



Question verbs

Exercises

Answers at the end of this document

Question 1

Analyse a Contract for safety, financial and reputational risks.

Which is the best approach?

- (a) List risks, and for each risk, give an opinion on how best to reduce the risk.
- (b) Identify safety, financial and reputational risks.
- (c) Create a list of safety, financial and reputational risks, and sort risks into high, medium, and low categories.
- (d) As part of your analysis, write a short paragraph on why you are identifying these risks.

Question 2

Assess / Evaluate whether replacing your organisation's landline telephones with mobile handsets is a smart investment decision.

Which is the best approach?

- (a) Make a list of the financial Pros and Cons of staying with landline phones.
- (b) Look at the positives and negatives of moving to mobile, but don't give an opinion, simply present the data in a report.
- (c) In less than 50 words, explain why mobile is a better than landline.
- (d) Provide examples of companies that have moved to mobile.

Question 3

Calculate the total contract value of a new finance system, over 5 years.

Which is the best approach?

- (a) Create an Excel spreadsheet and provide a detailed analysis of all factors that affect your decision.
- (b) Provide the answer.
- (c) Show the math of how you arrived at a conclusion, in a way where the reader sees how you arrived at the answer.
- (d) Make sure your answer includes sales tax, e.g., GST or VAT.

Question 4

Compare each supplier's response to shortlist to a smaller group of capable responses. Which is the best approach?

- (a) Examine each response to see if they should be on the shortlist.
- (b) Keep your answer short. Only give one example.
- (c) When you create the shortlist, make notes on which supplier responses are more capable.
- (d) Engage a subject matter expert to decide which responses are capable.

Question 5

Consider which of the candidates to hire for the junior Procurement role. What evidence do you have to support your choice?

Which is the best approach?

- (a) Hire the most skilled candidate and provide some notes.
- (b) Give at least two examples to support your hiring decision.
- (c) Change the job description to a senior Procurement role.
- (d) Make sure you address both parts of the question.

Question 6

Contrast Procurement and Contract Management.

Which is the best approach?

- (a) Identify the similarities of each field.
- (b) Procurement and Contract Management are similar.
- (c) Identify the differences.
- (d) Explain the risks of each field.

Question 7

Decide which Procurement approach to use to get best value for money.

Which is the best approach?

- (a) Weight up all the choices and quickly come to a conclusion.
- (b) Decide based only on your gut feeling.
- (c) a and d
- (d) Give a short example to support your decision.

Question 8

Define “price is rarely an indicator of value for money”.

Which is the best approach?

- (a) Suggest that price can be the best way to guarantee a result.
- (b) See what Google says.
- (c) Use your own words to describe something.

Question 9

Describe the Request for Quote Tender process.

Which is the best approach?

- (a) Give a short and simple explanation about the Tender process.
- (b) Provide granular steps for each phase of the Tender.
- (c) Provide granular steps for each phase of the Tender, with explanation.
- (d) Use technical jargon because the description is for Procurement people.

Question 10

Differentiate legislation, policy and guidance.

Which is the best approach?

- (a) Explain the differences among each document type.
- (b) Show the reader why legislation is more important than policy.
- (c) Write an essay explaining the differences.

Question 11

Discuss why supplier A won the Tender.

Which is the best approach?

- (a) Provide a detailed evaluation explanation showing the positives and negatives of each supplier's response.
- (b) Give three reasons why supplier A won.
- (c) Demonstrate how the other suppliers were unsuccessful.

Question 12

Explain the Requirements to a non-technical person.

Which is the best approach?

- (a) Create a glossary of terms to make the document easier to understand.
- (b) Rephrase the Requirements in simpler language.
- (c) Give a simple explanation of positives and negatives in the requirements.
- (d) Summarise the main points of the Requirements.

Question 13

Identify the CEO, CFO and CIO.

Which is the best approach?

- (a) Explain their roles.
- (b) Give their names.
- (c) Give their names and roles.
- (d) Don't judge a person by their job title.

Question 14

Justify why the purchase should be exempted from a competitive process.

Which is the best approach?

- (a) Tenders should be competitive to be defensible and attain value for money.
- (b) Because it is in the taxpayer's interests.
- (c) You may want to illustrate the approach with a scenario.
- (d) Explain the factors that influenced your decision.

Question 15

Qualify your decision not to extend the contractor.

Which is the best approach?

- (a) Show reasons that would be acceptable to the average person.
- (b) Make good notes to prevent unfair dismissal.
- (c) Exit the contractor softly and respectfully.
- (d) Socialise your decision with key stakeholders.

Question 16

Specify the contract clauses that the supplier wants omitted.

Which is the best approach?

- (a) Suggest contentious clauses to which the contractor has reacted.
- (b) Identify specific clauses.
- (c) Briefly explain the supplier's perceived risks associated with the clauses.
- (d) a and c

Answers

1 – b	2 – a	3 – b	4 – a	5 – d
6 – c	7 – a	8 – c	9 – c	10 – a
11 – a	12 – b	13 – b	14 – d	15 – a
16 – b				