reduce risk through the application of sound evaluation models, tiered weighting systems, and MAT formulas.
- **Refresh** your approach with global best practices from diverse procurement projects.
- **Heighten** your planning, execution, and reporting skillset on competitive tenders for stronger project performance.

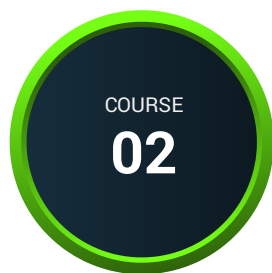
Return to your role equipped to make smarter decisions, secure superior supplier value, and enhance the MOD's competitive edge.

[CLICK HERE TO BOOK](#)



COURSE FEEDBACK

**“EXCELLENT. ENABLED A MUCH BETTER
UNDERSTANDING OF THE PROCESS &
PITFALLS – WELL DONE!”**



CONDUCTING SUCCESSFUL EVALUATIONS

Master the Procurement Process

The evaluation phase is critical to any procurement and how it's conducted will make the difference between a successful or unsuccessful outcome. This course provides practical, implementable, and clear advice to evaluators preparing to assess tenders.

This course offers best practice guidance to plan and support a successful evaluation, enhancing your skillset to empower confident, unbiased, and defensible decision making.

Key learning outcomes:

- **Become** an effective evaluator, with the ability to define the objectives and focus of your evaluation.
- **Gain** confidence in conducting consensus meetings that are truly effective.
- **Learn** how to write strong and consistent rationale, ensuring your evaluation avoids bias and mitigates the risk of a successful challenge.
- **Develop** your skills to manage your next procurement smoothly and quickly, select your winning bid with confidence.

Drawing from over 20 years of MOD procurement expertise, this course equips you with the tools and insights to improve tender assessments and elevate your role as an effective evaluator.

[CLICK HERE TO BOOK](#)



COURSE FEEDBACK

“INFORMATIVE AND USEFUL - WILL BE PUTTING IT INTO PRACTICE WHEN I'M BACK AT MY DESK!”



WEIGHTING WORKSHOP

Unlock the Power of Weighting to Transform Decision-Making

Gain the confidence and skills to make better, faster decisions in procurement with this hands-on workshop. By developing expertise in weighting techniques, you'll enhance your ability to evaluate and prioritise criteria effectively, leading to more successful tender outcomes and better stakeholder engagement.

Key learning outcomes:

- **Understand** why weighting is critical to achieving the right procurement outcome.
- **Recognise** psychological influences that can impact weighting decisions and learn strategies to limit them.
- **Explore** and workshop various weighting methods, understanding when different approaches or combinations are most appropriate.
- **Identify** key factors and determine how to prioritise them effectively to improve decision-making.
- **Implement** a structured weighting process to save time, increase transparency, and ensure legal compliance while driving optimal outcomes.

Through interactive exercises and practical guidance, you'll build the skills to apply weighting confidently and methodically, improving procurement results and stakeholder engagement.

[CLICK HERE TO BOOK](#)

COURSE FEEDBACK

"IT WAS VERY HELPFUL FOR MY CAREER"

COURSE

04

VALUE FOR MONEY

Elevate your Basis of Selection Method Expertise to Optimise Outcomes

Grounded in first-hand experience and supported by in-depth technical analysis, this course empowers you to confidently select the Most Advantageous Tender (MAT) formula for achieving optimal Value for Money (VfM). For perhaps the first time, you'll gain a comprehensive understanding of the impact of your MAT method, along with the key factors needed to truly deliver VfM. It will also introduce our own Real Value for Money methodology (also known as Willingness to Pay), which ensures:

Key learning outcomes:

- **Learn** about the VfM context and how to balance financial and non-financial elements to best achieve it.
- **Understand** the different MAT methods used to evaluate VfM, their strengths and weaknesses and common pitfalls.
- **Discover** how to address key procurement risks through using various MAT methods.
- **Recognise** key areas where gaming opportunities can be prevalent.

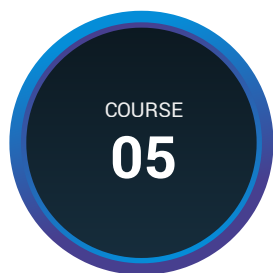
This course will also teach you how best to approach the financial evaluation by examining various basis of payment options, what risks they mitigate, and which elements should be evaluated depending upon the type of procurement.

- A **robust and efficient** method for you to define and agree what you mean by VfM.
- A **transparent** mechanism for articulating the value attributed to levels of capability.
- A **robust** way of ranking each and every bid that does not change, irrespective of the other bidders' submissions.
- The **ability** for each bidder to optimise their bid in order to deliver the best value in accordance with the buyer's desired outcomes.

[CLICK HERE TO BOOK](#)

COURSE FEEDBACK

"GREAT INSIGHT INTO ACHIEVING VALUE FOR MONEY. THANK YOU TEAM!"



EFFECTIVE CRITERIA WRITING

Craft Criteria That Elicit Stronger, More Effective Bidder Responses

Achieve better procurement outcomes by mastering the art of designing evaluation criteria that drive success. This course focuses on helping you make the right decisions early in the process, ensuring a strong foundation for effective and defensible evaluations. By starting with clear evaluation aims, you'll learn how to identify what to evaluate, define the evidence you need from bidders, and create guidance to help your team assess submissions with confidence and consistency.

With practical tools, proven approaches, and expert insights, this course will empower you to write impactful evaluation criteria that improve bidder responses, reduce legal risks, and deliver stronger tendering results. You'll also learn how scoring mechanisms influence outcomes and how to tailor criteria to meet the unique objectives and risks of your projects.

Key learning outcomes:

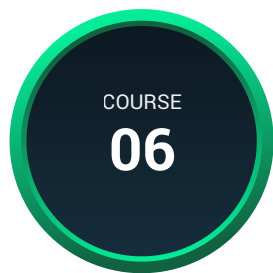
- **Gain** expertise in Structured Criteria Development from leading professionals.
- **Understand** what makes a strong criterion and how to optimise bidder responses.
- **Explore** different styles of criteria and learn when and how to use each effectively.
- **Learn** how scoring mechanisms influence evaluation outcomes and how to use them strategically.

Return to your role equipped to design precise, effective criteria that support better procurement decisions and ensure successful outcomes.

[CLICK HERE TO BOOK](#)

COURSE FEEDBACK

**"THE COURSE AND THE TUTOR WERE
1ST CLASS IN ALL ASPECTS"**



REQUIREMENTS FOR PROCUREMENTS

Getting It Right from the Start

This course provides project teams with a comprehensive understanding of how well-crafted requirements drive successful procurement outcomes.

Key learning outcomes:

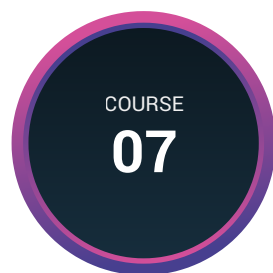
- Understand the critical role Requirements play in Procurements.
- Understand who should be involved in Requirement Writing.
- Understand how to accurately define what is being procured to ensure alignment with project goals.
- Understand how the procurement design is shaped by the nature of the goods and services being acquired.
- Understand how to write clear, actionable Requirement Statements.
- Understand what Tools and Practices are available to support efficient and effective requirement development.
- Understand the common pitfalls to avoid during the requirements phase that can jeopardise procurement success.

By the end of the course, project managers will be equipped to lead requirement development with confidence, ensuring clarity, compliance, and strategic alignment throughout the procurement process.

[CLICK HERE TO BOOK](#)

COURSE FEEDBACK

“A REALLY VALUABLE AND ENGAGING COURSE”



ADVANCED METHODS IN PROCUREMENTS

Next-Level Skills for MOD Procurement Professionals

The Advanced Methods in Procurement (AMP) course brings together five of our most in-demand seminars, each focused on a key advanced topic in procurement or a specialised technique designed to enhance strategic alignment.

Key learning outcomes:

- **Discover** how to write effective Market Engagement Questions to elicit the information you need at each phase of tender drafting.
- **Understand** the pros and cons of using Lots-based procurements to make your procurement faster and easier when tendering multiple similar contracts.
- **Know how** to use effective Artificial Intelligence (AI) prompts to improve your tender design.
- **Learn how** to use confidence-adjusted scoring to assess schedule-building competencies and give you a better evaluation outcome.
- **Explore options** for preparing your tender to deal with a single-source bid scenario to still get your best Value for Money.

By the end of the AMP course, you'll walk away with a toolkit of advanced procurement strategies and practical techniques to drive smarter, more confident, and value-focused sourcing decisions.

[CLICK HERE TO BOOK](#)

COURSE FEEDBACK

**"I'D DEFINITELY RECOMMEND
THIS COURSE TO COLLEAGUES"**



ASSESSOR GUIDANCE BRIEF

Tailored Support for Assessors

While the Conducting Successful Evaluations course is designed to prepare an evaluation team to conduct the procurement evaluation, this Brief is specifically designed for the Assessors.

It is typically tailored to the specific project it supports and provides assessors with all the key information needed to conduct a compliant, consistent, and defensible evaluation.

Key learning outcomes:

- **Understand** the evaluation timelines, milestones, and overall methodology for your project.
- **Learn how** to access and use all relevant documentation and evaluation materials effectively.
- **Gain hands-on** familiarity with the AWARD® software platform for structured and auditable evaluations.
- **Know where** to find team support contacts and how to escalate issues efficiently.
- **Clarify** everyone's roles and responsibilities within the framework of applicable procurement regulations.
- **Review best practices** for drafting robust evaluation and moderation rationale.
- **Learn how** to document decisions to ensure evaluations are transparent and defensible against potential challenges.

You'll be equipped with the knowledge, tools, and confidence to deliver a fair, transparent, and fully compliant evaluation process from start to finish.

[CLICK HERE TO BOOK](#)



COURSE FEEDBACK

**"WELL ORGANISED AND
PROFESSIONALLY DELIVERED"**



MOD's Official Procurement Solutions Partner Since 2013



Click here to book!

or get in touch:

samantha.bevan-talbot101@mod.gov.uk

Empowering Procurement Excellence

www.commercedecisions.com/mod

Follow us on LinkedIn

