

# € TRAINING

Contract Preparation and Management



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## Introduction:

Staff involved in the contracting process need to be effective and efficient in applying contract management principles and practices. Without the necessary knowledge and skills, they won't obtain the best results from contractors, service providers, vendors, and other business partners with whom their organization is doing business. Procurement and supplier management can be a hazardous process that will trip up the untrained or inexperienced manager. This conference will give those staff the foundations to manage third-party suppliers effectively - whether in the field of construction, the supply of equipment and materials, or in the delivery of services.

## Conference Objectives:

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

- Identify and discuss the major steps involved in contracting procedures.
- Develop the scope of work and recognize the implications of a poorly prepared scope.
- Discuss the contracting strategy including pricing.
- Select contractors more efficiently.
- Recognize and practice tendering principles and processes.

## Targeted Audience:

- All those involved in any step of contracting; also involved in managing or administering contracts for them to have a full understanding of the contractual provisions they will be managing.

## Conference Outlines:

### Unit 1: Principles of Contracts:

- Definitions of a Contract.
- Legal Considerations.
- Problems.

### Unit 2: The Contracting Stages:

- Preparation.
- Tendering.
- Contract Award.
- Contract Administration.

### Unit 3: The Scope of Work:

- Must and Want Criteria.
- Clarity and Completeness.
- Implications of a Poor Scope.

#### Unit 4: Evaluation of Resources:

- Evaluation of Internal and External Resources.

#### Unit 5: Types of Contracts:

- Legal.
- Corporate.
- Interim.

#### Unit 6: Contract Price:

- Lump-Sum versus Cost-Plus.
- Bonds and Financial Clauses.

#### Unit 7: Selection of Contractors:

- Pre-Qualification.
- Continuous Rating and Evaluation.

#### Unit 8: Tendering:

- Tender Documents, Procedures, and Evaluation.

#### Unit 9: Contract Award:

- Documentation.
- Control Procedures