

SELF-PACED MODULE

The Informed Purchaser

**Obtaining value for money in the
government's external legal spend**

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Introduction

The Government of NSW adopts an informed purchasing approach to the procurement of its legal services. The informed purchaser obtains value for money from the government's external legal spend by selecting and managing good value, high quality legal services that support the agency's strategic objectives.

Legal Services Coordination provides skills training to educate government staff on how to obtain value for money for the NSW Government in its procurement of legal services. These include NSW Government staff who:

- Establish and manage legal services panels of providers
- Are responsible for securing legal services for large and complex litigation or commercial projects
- Purchase external legal services for high volume legal matters
- Infrequently purchase external legal services.

This training is provided in short training sessions or through on-line self-paced learning programs. You will use this Module to complete exercises online at www.lsc.lawlink.nsw.gov.au

Both the Module and www.lsc.lawlink.nsw.gov.au provide a reference guide, tools and techniques for procuring legal services in a government context

How to use the on-line training and this Module

The on-line training is designed to be completed through self-paced study. It contains three base modules and a further four advanced modules directed at particular types of procurement or legal work.

Base Modules:

1. What is Informed Purchasing of Legal Services?
2. How do you define Legal Needs and what you should do In-House?
3. Selecting External Legal Services
4. Management of Outsourced Legal Work

Advanced Modules

5. Establishing a Legal Panel
6. Managing a Legal Panel
7. Managing High Volume Legal Work
8. Managing Large Commercial Projects
9. Managing Large Litigation

Those with experience in purchasing external legal services will benefit from a review of the Basic modules, but may wish to concentrate on the specific advanced modules, which are relevant to their needs.

Module Conventions

Tips, tools, exercises, and important information are highlighted by the following symbols:



Principle Idea



Tool



Exercise



Warning