

SUGGESTED REFERENCE MATERIALS FOR PROFESSIONAL LEVEL

PART I

PL1.01 ORGANIZATIONAL ENVIRONMENT

1. Kenneth Lysons and Brian Farrington (2012); *Purchasing and Supply Chain Management*, Harlow, Essex; New York: Pearson Financial Times, 8th Edition.
2. Gareth Jones (2012), *Organizational Theory, Design and Change : Global Edition*, 7th Edition, Pearson.
3. Saleemi, N. A. and Bogonko, J. B. *Management (Principles and Practices)*, Saleemi Publishers, Third Edition.
4. Kent, N. Gourdin (2006), *Global Logistics Management-A competitive advantage for the 21st Century*, Blackwell Publishing, 2nd Edition.
5. Saunders, M. (1997), *Strategic Purchasing and Supply Chain Management*, Prentice Hall Second Edition
6. Rushton, Oxley and Croucher, *The Handbook of Logistics and Distribution Management*, published by Kogan Page.
7. Mullins, J. Laurie (2011), *Essentials of Organisational Behaviour*, 3rd Edition, Prentice Hall

PL1.02 PROCUREMENT OF GOODS, SERVICES AND WORKS

1. Kenneth Lysons and Brian Farrington (2012); *Purchasing and Supply Chain Management*, Harlow, Essex; New York: Pearson Financial Times, 8th Edition.
2. Milgrom, P., and R. J. Weber (1982): "A Theory of Auctions and Competitive Bidding," *Econometrica*, 50, 1089–1122.
3. Public Procurement and Disposal Act (PPDA), 2015
4. Public Procurement and Disposal Regulations (PPDR), 2006
5. Public Procurement and Disposal Manual, 2009
6. The World Bank (2004): *Guidelines: Procurement of Goods and Services by World Bank Borrowers*. The International Bank for Reconstruction and Development, The World Bank, Washington, D.C.
7. Trepte, P. (2004): *Regulating Procurement*. Oxford University Press.

PL1.03 PROCUREMENT PLANNING

1. Kenneth Lysons and Brian Farrington (2012); *Purchasing and Supply Chain Management*, Harlow, Essex; New York: Pearson Financial Times, 8th Edition.
2. Public Procurement and Disposal Manual, 2009
3. Kent, N. Gourdin, *Global Logistics Management-A competitive advantage for the 21st Century*, Blackwell Publishing, 2nd Edition.
4. Saunders, M. *Strategic Purchasing and Supply Chain Management*, Prentice Hall (1997), Second Edition
5. Rushton, Oxley and Croucher, *The Handbook of Logistics and Distribution Management*, published by Kogan Page.

PL1.04 SUPPLY CHAIN MANAGEMENT INFORMATION SYSTEMS

1. Lucey, T. *Management Information Systems*, Latest Edition
2. Laudon, K. C. and Laudon, J. P. *Managing Information systems – Managing the digital firm*, Pearson, Latest Edition
3. Colin Combe, *Introduction to E-Business Management and Strategy*, Bit Books Publisher, Latest Edition
4. Tanebaum, A. S and Woodhill A. S. *Operating Systems – Design and Implementation*, Pearson, 3rd Edition.

PL1.05 CONTRACT LAW AND NEGOTIATION

1. Kenneth Lysons and Brian Farrington (2012), *Purchasing and supply chain Management*, 8th Edition, Pearson Education Limited, Harlow, England
2. Monczka, Handfield, Guinipero and Patterson (2009), *Purchasing and Supply Chain Management*, 4th Edition, Cengage Learning: USA
3. Hussein A, (2008) “*A text book of general principles of law in Kenya*” East African Publishers: Kenya.
4. Saleem N. I, (1992) “*General principles of law simplified*” N. A. Saleemi publishers: Kenya.
5. Ogola J J and Gitau R, (2010) “*Business Law*” Focus Publishers Ltd.: Kenya.
6. Laibuta K I, (2006) “*Principles of commercial law*”, Law Africa Publishing (K) Ltd.: Kenya.

PL1.06 FINANCE FOR PROCUREMENT

1. Brandley (1965), *Administrative Financial Management*
2. Peter A.(2009), *Financial Management for Decision makers* ,5th Edition
3. Hussein, A. *A Text Book of Business Finance*, E. A. Educational Publishers, Second Edition.

4. Horne, V. and Wachowicz, M. *Fundamentals of Financial Management*, Thomas Wileys, 19th Edition
5. Laney, E. *Business Finance – Theory and Practice*, Prentice Hall, 6th Edition.
6. The Official CIPS Course Book (2009), *Finance for Purchasers*.

PART II

PL2.01 SUPPLY CHAIN MANAGEMENT FOR SMEs

1. Bagby D. Ray and Baylor University (2014), *Entrepreneurship Theory & Practice*. Volume 38, Wiley Online Library.
2. Handfield, R.B. and Nichols, E.L. (1999), *Introduction to Supply Chain Management*, Prentice Hall, Upper Saddle River, NJ, p. 2.
3. Hvolby, H. and Trienekens, J.H. (2002), *Supply chain planning opportunities for small and medium sized companies*, *Computers in Industry*, Vol. 49, pp. 3-8.
4. Michael E. Porter. (1980), *Competitive Strategy*. New York: The Free Press.
5. Mike McKeever. (1999), *How to Write a Business Plan*. 5th Edition. USA: Consolidated Printers, Inc.
6. Peter G. N. (2012), *Leadership: Theory and Practice*, 6th Edition, SAGE Publications, Inc.
7. Storey, J., Emberson, C., Godsell, J. and Harrison, A. (2006), *Supply chain management: theory, practice and future challenges*, *International Journal of Operations & Production Management*, Vol. 26 No. 7, pp. 754-74.
8. Burt, D.N., Dobler, D.W. and Starling, S.L. (2004), *World Class Supply Chain, The Key to Supply Chain Management*, 7th ed., Tata McGraw-Hill.

PL2.02 PROCUREMENT COSTING AND BUDGETING

1. Hussein, A. *Cost Accounting Made Easy*, E. A. Educational Publishers, Latest Edition.
2. Spencer, N. *A Text Book of Costing Principles*, Heinemann Kenya, Latest Edition.
3. Benslimane, Y.; Plaisent, M.; and Bernard, P. (2005), *Investigating Search Costs and Coordination Costs in Electronic Markets: A Transaction Costs Economics Perspective*, *Electronic Markets*.

PL2.03 PROCUREMENT OF CONSULTANCY SERVICES

1. Kenneth Lyons and Brian Farrington (2012); *Purchasing and Supply Chain Management*, Harlow, Essex; New York: Pearson Financial Times, 8th Edition.
2. Burt, D.N., Dobler, D.W. and Starling, S.L. (2004), *World Class Supply Chain, The Key to Supply Chain Management*, 7th ed., Tata McGraw-Hill.
3. <http://www.gppb.gov.ph/downloadables/forms/GPM%20-%20Vol.4.pdf> – Manual of Procedures for Procurement of Consultancy services.
4. <http://consulting-ideas.com/wp-content/uploads/Dissertation-Summary-Report.pdf> - Good Procurement Practice when buying consultancy services and the procurement of small and medium sized consultancy firms.

5. <http://web.worldbank.org/WBSITE/EXTERNAL/PROJECTS/PROCUREMENT/O,,contentMDK:20060656~menuPK:93977~pagePK:84269~piPK:60001558~theSitePK:84266,00.html> – Guidelines for selection and employment of consultants.

PL2.04 PROCUREMENT AUDIT AND RISK MANAGEMENT

1. Boulescu, M., Ghita, M. V. Mares (2001). *Fundamentals of auditing*, and Didactic Pedagogical, Bucharest;
2. Boulescu, M. (2004). *Control and audit of economic agents - Practical Guide - Tribune Publishing*, Bucharest.
3. Kenneth Lysons and Brian Farrington (2012); *Purchasing and Supply Chain Management*, Harlow, Essex; New York: Pearson Financial Times, 8th Edition.

PL2.05 QUANTITATIVE TECHNIQUES

1. S.C Gupta, *Fundamentals of statistics*
2. Robert Johnson and Patricia Kuby(2007) *Elementary statistics 10th edition* Thomson Higher Education USA.
3. T. lucey (2002) *Quantative methods for business*.Addison wesley.
4. C.R Kothari (2000) *Quantitative techniques 3rd Edition*.Vikas publishing house(PVT) Ltd
5. Donald Walters (2001) *Quantitative methods for business* 3rd Edition prentice Hall Publishing.

PL2.06 CATEGORY MANAGEMENT

1. O'Brien J. (2012) *Category Management in Purchasing: A Strategic Approach to Maximize Business Profitability*, Kogan Page, London
2. The official CIPS course book: Category management in procurement and supply
3. Office of the Secretary of Defense Acquisition, Technology, and Logistics: Acquisition Initiatives (November, 2001) Commercial Item Handbook (Version 1.0)
4. Kenneth Lysons and Brian Farrington (2012); *Purchasing and Supply Chain Management*, Harlow, Essex; New York: Pearson Financial Times, 8th Edition.
5. Burt, Dobler and Starling (2003), *World Class Supply Chain Management*, “Key to Supply Chain Management”, 7th Edition, Tata McGraw Publishers.

PART III

PL3.01 SUSTAINABLE PROCUREMENT

1. UNDP: Procurement Manual, 2005
2. UNDP: Green Procurement Booklet, 1997
3. UNDP/IAPSO: Sustainable Procurement Guide, 2006
4. The Green Purchasing Network (GPN)
5. <http://eco.goo.ne.jp/gpn/files/gpne/> (visited on 3rd July 2015)
6. ICLEI/SustainableProcurement
7. <http://www.iclei-europe.org/index.php?id=procurement> (visited on 3rd July 2015)

PL3.02 INTERNATIONAL PROCUREMENT

1. Burt, Dobler and Starling (2003), *World Class Supply Chain Management, "Key to Supply Chain Management"*, 7th Edition, Tata McGraw Publishers.
2. Dick Locke (2000), *Global Supply Management – A Guide to International Purchasing*. 1st Edition, McGraw Hill Publishers.
3. Kenneth Lyons and Brian Farrington (2012); *Purchasing and Supply Chain Management*, Harlow, Essex; New York: Pearson Financial Times, 8th Edition.
4. Birou, Laura M. & Fawcett, Stanley E. (1993). *International purchasing: benefits, requirements, and challenges*. International Journal of Purchasing and Materials Management.
5. O'Harrow, Robert (21 April 2010). "A primer on financial derivatives"
6. Dijkman, Jessica Elisabeth Catharina (18th June 2010). Medieval market institutions: The organization of commodity markets in Holland, c. 1200 – c.1450
7. Garner, Carley, A trader's First Book on commodities. (New Jersey:FT Press, 2010)
8. www.mktgide.com/2013/05/importance-of-international-marketing.html
9. ITC-MLS SCM Module 10 – International Logistics

PL3.03 LOGISTICS AND INVENTORY MANAGEMENT

1. Allan Rushton, et al (2006), *Logistics and Distribution Management*, Kogan Page
2. Bowersox, Closs, and Cooper, (2002), *Supply Chain Logistics Management, First Ed.*, The McGraw-Hill/Irwin Series Burt, Dobler and Starling (2003), *World Class Supply Chain Management, "Key to Supply Chain Management"*, 7th Edition, Tata McGraw Publishers.
3. Rushton, Oxley and Croucher, *The Handbook of Logistics and Distribution Management*, published by Kogan Page.
4. Christopher, M. (1998), *Logistics and Supply Chain Management: Strategies for Reducing Cost and Improving Service*, Prentice Hall, Harlow
5. Coyle, Robert and Brian et al, *Transportation; A Supply Chain Perspective (2011)* 7th Edition, Cengage

6. Lambert, Stock, Ellram et al, *Fundamentals of Logistics Management*, McGraw Hill, New York
7. Tomasini, R. & Van Wassenhove, L. N. (2009b) *Humanitarian Logistics*. London : Palgrave Macmillan.
8. Van Wassenhove, L.N. (2006) Blackett Memorial Lecture. Humanitarian Aid Logistics: Supply Chain Management in high gear. *Journal of the Operational Research society*, 57 (5), 475 – 489.

PL3.04 RESEARCH IN PROCUREMENT

1. Schutt, R. K. (2012). *Investigating the Social World: The Process and Practice of Research* (7th edition). Los Angeles: Sage.
3. Kothari CR (2006). *Research Methodology: Methods and Techniques*. New Age International Publishers. New Delhi.
4. Rubin A and Babbie E. (2005). *Research Methods for Social Work* (5th Edition). Wadsworth/Thomson.
5. Kathleen M and Jonathan W (2011). *How to Write Dissertations and Project Reports*. Harlow UK: Pearson Education Ltd
6. Mugenda and Mugenda (2003): *Research Methodology-qualitative and quantitative*.

PL3.05 OPERATIONS MANAGEMENT

1. B. Mahadevan (2009), '*Operation Management: Theory and Practice*', Pearson Ed. India
2. Ravi Anupindi, Sunil Chopra et al (2012, 3rd ed.), '*Managing Business Process Flows: Principles of Operations Management* ', Prentice Hall, Pearson Education
3. R. B. Chase, F.R. Jacobs, N.J.Aquilano (2007), '*Operations Management for Competitive Advantage*, 11th ed McGraw-Hill
4. Russel & Taylor, *Operations Management; Creating Value along The Supply Chain* (2011), John Willy & Sons
5. *Nigel Slack Stuart Chambers Robert Johnston*,(2010), '*Operations Management*' *Sixth Edition*. Pearson Education Limited Edinburgh
6. S. Anil Kumar & N. Suresh, *Production and Operations Management* (2008), New Age International Publishers, New Delhi

PART IV

PL4.01 PROCUREMENT GOVERNANCE

1. Rhodes, R. A. W. (1997). *Understanding governance: Policy networks, governance, reflexivity and accountability*. Buckingham, UK: Open University Press.
2. OECD. (2005). *A guide to governance of project management*. Organization for economic cooperation and development.
3. Principles and Practices of Public Procurement. (2012). *Global Practices for Public Procurement Provide Pathway to Fiscal and Political Success*. [Online]. Available at <http://principlesandpractices.posterous.com>. [Retrieved March 29, 2012]

PL4.02 STRATEGIC SUPPLY CHAIN MANAGEMENT

1. Arjan J. Van Weele (2010), *Purchasing and Supply Chain Management*, 5th Edition, Hampshire, United Kingdom; Cengage Learning EMEA
2. Barry Crocker, David Jessop and Alex Morrison (2012), *Inbound Logistics Management*, 7th Edition, Pearson Education Limited, Harlow, England
3. Kenneth Lyons and Brian Farrington (2012), *Purchasing and supply chain Management*, 8th Edition, Pearson Education Limited, Harlow, England
4. Burt, Dobler and Starling (2003), *World Class Supply Chain Management*, “Key to Supply Chain Management”, 7th Edition, Tata McGraw Publishers.
5. Malcom Saunders (1997), *Strategic Purchasing and Supply Chain Management*, 2nd Edition, England: Pearson Education Limited
6. Michael Quayle (2006), *Purchasing and Supply Chain Management-strategies and realities*, IRM Press, London
7. Monczka, Handfield, Guinipero and Patterson (2009), *Purchasing and Supply Chain Management*, 4th Edition, Cengage Learning: USA
8. [www.business.govt.nz/supply chain management/pdf-library/agencies/GUIDEMasteringSupply chain management.pdf](http://www.business.govt.nz/supply-chain-management/pdf-library/agencies/GUIDEMasteringSupply-chain-management.pdf)
9. International journals on supply chain management

PL4.03 PROCUREMENT LEADERSHIP

- 1 Ammer, D.S. (1974). “Top-Management View of the Purchasing Function.” *Journal of Purchasing and Materials Management*, 10 (3): 5-15.

- 2 Behn, R. (2001). *Rethinking Democratic Accountability*. Washington, DC: Brookings Institution Press.
- 3 Bennis, W. (1989). *On Becoming a Leader*. New York: Addison Wesley.
- 4 Barnard, C.I. (1968). *The Functions of the Executive*. Cambridge, MA: Harvard University Press.
- 5 Burt, Dobler and Starling (2003), *World Class Supply Chain Management, "Key to Supply Chain Management"*, 7th Edition, Tata McGraw Publishers.
- 6 Burns, J. M. (1978). *Leadership*. New York: Harper Torch Books.
- 7 Callender, G., & Matthews, D. (2002). "The Economic Context of Government Procurement: New Challenges and New Opportunities." *Journal of Public Procurement*, 2 (2): 216-236.
- 8 Cleland, D. (1999). *Project Management: Strategic Design and Implementation* (3rd ed.). New York: McGraw-Hill.
- 9 Dewey, J. (1998). *The Essential Dewey* (vol. 1, L. Hickman & T. Alexander, Eds.). Bloomington, IN: Indiana University

PL4.04 PROJECT MANAGEMENT

1. Cadle, J. and D. Yeates (2004); *Project management for information systems: 4th Ed* Pearsonian Educ.
2. Gray Clifford, (2006), *Project Management: the managerial process*; McGraw-Hill/Irwin, Boston
3. Kerzner, Harold, (2006), *Project management : a systems approach to planning, scheduling, and controlling*. John Wiley; Hoboken, N.J.
4. Lewis James, (2006), *Fundamentals of project management - American Management Association*, New York :
5. Lock, D, (2000). *Project Management 7th Edition*: Gower Publishing Limited
6. Mbeche I. et al (eds) (2000), *Project Planning Implementation and Evaluation: A Training Manual UNCRD Textbook Series*, No. 8. Nairobi, Kenya.
7. Meredith, Jack,(2006) *Project management : a managerial approach*. John Wiley; Hoboken, N.J.

PL4.06 PUBLIC PRIVATE PARTNERSHIPS (PPPs)

1. Ong'olo D. O. (2006) *Public Private Partnerships (PPP) : Practice and Regulatory Policy in Kenya*; The Institute of Economic Affairs (IEA, Kenya)

2. Ljung, Per; *Main forms of public-private partnership*. Chapter 2.2 in "Energy sector reform: strategies for growth, equity and sustainability" (2007).
3. http://www.asdi.org/sida/jsp/sida.jsp?d=118&a=33233&language=en_US
4. Eduardo Engel Ronald Fischer Alexander Galetovic "PUBLIC-PRIVATE PARTNERSHIPS: WHEN AND HOW", 2008
5. OECD Principles for Private Sector Participation in Infrastructure, 2007
6. <http://www.oecd.org/dataoecd/41/33/38309896.pdf>
7. National Public-Private Partnership Guidelines: Volume 2 – Practitioners’ Guide, by National Infrastructure, Government of Australia, March, 2011
8. http://www.infrastructureaustralia.gov.au/public_private/files/Vol_2_Practitioners_Guide_Mar_2011.pdf

PL4.06 RESEARCH PROJECT IN PROCUREMENT & SUPPLY

1. Kothari CR (2006). *Research Methodology: Methods and Techniques*. New Age International Publishers. New Delhi.
2. Rubin A and Babbie E. (2005). *Research Methods for Social Work (5th Edition)*. Wadsworth/Thomson.
3. Kathleen M and Jonathan W (2011). *How to Write Dissertations and Project Reports*. Harlow UK: Pearson Education Ltd
4. Mugenda and Mugenda (2003): *Research Methodology-qualitative and quantitative*.
5. Schutt, R. K. (2012). *Investigating the Social World: The Process and Practice of Research* (7th edition). Los Angeles: Sage.