



## Vendor/Supplier Training Module

*Helping Vendors Prepare for  
Success in Competitive  
Procurement*



**Accredited**  
**5 Credits**



**MOYSE & ASSOCIATES**  
PARTNERS IN PROCUREMENT EXCELLENCE



## Why This Training?

The procurement process can feel overwhelming — full of rules, finite timelines, and demanding expectations. The ProcureReady Vendor/Supplier Training Course breaks it down in plain language, helping suppliers submit stronger proposals and improve their chances of winning contracts.

## Top 5 Key Learnings:

### ▶ Demystify Procurement Objectives

Understand how procurement works, including buyer expectations, procurement processes, and submission parameters.

### ▶ Find and Analyze Opportunities

Learn where to find posted tenders, how to navigate online bidding portals, and what to consider in a bid response strategy.

### ▶ Write Winning Proposals

Get tips and tools for writing compliant, persuasive bids — including proposal preparation, quality standards, and time-saving approaches.

### ▶ Bid Successfully with Others

Understand joint ventures, partnerships, and sub-contracting opportunities and how to find win-win approaches.

### ▶ Contracts and Project Management

Beyond a successful bid, contract essentials and solid project management approaches set up ongoing success.

## Who Should Attend?

This course is ideal for:

- Small & medium-sized businesses
- Indigenous and diverse suppliers
- Construction, consulting, service, and business development professionals
- Any vendor new to bidding or looking to improve success rates

## Delivery Method:

- Two full-day sessions
- In-person
- Includes examples, resources, workbook, and Q&A



## 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 5<sup>th</sup> and 6<sup>th</sup>, 9:00 AM to 3:00 PM each day**



**\$1,450 - per person**



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





# CASK

CONSTRUCTION ASSOCIATION  
OF SASKATCHEWAN

---



**MOYSE & ASSOCIATES**  
PARTNERS IN PROCUREMENT EXCELLENCE

**Together We Build Saskatchewan**

