

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

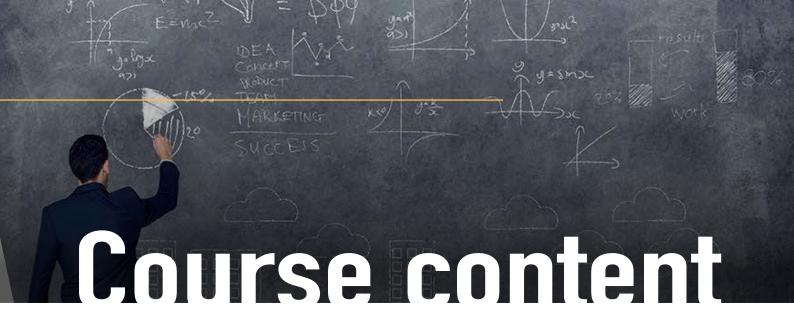
Develop a pre-award negotiation plan in order to reach a win-win outcome

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





Course Outline

Overview of contracts

Objectives of contract management
Elements of a contract
Classical contract framework
Problems in preparing and managing contracts
Requirements of an offer
Capacity and genuine assent
Types of authority

Contract preparation

Business case
Acquisition planning
Contracting methods; bidding, negotiation
Drafting of scope of work
Decision analysis worksheet
Implications of poor scope of work
Terms and conditions
Determining sourcing strategy

Contract types and strategies

One versus several contracts Fixed price (lump sum) contracts Firm fixed contracts Economic price adjustment Incentive contracts Cost reimbursable (cost plus) contracts Percentage of cost Fixed fee Award fee Incentive fee Time and material contracts Intellectual properties Special forms of contracting Research and development Construction projects Information technology Payment terms Pricing strategies Risk analysis

Negotiation

Negotiation preparation Negotiation objectives Negotiation guidelines Techniques used in negotiation

Contract award

Evaluation criteria
Pre-award meeting
Recommendation report
Methods of awarding a contract
Contract file
Post award conference
Contract administration
Sub-contract administration
Contract closeout



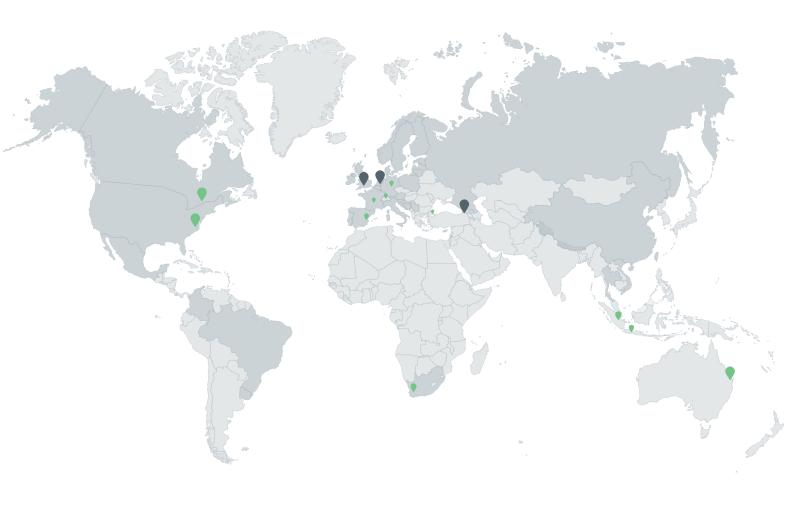


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