

**e-Procurement
(Two Day Programme Architecture)**

Topic		
Time	DAY-1	DAY-2
09.30-10.30	<p>Session 1 :</p> <p>(a) Introduction to e-Governance Project Life cycle (eGLC) and Detailed Project Report (DPR)</p> <ul style="list-style-type: none"> ❖ e-Governance and various stages of eGLC ❖ What is a Detailed Project Report (DPR) ❖ When is DPR prepared. ❖ Why DPR ❖ Pre-requisites for preparing a DPR <p>(b) Preparation of Detailed Project Report</p> <ul style="list-style-type: none"> ❖ Objectives for preparation of DPR ❖ DIT guidelines for preparation of DPR ❖ Key elements of DPR 	<p>Session 5:</p> <p>(a) Bid Process Management</p> <ul style="list-style-type: none"> ❖ Key legal terms ❖ Pre-bid responses ❖ Evaluation of responses <p>(b) Bidder's View of Procurement and Role of Consultant</p> <ul style="list-style-type: none"> ❖ Insights about the procedure typically adopted by bidding entities for responding to e-Governance procurement opportunities ❖ Role of a Consultant in procurement of e-Governance project
10.30-11.00	Tea Break	
11.00-12.30	<p>Session 2:</p> <p>Cost Components of DPR, Risk Assessment & Mitigation</p> <ul style="list-style-type: none"> ❖ Classification of costs ❖ Cost Components ❖ Sources of Funding ❖ Expenditure Forecasting 	<p>Session 6 :</p> <p>(a) Contract Management</p> <ul style="list-style-type: none"> ❖ Key Contents in a typical e-Governance Legal Contract ❖ Software Development ❖ Final Acceptance Testing ❖ SLA Adherence ❖ Payment Management ❖ Change Management <p>(b) Preventive Vigilance in Public Procurement</p> <ul style="list-style-type: none"> ❖ Processing of Tenders and CVC guidelines.
12.30-01.30	Lunch Break	
01.30-03.00	<p>Session 3:</p> <p>(a) Procurement Theory</p> <ul style="list-style-type: none"> ❖ Approach for procurement of goods & services. ❖ Describing the evaluation parameters of the implementing partner/agency. ❖ Identifying different selection methods. ❖ Identifying the key elements of RFP. <p>(b) Implementation strategy and Governance Structures</p> <ul style="list-style-type: none"> ❖ Relevance of implementation strategy for DRP to advantages and disadvantages of single vendor Vs Multiple vendors. ❖ Differentiate between different kinds of Project implementation approach ❖ Describe the Implementation Challenges in an e-Governance Project ❖ Discuss Governance Mechanism in an e-Governance Project. 	<p>Session 7 :</p> <p>(a) Business Models for Implementation of e-Governance</p> <ul style="list-style-type: none"> ❖ Identify the cost components of an e-Governance Project. ❖ Identify the Business Models for e-Governance implementation. ❖ Discuss the strategic considerations for evaluation of Business Models. <p>(b) Introduction to Public Private Partnerships As A Business Model</p> <ul style="list-style-type: none"> ❖ Introduction to PPP ❖ Introduction to PPP models ❖ Structuring considerations in a PPP ❖ Risks and challenges in PPP ❖ PPP in e-Governance implementations in India
03.00-03.30	Tea Break	

Topic		
Time	DAY-1	DAY-2
03.30-05.00	<p>Session 4 :</p> <p>(a) Procurement and Request for Proposal (RFP) development</p> <ul style="list-style-type: none"> ❖ Approach for procurement of goods and services in for e-Governance ❖ Key elements of RFP ❖ Implementation Partner/agency evaluation and selection methods <p>(b) Expression of Interest & Request for proposal Preparation.</p> <ul style="list-style-type: none"> ❖ Difference between Request for Proposal (RFP) and EoI ❖ Functional Requirements Specification ❖ COTS vs. Custom Development vs. Cloud / SAAS ❖ Hardware Requirements ❖ Technical Requirements ❖ Deployment architecture ❖ Implementation plan 	<p>Session 8 : Quiz</p>