



*Training Course:  
Simplified Acquisition Procedures*

*21 - 25 April 2025  
Geneva (Switzerland)*

## Training Course: Simplified Acquisition Procedures

Training Course code: PC1921 From: 21 - 25 April 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction:

The Simplified Acquisition Procedures SAP training program was designed by Global Horizon Training Center to provide participants with a comprehensive understanding of the SAP process. This training program is designed to equip participants with the necessary skills and knowledge to effectively implement the SAP process in their organizations.

### Objectives:

The objectives of this training program are to:

- Understand the SAP process and its benefits
- Learn the legal and regulatory requirements for SAP
- Understand the roles and responsibilities of the SAP team
- Learn how to effectively plan and execute the SAP process
- Learn how to effectively manage SAP contracts

### Target Audience:

This training program is ideal for:

- Contracting officers
- Program and project managers
- Procurement specialists
- Small business specialists
- Anyone involved in the procurement process

### Outlines:

Day 1:

Introduction to SAP

- Introduction to SAP
- SAP process overview
- Benefits of using SAP
- Legal and regulatory requirements for SAP

#### Day 2:

##### Roles and Responsibilities

- Roles and responsibilities of the SAP team
- Contracting officer's representative COR responsibilities
- Small business specialist responsibilities
- Program and project manager responsibilities

#### Day 3:

##### Planning and Execution

- Planning for SAP
- Developing a solicitation
- Source selection process
- Contract award and administration

#### Day 4:

##### Contract Management

- Contract types
- Contract administration
- Contract modifications
- Contract closeout

#### Day 5:

##### Best Practices and Case Studies

- Best practices for SAP
- Case studies
- Lessons learned
- Recap and review

## Registration form on the Training Course: Simplified Acquisition Procedures

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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