



Effective Contract Preparation

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Course content

Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to perform all the tasks required in the pre-award phase of a contract. The course covers different contract types as well as the various contracting methods including bidding, competitive proposals and sole sourcing.

Participants in this interactive course will learn all the processes and activities required for the contract preparation stage and use them as enablers to develop an effective and comprehensive contract.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants followed by plenary discussions. In addition, this course incorporates pre and post testing.

Course Objectives

By the end of the course, participants will be able to:

- Outline the basic elements of contracting
- Identify the major steps involved in contract preparation procedures including developing an effective scope of work, terms and conditions and sourcing strategy
- Recognize different types of contracts and discuss several contracting strategies including pricing
- Develop a pre-award negotiation plan in order to reach a win-win outcome
- Use evaluation criteria to select the most appropriate contractors for the project

Target Competencies

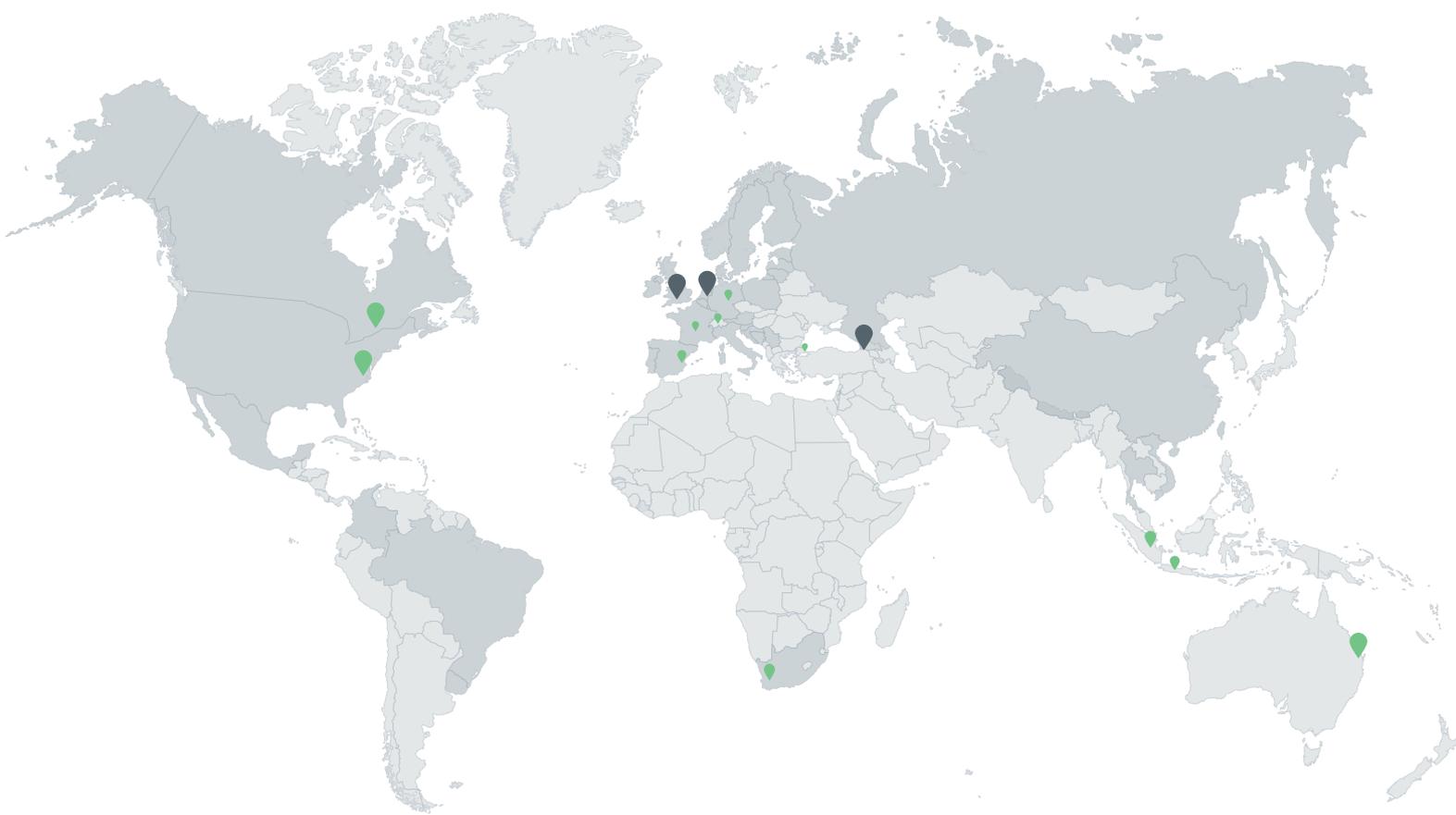
- Contract preparation
- Writing scope of work
- Planning pre-award process
- Understanding bidding process
- Understanding technical terms and conditions
- Negotiating contracts

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