

Contract Management

Course Objectives:

Now more than ever, understanding contract management is critical to the success of a business. Participants will learn the main stages in the contract management process and will be given in-depth guidance on carrying out the vital responsibilities of contract administration and handling the challenges and problems that arise during the life of a contract. The course introduces and clarifies contract administration principles, policies responsibilities and proven best practices. You will also learn the importance of documentation and which specific types of records and files must be maintained to protect your organization's interests. The course is highly interactive using discussion, exercises and case studies to teach effective approaches to analyzing contract terms and conditions, assuring quality, managing changes, resolving disputes and remedying inadequate performance.

Who should attend

Contracts Managers, Contracts Administrators and all those involved in Contract Administration

Course Outline

Section 1:

The principles of a contract

- Essential elements of a contract - competent parties, offer and acceptance, consideration, legality of purpose
- Contract terms and conditions- most favored customer, force majeure, warranties, payments, product discounts, quantity discounts
- Writing effective terms and conditions
- Uniform Commercial Code

Guidelines for contract interpretation

- The scope of work
- Concepts of main contract and sub-contracts
- Types of authority - actual and apparent
- Limitations on authority - delegating authority, unauthorized actions

Section 2:

Selection of contractors-

- how to identify and specify needs
- Market research
- Developing cost/schedule estimates
- Pre-contract issues/ performance guarantees

Tendering procedures- what should be included in the tender document and the bid bond

Section 3

Evaluation of tenders -

- How to analyze quotations, technically and commercially
- Including contract pricing methods and arrangements- value-based pricing, cost-based pricing, fixed -price arrangements, cost reimbursement, time and materials and purchase order agreements
- When to use consultants to help with the evaluation process

Awarding the contract - Pre-contract planning, conducting negotiations, strategies, tactics, and counter tactics, post-negotiation actions

Documentation, implementation and control procedures, how and when to use performance bonds

Section 4

Management of contract to avoid problems -

Invoice/payment management, variation to original contract, change management - identification, authorization, estimation, negotiation, documentation, do's and don'ts
Contractors objectives to increase company's profit through ensuring job is done well as cost effectively as possible.

Handling Claims and Resolving Disputes - open communication is critical, early identification of potential problems, measure/assess potential impacts, seek prompt resolution, importance of having relevant documentation, rules of contract interpretation, dispute resolution methods - negotiation, mediation, arbitration, litigation

For any further information please contact us at:

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