

Project Procurement & Contract Management

Procurement is the process by which an organization secures the necessary raw materials, goods and services that it requires to carry out its projects. Gaining an understanding of the role of procurement in the accomplishment of strategic objectives will enable will enhance the effectiveness of an organization's operations. This stimulating and informative programme will explore areas such as:

- The role of procurement in achieving strategic goals.
- The relationship between contract type, performance, and risk.
- Why “lowest price” does not always equal “best value” to the organization.
- How to protect the organization's interests during the performance of contracts.

WHO SHOULD ATTEND?

Individuals from all industries, government bodies, non-profit organisations and any one who are interested in learning techniques for establishing and managing contracts in a project environment will find this programme valuable. This programme will be of especial interest to:

- ✓ Program managers
- ✓ Project managers
- ✓ Procurement managers
- ✓ Project team members
- ✓ Administrators responsible for managing contracts and projects
- ✓ Technical professionals and engineers involved in contract and project work

PROGRAMME OBJECTIVES -

Participants attending the programme Will:

- Understand the processes for good project procurement and contract management
- Develop contract strategies
- Be able to achieve better outcomes in procurement of goods and services
- Understand the essential elements of a contract, and their importance
- Develop strategies for negotiating contracts
- Review contract management processes and issues
- Understand contract termination issues
- Learn how to be prepared for claims and disputes

TRAINING METHODOLOGY

A combination of lectures, case studies, exercises, and role-playing, delivered and facilitated by an experienced and knowledgeable practitioner/consultant, are used to maximize the learning experience. Participants will also be involved in discussions of their current problems and concerns regarding procurement and the management of contracts.

PROGRAMME SUMMARY

Because of the strategic role that procurement plays, it is critically important that its role is understood. The choice of the type of contract, effective contract negotiation and proper contract administration all has an impact on project success.

In addition, the programme will investigate the actions that can be taken to help ensure that vendors perform as required under the contract, and that the organization's rights are protected, and liabilities minimized.

PROGRAMME OUTLINE

Section 1

The Purpose of Procurement

- Definition
- Trends
- Strategic Importance

Objectives and Strategies in the Procurement Process

- Make or Buy?
- Understanding the Marketplace
- How to Procure

Section 2

Selecting a Vendor

- Risks and Contracts
- Types of Contracts
 - Firm Fixed Price
 - Fixed Price Incentive
 - Cost Plus Incentive
 - Cost Plus Fixed Fee
 - Cost Plus Percentage of Cost
 - Consultant Agreements

Other Types of Arrangements

- Design and Build
- Management Contracting
- Partnering
- Build Operate Transfer (Concession)
- Framework Agreements
- Joint Ventures

Vendor Selection and Negotiation

- Tendering and Award of Contracts
- Terms and Conditions and Their Impact on a Contract
- Preparing to Negotiate
- The Process of Negotiation
- Negotiating Tactics

Section 3

Contract Administration

- Pre-Commencement Meeting
- Monitoring Performance
- Delays and Disruptions
- Progress Payments
- Changes and Variations
- Claims and Disputes
- Termination of Contracts

Contract Closure

- Completion
- Acceptance
- Handover
- Dealing With Defects
- Guarantees and Warranties
- Post Contract Review / Lessons Learned

For any further information please contact us at:

P.O. Box 3808, Al-Khobar 31952, Kingdom of Saudi Arabia
Tel: +966 (3) 865-6992 Ext 23, Fax: +966 (3) 865-6922, Mobile : 0508008731
E-mail: info@mstcme.com / das.mstc@yahoo.com