

€ TRAINING

Contracts Administration: From Award to
Completion



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Introduction:

The objective of every organization is that the contracting process results in a fair and reasonable price for a high-quality time deliverable. To meet this objective, world-class organizations view the application of best practices in contract administration after the award as essential skill sets needed by all employees involved in the contracting process. Included in this fast-paced conference to show renewed emphasis on this critical phase of contract management are:

- Effective Contract Administration.
- Interpretation of Contracts.
- Maintaining Contract Schedules.
- Controlling Contract Changes.

Course Objectives:

At the end of this course, the participants will be able to:

- Be able to provide better outcomes from contracts.
- Review Contract administration techniques.
- Explore contract monitoring techniques.
- Learn how to get fair treatment in contract changes.
- Know how to analyze contracts.
- Discuss contract termination issues.
- How to Prepare for claims and disputes.
- Review acceptance and Contract close-out issues.
- Study the Inputs and outputs in contract administration.

Targeted Audience:

- Contract administrators
- Procurement professionals
- Project managers
- Business analysts
- Supply chain managers
- Operations managers
- Financial analysts
- Legal professionals

Course Outlines:

Unit 1: Objectives of contract administration:

- Effective Contract Administration.
- The Most Critical Elements.
- Key Players In Contract Administration.
- Post Award Conference.

- Analysis Of The Contract.
- Establishing Major Deliverables.
- What Needs To Be Measured?

Unit 2: Outputs and contract types:

- Typical Outputs Of Contract Administration.
- Monitoring Techniques.
- Identify The Risk.
- Responses To Risk.
- Contract Types.
- Administration In Cost Type Contracts.
- Economic Price Adjustments.

Unit 3: Maintaining schedules and contract changes:

- Maintaining Contract Schedules.
- Expediting Techniques.
- Major Causes Of Changes.
- Contract Price Changes.
- Evaluating Price Changes.
- Practical Considerations for Bonds and Guarantees.
- Types of Bonds and Guarantees.

Unit 4: Issues in contract performance:

- Contract Terminations.
- Service Level Termination Event.
- What Constitutes Breach?
- Responding To A Breach.
- Right To Cover.
- Manuals And Drawings.
- Supplier/Contractor Relations.
- Sub-contractor Issues.

Unit 5: Acceptance and close out :

- Warranties.
- Source Code Escrows.
- Forms Of Payment.
- Progress Payments.
- Claims and Disputes.
- Negotiation Of Claims And Disputes.
- Final Acceptance.
- Close-Out Procedures.
- Post Contract Review Meeting.