BUSI 4304A
Procurement and Contracting
Winter 2016

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Office: 916 DT
Office hours: Tuesday, 10-11 am

COURSE MATERIALS:


PREREQUISITES:

Third-year standing; BUSI 2301 with a C grade or higher.

COURSE OBJECTIVE

The course addresses core supply chain procurement processes in the private and public sectors, including sourcing, purchasing, contracting, supplier collaboration, relationship development and management, etc. Emphasis will be placed on concepts, principles, practices, and techniques related to purchasing and contracting.

CLASS CONDUCT

The class time will be taken up by lecturing from the course instructor as well as case studies, exercises, and games. Much of the time will be devoted to the discussion of concepts, cases, and problems. You are expected not only to attend class, but also to be prepared to discuss the problems and exercises on the day assigned. Active participation in class discussions is an important part of this course, and I will therefore feel free to call on anyone in the classroom at any time for analysis, comments, or problem solutions. Be sure to bring a calculator, a computer, and your textbook to class with you at all times.
ATTENDANCE AND PARTICIPATION

Attendance and Participation is integral part of this course. Participation in the class will be recorded. Failure to attend class on a regular basis may reduce your overall grade by as much as five percent. Any absence from class should be discussed with your instructor before the class.

MARKS ALLOCATIONS: credit for the course will be based on the evaluation items outlined below.

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Mark</th>
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<tbody>
<tr>
<td>In-class test</td>
<td>10</td>
</tr>
<tr>
<td>Case discussion</td>
<td>30</td>
</tr>
<tr>
<td>Purchasing policy exercise</td>
<td>5</td>
</tr>
<tr>
<td>Supplier scorecard exercise</td>
<td>5</td>
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<tr>
<td>Supply chain negotiation game</td>
<td>10</td>
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<tr>
<td>Group report on supply chain negotiation game</td>
<td>10</td>
</tr>
<tr>
<td>Individual case analysis</td>
<td>30</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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IN-CLASS TEST
There will be one in-class tests that cover material related to pricing.

IN-CLASS EXERCISE

There will be two in-class exercises: developing purchasing policy and supplier evaluation scorecard. The exercise of supplier evaluation scorecard is based upon the case “strategic performance measurement of suppliers at HTC”. Students need to read the case before come to class.

SUPPLY CHAIN NEGOTIATION GAME

The supply chain negotiation game is a role-playing game where the retailer and wholesaler roles are assigned to student groups. The groups negotiate supply contracts in a number of rounds during a class period. Each group makes pricing, inventory, and ordering decision concurrently, and competes with others to achieve the highest profit.

CASE DISCUSSION

There will be four case discussions. The discussion questions could be found on CULEARN. To
prepare for the case presentations, you need to become the "expert" on the assigned case study. You need to read the cases thoroughly, and prepare for the discussion questions before you come to class. Attendance is required. Your performance on case study is evaluated based on your contribution to class discussion. Participation quality (thoughtfulness of comments or questions) is valued more than participation quantity (frequency of comments or questions).

The case discussion will be video recorded for the purpose of evaluation. The instructor may also take photos of students in order to identify students for case discussion. The video recordings of case discussions and the photography taken in BUSI 4304A, which is classified as personal information, is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than the evaluation of case discussion, unless you provide your consent. Should you have any questions concerning your personal information please contact the Privacy Officer for Carleton University 607 Robertson Hall, 1125 Colonel By Drive, Ottawa, ON K1S 5B6 Telephone: 613-520-2600 Ext. 2047 Email: university_privacy_office@cunet.carleton.ca. Video recordings will be retained for a period of one year and are confidentially disposed of after this time. The photos will be confidentially disposed of at the end of the semester. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.

By taking this course, you are consent to the photograph and video recording.

**INDIVIDUAL CASE STUDY**

There will be one case (Navistar: supply management, case number: 9A98C020) assigned to the class for students to analyze it individually. Each student needs to independently write answers to questions for this case.

**MAKE-UP TEST/EXERCISE/CASE DISCUSSION**

Make-up test (without penalty to the grade) will be allowed only if you cannot attend a class and provide the instructor with a university-sanctioned excuse for your absence.

For class exercise and case discussion, the student needs to provide the instructor with a university-sanctioned excuse for your absence before the class. The weights of the marks will be transferred to other evaluation items. Failure to notify the instructor before the class will result in the loss of the participation mark.

**COURSE SCHEDULE:** The following is a general outline of material to be covered during the semester. Note: the schedule is subject to changes in response to progress and opportunities that
may arise in a given semester. Therefore it is imperative for you to attend class and be aware of new developments in the course that may affect the due dates of assignments or scheduling of tests.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Case/exercise</th>
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<tbody>
<tr>
<td>1/11/2016</td>
<td>Introduction/ Chapter 2- purchasing process</td>
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<tr>
<td>1/18/2016</td>
<td>Chapter 3-Purchasing Policy and Procedures</td>
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<td>1/25/2016</td>
<td>Chapter 6-Supply Management and Commodity Strategy Development.</td>
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<tr>
<td>2/1/2016</td>
<td>Chapter 7-Supplier Evaluation and Selection.</td>
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<tr>
<td>2/8/2016</td>
<td>Chapter 8- Supplier Quality Management.</td>
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<tr>
<td>2/15/2016</td>
<td>Winter break</td>
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<tr>
<td>2/22/2016</td>
<td>Chapter 10-Worldwide Sourcing.</td>
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<tr>
<td>2/29/2016</td>
<td>Chapter 11-Strategic Cost Management/ Pricing (Slider could be found on Culearn)</td>
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<tr>
<td>3/7/2016</td>
<td>Chapter 13-Negotiation and Conflict Management.</td>
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<td>3/14/2016</td>
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Note: 1. Cases could be purchased from Ivey School of Business’s web site: https://www.iveycases.com/
2. The number in parentheses is the case reference number

Course Sharing Websites
Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

**Required calculator in BUSI course examinations**

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

**Group work**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

**Academic Accommodations for Students with Disabilities**

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation *(if applicable)*. After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the December 2015 exam period is November 6, 2015 and for the April 2016 exam period is March 6, 2016.

**Religious observance**

Students requesting academic accommodation on the basis of religious observance should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in
a way that avoids academic disadvantage to the student. Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

**Pregnancy**

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

**Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure in the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: [http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/](http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/).

**Sprott Student Services**

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you’re having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! [http://sprott.carleton.ca/students/undergraduate/support-services/](http://sprott.carleton.ca/students/undergraduate/support-services/)

Be in the know with what’s happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

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**Important Information:**

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean’s approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, it would be easier to respond to your inquiries if you would send all email from your Carleton account. If you do not have or have yet to activate this account, you may wish to do so by visiting [http://carleton.ca/ccs/students/](http://carleton.ca/ccs/students/)

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**Important Dates and Deadlines – Winter 2016**

Graduate, Undergraduate and Special Students
Sessions:
- **Fall term**: September 2, 2015 – December 7, 2015
- **Winter term**: January 6, 2016 – April 8, 2016
- **Fall/winter**: September 2, 2015 – April 8, 2016

**December 25 to January 3**
University closed

**January 4**
University reopens

**January 6**
Winter-term classes begin.

**January 19**
Last day for registration for winter term courses.
Last day to change courses or sections (including auditing) for winter term courses.
Students who have not deposited (via automated upload) the final copy of their thesis to the office of the Faculty of Graduate and Postdoctoral Affairs must register.

**January 31**
Last day for a fee adjustment when withdrawing from Winter term courses or the Winter portion of two-term courses. Withdrawals after this date will create no financial change to Winter term fees (financial withdrawal).

**February 12**
April examination schedule available online.

**February 12–20**
Fall-term deferred examinations will be held.

**February 15**
Statutory holiday. University closed.

**February 15–19**
Winter Break. Classes are suspended.

**March 1**
Last day for UHIP refund applications for International Students who will be graduating this academic year.
Last day for receipt of applications from potential spring (June) graduates.
March 6
Last day to submit Formal Examination Accommodation Forms to the Paul Menton Centre for Students with Disabilities for April examinations.

March 24
Last day to pay any remaining balance on your Student Account to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay Summer 2016 course selection.

Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

March 25
Statutory holiday, University closed.

April 1, 2016
Last day for receipt of applications for admission to an undergraduate program for the fall/winter session, from candidates whose documents originate outside Canada or the United States, except for applications due February 1 or March 1.

April 8
Winter term ends.

Last day of fall/winter and winter-term classes.
Last day for academic withdrawal from fall/winter and winter term courses.
Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.

April 9–10
No classes or examinations take place

April 11–23
Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all 7 days of the week.

April 15, 2016
Winter Co-op Work Term Reports are due.

April 23, 2016
All take home examinations are due on this day.
June 6–16
Fall/winter and winter term deferred final examinations will be held.