

BASIC INFORMATION:		
Organizational unit	01.07.100	Faculty of Business Economics
Abbreviation	FPE-MJN	
Chair	01.06.330.	Department of Business and Public Finance
Subject/module	5.03.04.033.	Public Procurement Management
SUBJECT TYPE:		
Functional area	Core	
Level of abstraction	Advanced	
Subject type - obligation	Mandatory	
COURSE REGISTRATION:		
Scientific field	5	Social Sciences
Scientific area	5.03.	Economy
Narrow scientific field	5.03.04.	Fiscal economy
COURSE DESCRIPTION:		
Educational and professional goals:	<p>The general goal of managing the public procurement system is the proper application of public procurement in the spirit of basic principles: the most efficient way of using public funds with regard to the purpose and object of the procurement, fair and active competition, equal treatment, non-discrimination and transparency.</p> <p>The goal is that by mastering this subject, the student will acquire the basic knowledge necessary for the successful application of the basics of public procurement, research of the single economic market, planning and realization of optimal financial resources for efficient spending and adequate value for money while dynamically maintaining the success of the contracting authority's business, which at the same time represents and the basic goal of managing the public procurement system.</p>	
Competences/educational outcomes:	<p>By successfully completing the subject and mastering the material, i.e. by adopting the modules of knowledge and skills planned in the curriculum for this subject, the student will be able to understand the basic indicators of procedures and subjects of public procurement, which are of particular importance for financial activities, the structure of financing costs and financial results of the economic entity. The student will be able to make:</p> <ul style="list-style-type: none"> • Procurement plan that reflects the relationship between required and real (available) financial resources; • The balance of required and available funds (daily, monthly, quarterly, annual) adjusted according to maturity dates, that is, predetermined dynamics of inflow and outflow of financial resources; • Activities of public procurement authorities; • Explain proper public procurement procedures; • Defines and describes the subjects of public procurement; • Explain price changes in the non-unified area of the economic market of Bosnia and Herzegovina by applying the public procurement system; • Explain the economic and financial ability of the bidder; • Calculates the most economically advantageous offer. 	
Skills Mastered:	<ol style="list-style-type: none"> 1. Business and financial analysis of spending financial resources; 2. General evaluation of the application of the public procurement system; 	

	3. Basics of financial planning and public procurement planning.
Course content:	<p>1. THE ROLE OF PUBLIC PROCUREMENT IN MARKET DEVELOPMENT ECONOMY</p> <ul style="list-style-type: none"> - All total environment - Measures to meet the needs of the public in an economical way - Alignment with European Union Procurement Directives <p>2. PRINCIPLES AND DEFINITIONS</p> <ul style="list-style-type: none"> - Purpose of public procurement - Pricipi - Equal treatment - Transparency - Fair competition - Economy - Definitions - Urgent procedure - Candidate - Competition for the creation of a conceptual solution - Electronic means - Framework agreement - Subsidized contract - Negotiation procedure - Open procedure - Prequalification - Agreement on public procurement of services - Agreement on public procurement of goods - Contract on public procurement of works - Request - Limited procedure - Supplier, service provider and surveyor - Offer - Tender documents - Bidder - Alternative offer <p>3. PROCUREMENT PLAN</p> <ul style="list-style-type: none"> - Planning the public procurement procedure - Time plan - The process of creating a description of the procurement item - Consultations and information gathering - Market research - Planning of financial resources <p>4. CONTRACTING BODIES, CONTRACTS AND VALUE CLASS</p> <ul style="list-style-type: none"> - Contracting authorities - Agreements - Contracts that are subject to legal regulations

- Contracts to which the provisions of the law do not apply
- Concession agreements
- Value classes
- Primary, i.e. domestic value classes
- International value classes
- Value classes below domestic ones

5. PUBLIC PROCUREMENT COMMISSION

- Appointment and composition commissions
- Who cannot be a member of the commission?
- Tasks of the public procurement commission
- What is read at the public opening of bids?
- Evaluation of offers
- Duration of the commission's work

6. PUBLIC PROCUREMENT PROCEDURES

- Basic procedures
- Open procedure
- Limited procedure
- Negotiation procedure with and without publication of notice about procurement
- Competition for the creation of a conceptual solution
- The type of procedure for awarding the contract below domestic value classes
 - Competitive request for tenders
 - Direct agreement

7. LEGAL PROTECTION IN PUBLIC PROCUREMENT PROCEDURES

- AND THE MOST COMMON MISTAKES
- The most common mistakes when conducting public procurement procedures
 - The most common mistakes of the ordering party
 - The most common mistakes evident by the appellant
 - The most common mistakes that are evident on the part of the complainant, later the appellant

8. ROLE AND DUTIES OF EMPLOYEES IN THE PUBLIC SYSTEM PROCUREMENTS

- The role and duty of the procurement manager
- Ethics in public procurement
- Conflict of interest and corruption

9. CONSORTIUM

10. ELECTRONIC REPORTING

11. SOURCES OF FINANCING PUBLIC PROCUREMENTS

- a. Forms of financing
 - i. Financing with public companies
 - ii. Financing with the public sector
 - iii. Financing with credit funds
 - iv. Funding with donor funds

	v. Other sources of financing vi. Financing costs
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ECTS	Teaching activities (hour)					Individual work		EVERYTHING hours of work
	Contact classes	Exercises trainings	Seminar and stud. works	Pedagogical workshops	Professional and professional. practice	Individual. and group learning	Researchable. source	
5	R 20	V 10	18			90	12	150

Teaching languages	Languages of the peoples of Bosnia and Herzegovina	English		
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PREREQUISITES FOR ACCESS

Code	Name of the subject/module of knowledge	Grade	Description of conditions (additional)
5.04.03.005	Management of public procurement		Requirement of years of study ≥ 3

METHODOLOGY OF THE COURSE

During the processing of the case, the following are foreseen:

- 30 contact hours of interactive lectures;
- 12 hours for source research;
- 18 hours seminar and study. works;

Lectures according to the established schedule with the use of modern presentation and demonstration tools and techniques with the application of an interactive method of working with students, which gives insight into their prior knowledge and specific experiences based on the issues covered, as well as insight into the continuity of mastering the material.

Use of didactic and educational content in in electronic and digital form (*including recorded lectures and mentoring exercises*) on different video-presentation media (*PowerPoint*). .

Application of information and communication technologies (ICT) that enable students to through computer-supported learning and research (*Computer Assisted Learning & Research*) achieve an active relationship in the process of acquiring knowledge with the help of computer and communication technology, to achieve a deeper interaction with teaching content and the application of research techniques in the process of acquiring knowledge.

Problem workshops (*workshops*) in which contents related to certain topics are presented in the form of a concrete problem, the solution of which should be offered through individual and group interaction. Specific workshops on the processing of " case studies " (*case-study analysis*) are applied .

EVALUATION OF STUDENT WORK

Ord. no.	Type of evaluation	partial/ final	optional / mandatory	Percentage participation
01	Participation in contact work - interaction at lectures	pre-exam obligation	mandatory	10-20%
02	Exercise activity	pre-exam obligation	mandatory	20-30%
03	Seminar/professional papers	pre-exam obligation	mandatory	20-30%

04	Exam activities - partial test (problem test)	partial	optional	10-20%
05	Examination activities - final written test (problem/combination test)	final	mandatory	30-60%

LITERATURE / SOURCES (listed in order of importance)

Author (Last Name, First Name)	Publication name	Publisher's headquarters	Publisher	year editions	Kind public*
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a/ Basic literature

O. Travar – A. Vidović	Management of public procurement	Banja Luka	Pan-European University "Apeiron"	2016	Textbook
Ostoja Travar	Basics of public procurement	Banja Luka	Association of Economists "SWOT"	2010	A book

b/ Supplementary literature

	Law on Public Procurement				
	Directives of the European Union on public procurement				

c/ Other sources - magazines,

Author - Surname, First name (if the source is an article)	Name of the magazine	Publisher's headquarters	Publisher	Year editions	Species magazine

c/ Other sources - Internet (WEB) sources

Site name	Site address	Title of work/hyperlink	Read
	Journal of Public Procurement Emerald Insight, https://www.emerald.com/insight/publication/issn/1535-0118		
	Public Procurement and Supply Management Strategies, SAGE Publishing, https://journals.sagepub.com/doi/10.1177/095207670201700105		
	Journal of Purchasing & Supply Management - Elsevier, https://www.journals.elsevier.com/journal-of-purchasing-and-supply-management		

(*)Type of publication (book, script, compendium, multimedia)