



Course:	Contract Management for Business & Technical Professionals
Contact Hours:	12
Pre-requisites:	None

Abstract

The course provides participants with an overview of basic principles of the end to end process, from the determination of the need, development of the specification and tender documents, tendering and selection, contract development and post contract administration. The course aims to develop a broad understanding of all the activities in the end to end process and sets the stage for the deeper understanding provided by the courses which address the specific areas.

Target Audience

All personnel involved in or are stakeholders in the procurement process. This will include buyers, purchasing officers, engineers, operations personnel, IT personnel, HR personnel, department managers, business managers. It will be ideal for all who wish to gain a good insight into the processes involved in developing and communicating requirements, selecting and engaging suppliers and managing the contracted suppliers to ensure timely and cost effective delivery of the desired goods and services.

Objectives

1. To give participants an understanding of all the activities involved in the end to end process of determining and meeting the procurement needs of the organisation through competitive bidding for engagement of an external supplier.
2. To demonstrate to participants the methods for developing the specification document
3. To familiarise participants with the elements of a contractual agreement
4. To review the process for management of the tendering process
5. To examine the contract administration process

Learning Outcomes

On completion of this course, learners will be able to:

1. Understand the end to end process for sourcing the market and meeting the requirements through competitive bidding.
2. Determine the type of specification required for communicating a particular need or type of need and to evaluate the adequacy.
3. Determine the types of sourcing strategies with particular focus on competitive bidding through the tender process
4. Understand the steps in the tendering process
5. Learn the basics of contract formation
6. Know and understand the process and purpose of contract administration

Course Delivery

The course will be delivered in the form of a two-day workshop, affording participants 12 contact hours. A variety of delivery methods will be used, including PowerPoint presentations, in-class discussions, case studies, video clips and group exercises. Students will be expected to complete a brief assessment activity at the end of the workshop.

Course content

1. Procurement – role and objectives
2. Elements of contract law
3. Sourcing strategies
4. Developing the tender documents
5. Inviting bids
6. Bid evaluation
7. Post tender negotiations and award of the contract
8. Contract administration