

**THE OFFICE OF PROCUREMENT REGULATION**  
**STAKEHOLDER ENGAGEMENT AND CONSULTATION WORKSHOP TOBAGO**  
**SUMMARY REPORT**

The Office of Procurement Regulation (OPR) recently concluded its Stakeholder Engagement and Consultation Workshop in Tobago on Friday, October 19<sup>th</sup>, 2018. The activity was held at the Victor E. Bruce Financial Complex from 9:00am to 3:00pm. This summary report provides a synopsis of key post event activities.

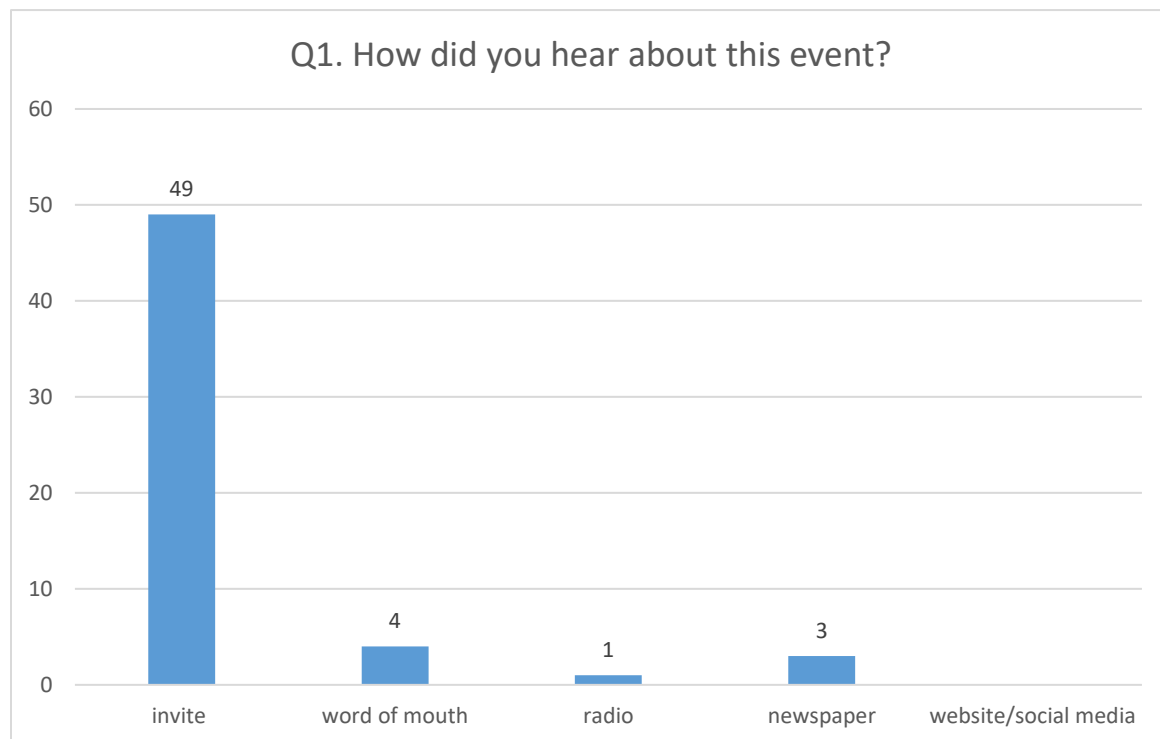
**1.0 Registrations and Attendance**

One hundred and eleven (111) persons registered for the event. Of those registered, eighty (80) persons actually attended. There were twenty (20) walk-ins however, bringing total attendance to 100 persons.

**2.0 Event Survey Report**

The following charts 1-6 and responses to questions 7-10 indicate the results of the event survey forms distributed to attendees. Responses from fifty-seven (57) persons were received, collated and analyzed.

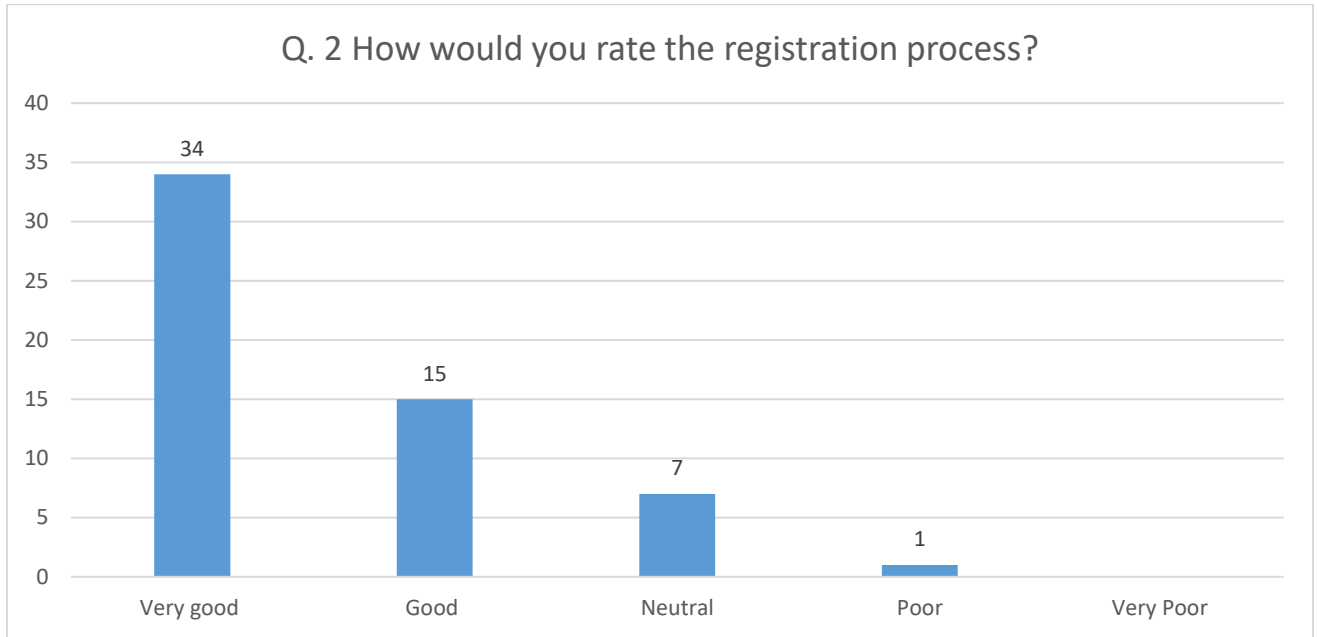
**Chart 1**



Invitations were the most popular form of event promotion, with 86% of respondents indicating they heard about the event through this channel.

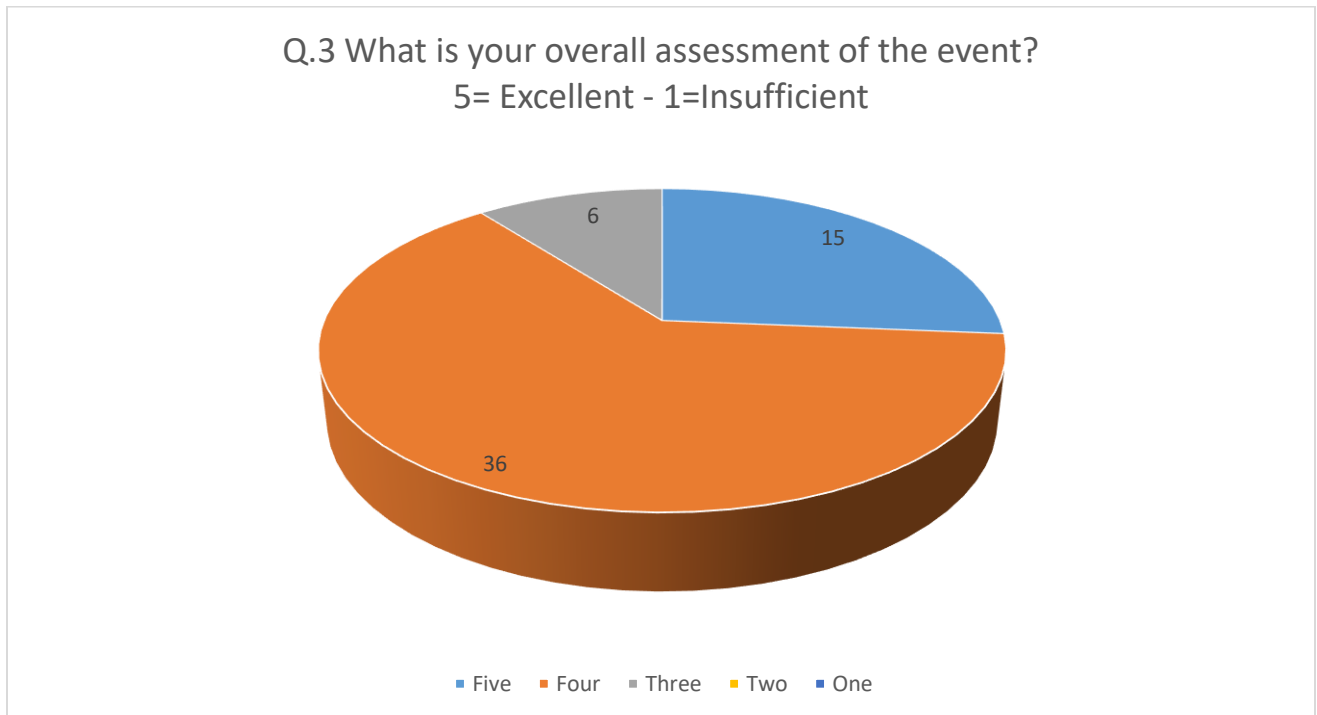
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Chart 2



Eighty-five percent (85%) of respondents indicated they were pleased with the registration process.

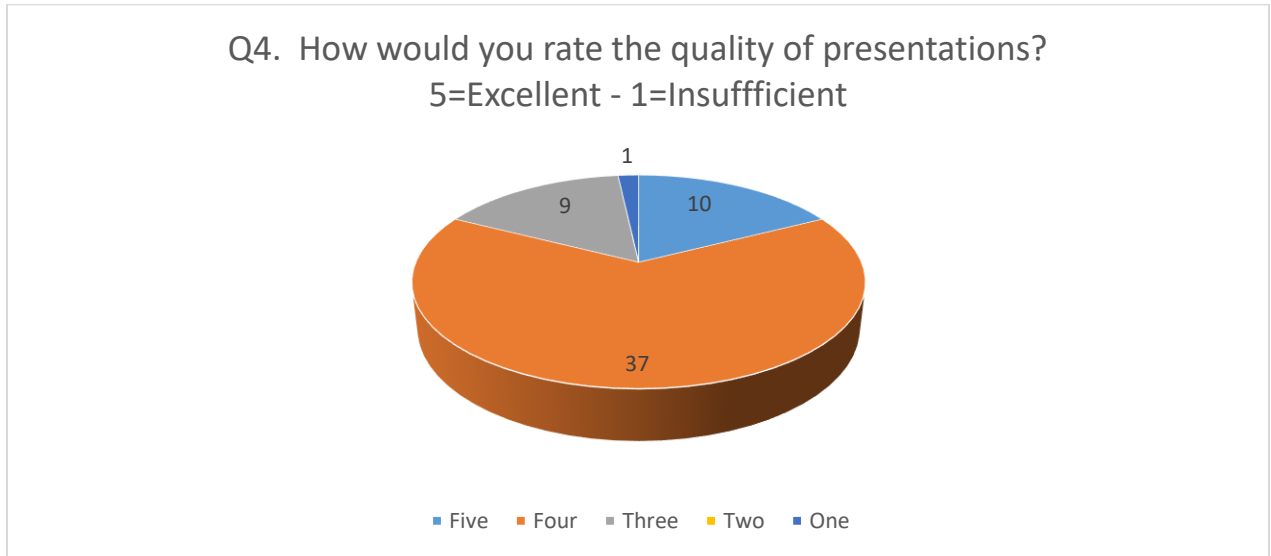
Chart 3



Twenty-six percent (26%) of respondents gave the event an overall assessment rating of 5/5 (excellent), while sixty-three (63%) of respondents gave it a 4/5 (good) rating.

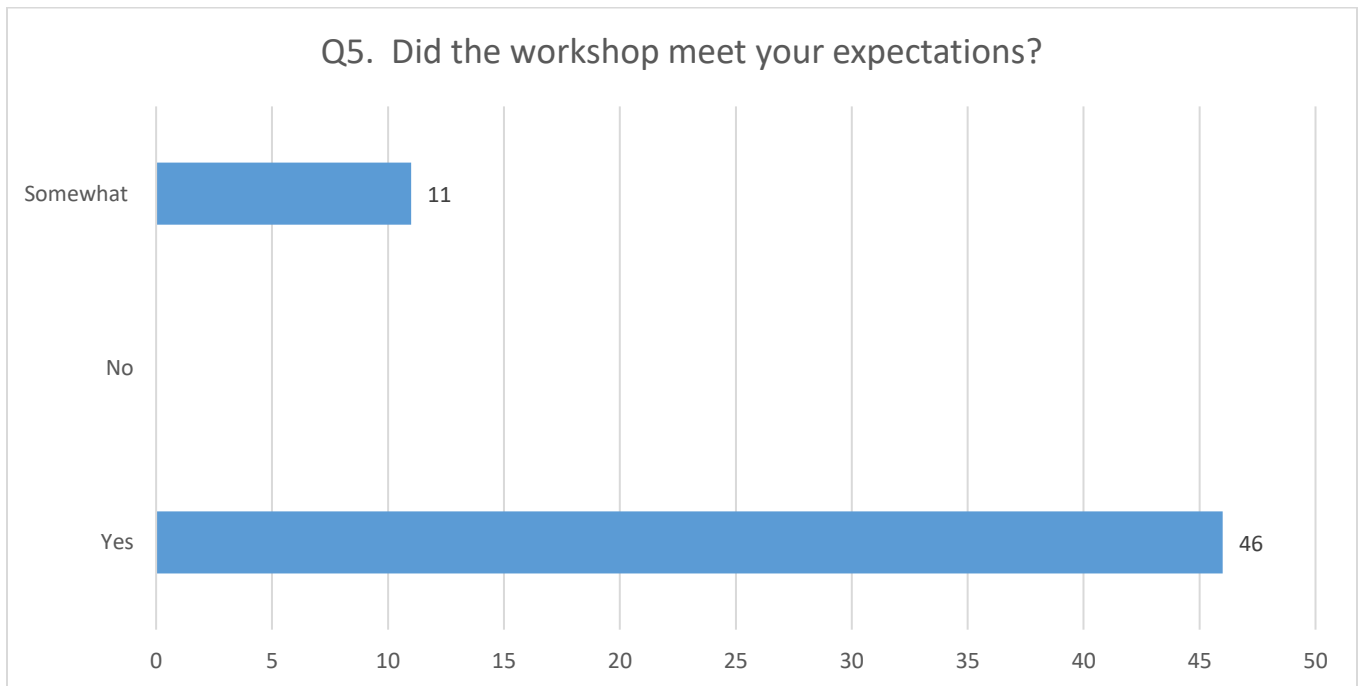
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Chart 4



Seventeen percent (17%) of respondents gave the quality of presentations a 5/5 (excellent) rating while 65% gave the presentations a 4/5 (good) rating.

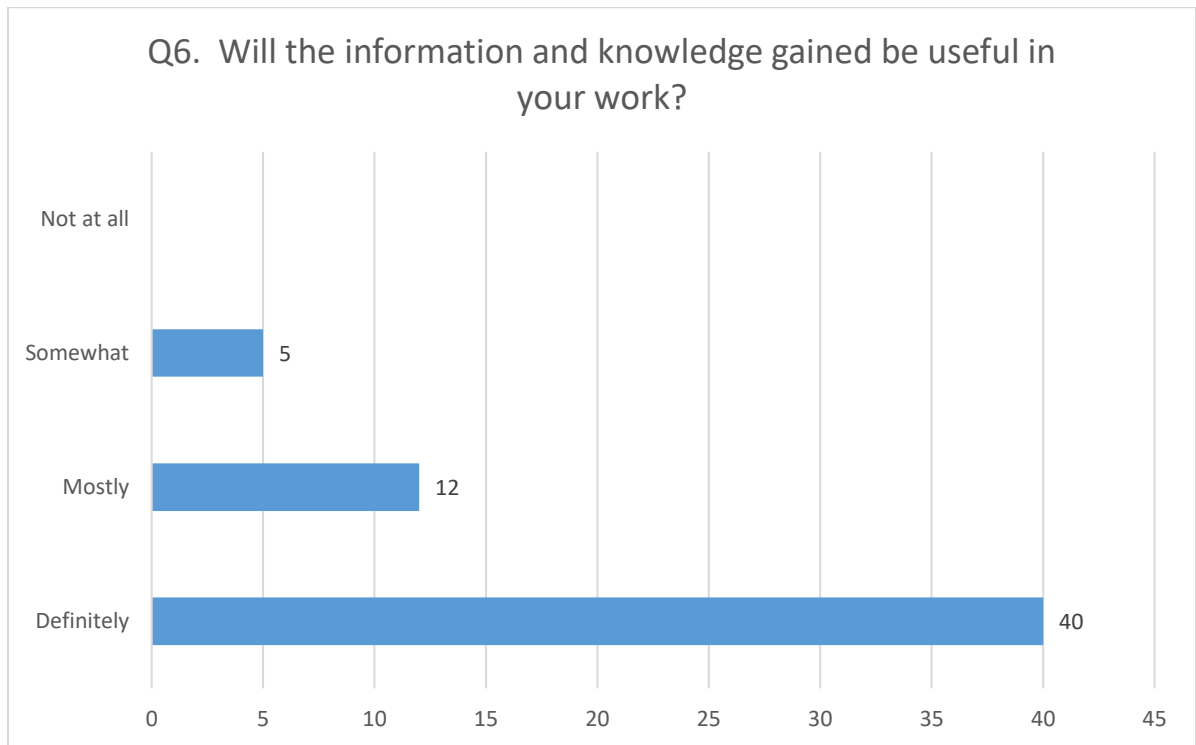
Chart 5



Eighty percent (80%) of respondents indicated that the workshop met their expectations.

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Chart 6



Seventy percent (70%) of respondents indicated that the information and knowledge gained would definitely be useful in their work, while 21% indicated that it would do so mostly.

**Question 7: What topics or aspects of the session did you find most interesting or useful?**

Participants enjoyed all aspects of the session overall. Persons were particularly impressed with Mr. Lalchan’s extensive knowledge of procurement matters and how it related to the Act. It was felt that a lot of concerns were adequately addressed, and persons were satisfied with the work that the Office of Procurement Regulation has accomplished thus far. Many persons indicated that the Review of the Handbook and Guidelines were the most interesting/useful.

**Question 8: Please state what knowledge and information were gained from participation at this workshop?**

Knowledge of E-procurement popped up frequently in participant responses. Also, information on splitting, as well as person’s responsibilities as it related to having close relations with contractors tendering for contracts and how to deal with such situations was greatly appreciated. The role of State Boards, the aspect of prequalification of contractors, data management and penalties for non-compliance were also mentioned as solid knowledge/information received.

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**Question 9: How do you think the workshop could have been made more effective?**

Though the general feeling was positive, and topics were well delivered, participants felt that the use of real life scenarios would have made the workshop more effective. It was also suggested that having pre-interviews by Division to highlight the particular concerns of each would have contributed to more researched and applicable responses by the OPR. Specific mention was made of needing a deeper understanding of the hierarchy of the Tobago House of Assembly (THA). The use of round table discussions was also mentioned.

**Question 10: Please provide further comments and suggestions (including activities or initiatives you think would be useful, for the future) either below or via our website at <https://oprtd.org/feedback>**

Further comments included the use of online training to ensure a standardized approach to procurement across the board.