€TRAINING

Contract Administration: Understanding and Implementing Contractual Obligations



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Introduction:

The overall aim of this conference is to provide participants with the knowledge, concepts, skills, and tools necessary to manage and administer contracts post-award. Participants in this interactive training will learn all the processes and activities required to implement contractual obligations. The conference will also cover contract administration best practices

Conference Objectives:

At the end of this conference the participants will be able to:

- Outline the major activities and steps of contract administration
- Identify administration tools that are used during the implementation as well as the role of the contract administrator
- Create a system to evaluate contractors and determine their strengths and weaknesses and demonstrate the importance of partnership in contract administration
- Explain the different types of variation orders, claims, and damages
- Prepare for negotiating contract variations and claims to reach a satisfactory settlement

Targeted Audience:

- All those involved in any aspect of implementing, managing, or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration

Conference Outlines:

Unit 1: Principles of Contracts:

- Elements of a contract
- Contract framework
- Purposes of contract administration
- Difficulties encountered in contract administration
- Contract administration major steps
- Competencies of contract administrators

Unit 2: Contract Administration Tools:

- Key principles
- Knowing your contract
- Contract provisions affecting implementation
- Tools and techniques for contract administration
- Dissection technique
- Records management system
- Change control system
- Claims administration
- Issues and risks logs
- Risk management plans
- Roles and responsibilities
- Performance reporting
- Developing schedule plans
- Lessons learned
- International contracting

Unit 3: Contractor Evaluation:

- Questionnaire and surveys
- Contractor's ratings
- Key performance indicators
- Targets and benchmarks
- Service level agreement SLA
- Managing subcontractors
- Partnership with contractors

Unit 4: Changes, Claims, and Disputes:

- Changes and variation orders
- Change process
- Breach of contract
- Money damages
- Equitable remedies
- Claims and disputes
- Alternative dispute resolution
- Mediation
- Arbitration
- Contract closeout

Unit 5: Negotiation:

- Negotiation preparation
- Negotiation objectives
- Negotiation guidelines