

MINISTRY OF HEALTH PROTECTION OF UKRAINE
ODESSA NATIONAL MEDICAL UNIVERSITY
Department Organization and Economics of Pharmacy
with post-diploma specialization

Syllabus of the academic discipline
"Management of public procurement"

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| Scope of the academic discipline | Total number of hours per discipline: 90 hours, 3 credits. Semester: 10 5th year of study. |
| Days, time, place of educational discipline | According to the schedule of classes. Department Organization and Economics of Pharmacy with post-diploma specialization Odesa, str. Malinovsky, 37 |
| Teacher(s) | D. Pharm. n., prof. Liana UNHURIAN Sen. teacher Oksana STEPANOVA |
| Contact Information | E-mail: oksana.stepanova@onmedu.edu.ua liana.unguryan@onmedu.edu.ua Consultations: from 2:30 p.m. to 4:00 p.m. every Tuesday, from 9:00 a.m. to 1:00 p.m. every Saturday |

COMMUNICATION

Communication with applicants will be conducted in the classroom (face-to-face).

During distance learning, communication is carried out through the Microsoft Teams platform, as well as through e-mail correspondence, Viber messengers (through groups created in Viber for each group, separately through the head of the group).

ABSTRACT OF THE ACADEMIC DISCIPLINE

Subject there are - organization, methods of implementation, state regulation and control, effective management in the field of public procurement.

Prerequisites: is based on the general knowledge obtained during training from such educational disciplines as "Ukrainian language (for professional direction)", "Foreign language" (for professional direction), "Pharmaceutical law and legislation", "Fundamentals of economics in pharmacy", "Pharmacology", "Drug technology", "Pharmaceutical management and marketing", "Information technologies in pharmacy".

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Post-requisites: lays the foundations for students to study pharmaceutical management and marketing, pharmaceutical law and legislation, organization and economy of pharmacy, pharmacoeconomics, evaluation of medical technologies, pharmaceutical logistics, which contributes to the formation of skills to apply knowledge in the process of further education and in professional activities.

The purpose is -study of theoretical and practical aspects of the organization, implementation mechanism, regulatory and legislative framework, state regulation in the field of public procurement in health care institutions with the aim of forming professional competences in future pharmaceutical specialists regarding the implementation of public procurement procedures, as well as their effective management.

Task: assimilation of a complex of theoretical issues and acquisition of practical skills regarding the organization and conduct of public procurement; understanding the formation of tender documentation; the ability to carry out procurement procedures at SE "Prozorro"; formation of conditions for applying the negotiated procurement procedure; possessing the skills of analysis and appeal of the procurement procedure; study of issues related to state regulation and control in the field of public procurement

Expected results.

As a result of studying the academic discipline, the student of higher education must:

- *know:* basic principles, technologies, forms, methods, mechanisms of organizing and conducting public procurement; regulatory framework for regulating the public procurement system; the main functions and rights of the Authorized Body regarding state regulation in the field of procurement; requirements for drawing up technical and quality characteristics for the subject of procurement, technical task, provision of security for competitive bidding proposals, conditions of return or non-return of security; procedure for carrying out procurement procedures; information systems of SE "Prozorro" the procedure for applying the procedure for requesting price offers; information on conducting open auctions; conditions of application of the competitive dialogue procedure; conditions of application of the bidding procedure with limited participation; conditions of application of the negotiated procurement procedure; the specifics and features of the preparation of tender documentation for various procurement items.

- *be able:* to explain and analyze specific legal norms concerning implementation of stages of public procurement; to conduct the public procurement procedure in accordance with the current legislation, to compile a package of tender documentation; conduct the negotiation process when organizing the purchase; to evaluate proposals received as part of competitive bidding; apply criteria for checking technical, professional and financial suitability of bidders; justify the refusal of admission to

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participate in the procurement procedure and the rejection of competitive offers; appeal the procurement procedure; summarize the results of public procurement.

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DESCRIPTION OF THE EDUCATIONAL DISCIPLINE

Forms and methods of education. Discipline will be taught in the form of seminar classes (30 hours) and organization of students' independent work (60 hours).

Consultations are individual.

When conducting seminar classes, teaching methods are used: verbal, visual, practical; explanatory and illustrative, reproductive, problem-based teaching, partially research, research; independent work of applicants to comprehend and assimilate new work material on the application of knowledge in practice and the development of skills and abilities, methods of organization and implementation of educational and cognitive activities; stimulation and motivation of learning, control, self-control.

Content of the academic discipline

Module 1. Theoretical aspects of public procurement management

Topic 1. General characteristics and principles of the public procurement system in Ukraine.

Topic 2. Public procurement as an effective tool for ensuring the affordability of medicines.

Topic 3. Legal regulation and control in the field of public procurement.

Module 2. General provisions of the organization of procurement activities.

Topic 4. Electronic public procurement system.

Topic 5. Model and principles of procurement organization.

Topic 6. Types and procedures of procurement

Topic 7. The procedure for conducting open tenders.

Topic 8. The procedure for conducting a competitive dialogue.

Topic 9. Tendering procedure with limited participation

Topic 10. Price and non-price criteria in public procurement. Life cycle cost.

Topic 11. Purchase contract.

Topic 12. Appealing the procurement procedure

Topic 13. Responsibility in the field of public procurement.

Topic 14. Evaluation of the effectiveness of public procurement

Topic 15. Promising procurement tools and innovations

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List of recommended literature:

Main:

1. Brovdiy A. M. B 88. Organization of public procurement: training. manual / A. M. Brovdiy; Kharkiv. national city university farm named after O. M. Beketova. – Kharkiv: XNUMX named after O. M. Beketova, 2018. – 183 p.
2. Methodical guide on public procurement: NGO "Transparency International Ukraine" in cooperation with SE "Prozorro" with the support of the European Union and its member states Denmark, Estonia, Germany, Poland and Sweden.
3. Educational and methodological guide for independent work and practical classes in the academic discipline "Legal regulation of public procurement" (field of knowledge 08 "Law", first (bachelor's) educational and qualification level, specialty 081 "Law") Compiled by: M.P. Kucheryavenko, O.O. Dmytryk, A.S. Ovcharenko. - Kharkiv: National. University of Law named after Yaroslav the Wise, 2020. - 26 p.
4. Altsyvanovych O. V., Tsymbalenko Y. Yu. Theoretical and categorical analysis of the concept of public procurement and corruption risks during their implementation in Ukraine. Aspects of public administration. 2018. Volume 6, No. 9. P. 92-103

Additional:

1. Buryak Y.V. The main aspects of the implementation of state regulation in the field of public procurement in Ukraine / Y.V. Buryak // Problems and prospects of development. - 2017. - № 2. - C. 55-59. - [Electronic resource] - Access mode: http://nbuv.gov.ua/UJRN/piprp_2017_2_11.
2. Horbatiuk Y.V. Legal characteristics of public procurement procedures under the Law of Ukraine "On Public Procurement" / Y.V. Horbatiuk // Yurydychnyi vestnik. Air and Space Law. - 2016. - No. 3. - P. 132-137. - [Electronic resource] - Access mode: http://nbuv.gov.ua/UJRN/Npnau_2016_3_23
3. Institutional support of public procurement and its impact on the growth of the national economy / T.G. Zatonatska, D.E. Martynovych // Finance of Ukraine. - 2017. - № 4. - C. 94-103. - [Electronic resource] - Access mode: http://nbuv.gov.ua/UJRN/Fu_2017_4_8.
4. Kvach V.Yu. General theoretical provisions on public procurement: concept and purpose [Electronic resource] / V.Yu. - 2017. - № 11. - C. 884-887. - [Electronic resource] - Access mode: http://nbuv.gov.ua/UJRN/molv_2017_11_216
5. Martynovych D.E. Analysis of the effectiveness of public procurement as an instrument of state aid / D.E. Martynovych // Investments: practice and experience. - 2016. - № 18. - C. 70-75.
6. Melnikov O.S. Features of public procurement as an object of state regulation of the economy / O.S. Melnikov // Theory and practice of public administration. - 2016. - Issue 1. - P. 129-135. - [Electronic resource] - Access mode: http://nbuv.gov.ua/UJRN/Tpdu_2016_1_22.

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7. Current state and prospects of development of electronic public procurement in Ukraine / O.I. Minyaylo, A.M. Kostenko // Economic Bulletin of the University. - [Electronic resource] - Access mode: www.irbis-nbu.gov.ua/cgiirbis_64.exe.
8. Public procurement in the system of electronic governance / T.V. Nizhniy // Investments: practice and experience. - 2017. - № 10. - C. 110-113.288
9. Sevostyanova G.S. The current state of regulatory and legal support of public procurement in Ukraine / G.S. Sevostyanova // Scientific Bulletin of Uzhhorod National University. - 2016. - Issue 10(2). - C. 91-96. - [Electronic resource] - Access mode: http://nbuv.gov.ua/UJRN/Nvuumevcg_2016_10%282%29__22
10. Diagnostics of the system of interaction between the state and business in the aspect of electronic public procurement / V.M. Yuzevych, O.V. Klyuvak, R.M. Skrynkovskyi // Economic Journal - XXI. - 2016. - № 160 (7-8). - C. 39-44.
11. Public procurement: peculiarities of application of procedures. Scientific Notes of Vernadsky Taurida National University. 2018. T. 29(68). № 5. C. 160-164.
12. Implementation of electronic public procurement in Ukraine and prospects for their development. Bulletin of Agrarian Science of the Black Sea Region. 2017. Issue 3. C. 13-20.
13. Nazarova K.O., Kopotienko T.Y. Control of public procurement as a state priority for economic development. Business Inform. 2017. № 11. C. 96-101.
14. Nyzhniy T.V. Public procurement in the e-government system. Investments: practice and experience. 2017. № 10. C. 110-113.
15. Genesis of the formation and development of the institution of public procurement in Ukraine. Yurydychna Ukraine. 2017. № 11-12. C. 73-83.
16. International experience of public procurement. Business Inform. 2017. № 11. C. 47-51.
17. Sotnyk I., Taranyuk L. Entrepreneurship, trade and exchange activity: a textbook. Sumy: University book, 2018. 572 c.
18. Organizational and legal principles of functioning of the public procurement system in Ukraine. Bulletin of the Chernivtsi Trade and Economic Institute. Economic Sciences. 2018. Issue 4. C. 26-33.
19. Khrushch N. A., Izhevsky P. G., Bezvukh S. V. Exchange activity: a textbook. Kyiv: Condor Publishing House, 2017. 348 c.
20. Experience of EU countries in public procurement. Scientific Bulletin of the International Humanitarian University. 2017. Issue 28. C. 94-97.
21. The use of speculative schemes in public procurement and the problems of bringing to justice. Law and Innovation. 2018. № 2. C. 80-86
13. Electronic information resources:
 1. The Law of Ukraine "On Public Procurement" of December 25, 2015, No. 922-VIII // [Electronic resource]: <http://zakon3.rada.gov.ua/laws/show/922-19>.

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2. The Law of Ukraine "On Openness of the Use of Public Funds" of 11.02.2015 № 183-VIII // [Electronic resource]: <http://zakon5.rada.gov.ua/laws/show/183-19>.
3. Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Procedure for Administration of the Unified Web Portal for the Use of Public Funds" of 14.09.2015, No. 694 // [Electronic resource]. - Access mode: <http://www.kmu.gov.ua/control/uk/cardnpd?docid=248479611>.
4. On determining the web portal of the Authorized Procurement Body as part of the electronic procurement system and ensuring its functioning. Order of the MEDT No. 473 of 18.03.2016. URL: <http://zakon.rada.gov.ua>.
5. Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Procedure for the Functioning of the Electronic Procurement System and Authorization of Electronic Platforms" of February 24, 2016, No. 166 // [Electronic resource]: <http://zakon0.rada.gov.ua/laws/show/166-2016-%D0%BF>.
6. Resolution of the Cabinet of Ministers of Ukraine of December 7, 2016, No. 915 "On Approval of the Procedure for Delegation of Authority to Conduct Negotiated Procurement Procedures" // [Electronic resource]: <https://www.kmu.gov.ua/ua/npas/249570581>.
7. Order of the Cabinet of Ministers of Ukraine of February 24, 2016 № 175- p. "On the Strategy of Reforming the Public Procurement System (Roadmap)" // [Electronic resource]: <https://www.kmu.gov.ua/ua/npas/248902169>.
8. Order of the Cabinet of Ministers of Ukraine dated July 04, 2018 No. 462-p "On the application of the negotiation procurement procedure" // [Electronic resource]: https://www.kmu.gov.ua/ua/npas/pro_zastosuvannya-peregovornoji-proceduri-zakupivli000
9. Order of the Cabinet of Ministers of Ukraine of 20.05.2015 №501-r "On the implementation of a pilot project on the implementation of the electronic procurement procedure for goods" // [Electronic resource]: <http://zakon2.rada.gov.ua/laws/show/501-2015-%D1%80>
10. Order of the Ministry of Economic Development and Trade of Ukraine of 15.09.2014 № 1106 "On Approval of Forms of Documents in the Field of Public Procurement" // [Electronic resource]: <http://zakon.rada.gov.ua/laws/show/z1241-14>
11. Order of the Ministry of Economic Development and Trade of Ukraine of 22.03.2016 No. 490 "On Approval of Forms of Documents in the Field of Public Procurement" // [Electronic resource]: http://search.ligazakon.ua/1_doc2.nsf/link1/RE28579.html
12. Order of the Ministry of Economic Development and Trade of Ukraine of 15.09.2017 No. 1372 "On Approval of the Procedure for Concluding and Implementing Framework Agreements" // [Electronic resource]: <http://zakon.rada.gov.ua/laws/show/z1236>
13. Transparent Public Procurement <https://prozorro.gov.ua/>

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14. Resolution of the Cabinet of Ministers of Ukraine of 23.03.2016 No. 291 "On Establishing the Amount of Fee for Filing a Complaint" (<http://www.me.gov.ua/LegislativeActs/List?lang=ukUA&tag=NormativnopravoviAkti3>);
15. Order of the Ministry of Economic Development and Trade of 30.03.2016 No. 557 "On Approval of the Model Regulation on the Tender Committee or Authorized Person(s)" (<http://www.me.gov.ua/LegislativeActs/List?lang=ukUA&tag=NormativnopravoviAkti3>);
16. Order of the Ministry of Economic Development and Trade of 18.03.2016 No. 477 "On Approval of the Procedure for Publication of Information on Public Procurement" (<http://zakon5.rada.gov.ua/laws/show/z0447-16>);
17. Order of the Ministry of Economic Development and Trade of Ukraine dated 17.03.2016 No. 454 "On Approval of the Procedure for Determining the Subject of Procurement" (<http://zakon3.rada.gov.ua/laws/show/z0448-16>) - effective from April 5, 2016 for procurements under the Law "On Public Procurement";
18. Order of the Ministry of Economic Development and Trade of 13.04.2016 No. 680 "On Approval of Sample Tender Documents" (<http://www.me.gov.ua/LegislativeActs/List?lang=ukUA&tag=NormativnopravoviAkti3>).
19. Order of SE PROZORRO No. 10 of 19.03.2019 "On Approval of the Instruction on the Procedure for Using the Electronic Procurement System in the Case of Procurement, the Value of which is Less than the Value Established in Paragraphs 2 and 3 of Part 1 of Article 2 of the Law of Ukraine "On Public Procurement".
20. Order of SE PROZORRO No. 11 dated 20.03.2019 "On Amendments to the Instruction on the Procedure for Using the Electronic Procurement System in the Case of Procurement, the Value of which is Less than the Value Established in Paragraphs 2 and 3 of Part 1 of Article 2 of the Law of Ukraine "On Public Procurement"
21. Order of SE PROZORRO No. 18 dated 17.04.2020 "On Amendments to the Instruction on the Procedure for Using the Electronic Procurement System in the Case of Procurement, the Value of which is Less than the Value Established in Paragraphs 2 and 3 of Part 1 of Article 2 of the Law of Ukraine "On Public Procurement", approved by Order of SE PROZORRO No. 10 dated 19.03.2019 (as amended).
22. Order of SE PROZORRO No. 47 of 05.10.2020 "On Approval of Requirements for Information Protection and Cybersecurity in the Electronic Procurement System"
23. Order of SE PROZORRO No. 65 of 31.12.2020 "On the selection of audit entities"
24. Order of SE PROZORRO No. 52 of 31.12.2021 "On Amendments to the Order of 31.12.2020 "On the Selection of the Audit Entity"

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25. Order of SE PROZORRO No. 25 of 20.10.2022 "On Approval of the Instruction on the Procedure for Using the Electronic Procurement System in the Case of Procurement, the Value of which is Less than the Value Established in the Peculiarities of Public Procurement of Goods, Works and Services for Customers Provided for by the Law of Ukraine "On Public Procurement", for the Period of Martial Law in Ukraine and within 90 days from the date of its termination or cancellation and suspension of the Order of SE PROZORRO No. 10 of 19.03.2019 (as amended)
26. Order of SE PROZORRO No. 2 dated 03.01.2023 "On Amendments to the Instruction on the Procedure for Using the Electronic Procurement System in the Case of Procurement, the Value of which is Less than the Value Established in Part 3 of Article 3 of the Law of Ukraine "On Public Procurement", approved by Order of SE PROZORRO No. 10 dated 19.03.2019 (as amended).
27. Public Procurement Advisor magazine <https://radnuk.com.ua/books/>

EVALUATION

Control measures include current control. The current educational activity of the applicants is monitored in practical classes. The following means of diagnosing the level of training of applicants are used: oral survey; test tasks; writing scientific reports. Current assessment of students takes place at each practical session (at least 30% of students must be interviewed). The applicant's current educational activity is evaluated on a 4-point (traditional) scale: "5", "4", "3", "2".

Independent work of the acquirer, which is provided for in the program, is controlled and evaluated during the current control.

The work program of the course envisages the performance of individual independent work of the applicant (ISRZ) at the request of the applicant: 1) presentation of the applicant with an independently prepared report on the cathedral tour of the annual university scientific conference. 2) defense of the essay at the seminar. 3) production of teaching aids (visual aids - maps, presentations, stands, etc.). The grade for an individual assignment is awarded to the applicant only under the conditions of its successful completion and defense. The grade is added to the current grade. The topic of the individual task can be suggested by the teacher or the applicant.

Final control is not provided by the program.

As a result of studying this discipline, the student receives a "credit" that is issued on the basis of the current educational activity of the student under the following conditions: absence of missed classes or timely completion of them, the average score for the current educational activity is not less than 3.00. The credit is given at the end of the study of the discipline on the basis of current grades in the form of an average score (ie, the arithmetic average of all received grades on a traditional scale, rounded to 2 (two) decimal places). The obtained arithmetic mean of the discipline allows conversion to a 200-point grade for further ranking on the rating scale (ECTS).

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According to the obtained points on a 200-point scale, the winners are evaluated on the ECTS rating scale.

INDEPENDENT WORK OF HIGHER EDUCATION ACQUIRES

Independent work of the acquirer, which is provided for in the program, is controlled and evaluated during the current control.

EDUCATIONAL DISCIPLINE POLICY

Deadlines and Rescheduling Policy corresponds to the general rules of ONMedU. Absences of classes for non-respectable reasons will be worked out according to the schedule of the teacher on duty. Absences for valid reasons are worked out according to an individual schedule with the permission of the dean's office.

Adherence to academic integrity education seekers provide: independent performance of educational tasks. The use of prohibited auxiliary materials or technical means during control measures is unacceptable in educational activities for participants of the educational process. For violations of academic integrity, students may be held academically liable: reduction of assessment results; retaking the assessment.

Attendance and Tardiness Policy:

Uniform: medical gown.

Equipment: notebook, pen.

State of health: applicants suffering from acute infectious diseases, including respiratory diseases, are not allowed to attend classes.

A student who is late for class can attend it, but if the teacher has put "nb" in the journal, he must complete it in the general order.

Use of mobile devices:

Mobile devices may be used by students with the permission of the instructor if they are needed for the assignment.

Behavior in the audience:

The behavior of applicants and teachers in the classrooms should be working and calm, strictly comply with the rules established in accordance with Code of Academic Ethics and Relations of the University Community of Odessa National Medical University.