



## Buyer/Owner Training Module

*Empowering Staff with Practical  
Procurement Skills*



*Accredited*  
*10 Credits*



**MOYSE & ASSOCIATES**  
PARTNERS IN PROCUREMENT EXCELLENCE



## Why This Training?

Public sector procurement is complex, governed by trade agreements, policies, and growing expectations for transparency, fairness, and value-for-money outcomes. The ProcureReady: Buyer/Owner Training Course equips your team with the knowledge and tools to confidently plan, lead, and manage procurement processes, from initial planning to contract close-out.

## Top 5 Key Learnings:

### ► Strategic Procurement Planning

Learn how to scope needs, engage stakeholders, and build a plan that avoids delays and aligns with policy and budget.

### ► Compliance with Trade Agreements and Policies

Understand thresholds, exceptions, and the documentation required to ensure fairness and audit-readiness.

### ► Developing Clear, Effective Specifications

Discover how to draft outcome-based specifications that encourage competition and deliver results.

### ► Evaluation, Scoring & Debriefing

Build confidence in setting evaluation criteria, scoring bids fairly, and handling supplier debriefs with professionalism.

### ► Contract Oversight and Supplier Management

Master the basics of contract administration, including performance monitoring, issue tracking, and change management.

## Who Should Attend?

Ideal for staff involved in planning, initiating, or managing procurement, including engineers, project managers, facilities staff, program owners, and other non-procurement roles.

## Delivery Method:

- Five full-day, in-person sessions
- Includes real-world examples, tools, templates, and workbook
- Can be tailored to your organization's policies and trade obligations



## Facilitators:



**Tammy Moyse**

Owner | Principal

Tammy Moyse, SCMP, CPPB, founded Moyse & Associates to make procurement excellence accessible and intuitive for clients across the public and private sectors.

A procurement and supply chain leader with over three decades of experience, Tammy brings a keen understanding of both the public and private procurement to her work. Named one of the Top 50 Women to Watch in 2019 by the Supply Chain Industry, Tammy's expertise also includes manufacturing, industry, operations, and project management. Tammy excels at relationship building, coaching, collaboration, and negotiation.

Under Tammy's leadership, several innovative initiatives were implemented at the City of Regina during her 10 years as Manager, Procurement & Supply Chain. She was instrumental in the development of a precedent-setting Indigenous Procurement Policy, which the Indigenomics Institute recognized on its 2023 10 to Watch list. She also played a substantive role on the Stadium Project procurement team, one of the most significant projects ever undertaken in Regina, which was an on-time, on-budget success.

A lifelong learner, Tammy was an invited participant at the prestigious Bloomberg Harvard City Leadership Initiative in Procurement Reform in Boston in 2023. She has held volunteer leadership roles with Supply Chain Canada-Saskatchewan, the National Institute of Government Procurement, Saskatchewan Urban Municipalities, and Purchasing Management Association of Canada - Regina Chapter. Tammy helped create a Sustainable Procurement Protocol and new sustainable procurement tools as part of Canadian Collaboration for Sustainable Procurement's 2020 Working Group.

As Principal Consultant at Moyse & Associates, Tammy provides specialized procurement solutions including policy and procedure, contract management, competitive procurement processes, and strategic counsel. She is a connector and facilitator, building and encouraging partnerships and relationships among her diverse network and clientele. A strong proponent of education, Tammy delivers workshops and speaks on procurement topics at industry events, conferences, and business gatherings. She developed and teaches the ProcureReady certificate course for Buyers & Owners, with a uniquely Canadian curriculum.

Tammy was raised on a farm on Treaty 4 territory, about 40 minutes from Regina, SK.



## Facilitators:



**Karen Smith**

Senior Advisor

Karen specializes in business development, communications, and strategic planning. Her consulting career spans more than three decades. She headed her own firm, EnMark Associates, for more than 20 years, and also spent several years with MDB Insight and Deloitte. She has worked as a community agency CEO, journalist, and development professional.

Karen brings C-suite experience and a deep understanding of entrepreneurship, business innovation, and economic development to her work. An accomplished writer and editor, she has prepared hundreds of winning proposals for clients across multiple sectors. Her strategic counsel has helped public sector clients with policy implementation and evaluation projects, and private sector clients with innovative business development approaches.

With her keen appreciation of procurement from "both sides" of the table, Karen helps clients navigate challenges and roadblocks when preparing a competitive submission, crafting winning bids, and negotiating successful partnerships. She developed and teaches the ProcureReady certificate course for Suppliers & Vendors, with a uniquely Canadian curriculum.

Originally from Hamilton, Ontario, Karen has lived in Saskatchewan (Treaty 4 territory) since 2021.



**November 17 to 21, 9:00 AM to 3:00 PM each day**



**\$2950 - per person**



**1935 Elphinstone Street, Regina SK S4T 3N3**





# CASK

CONSTRUCTION ASSOCIATION  
OF SASKATCHEWAN

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PARTNERS IN PROCUREMENT EXCELLENCE

**Together We Build Saskatchewan**

