



Contract Management Principles and Practices

e-Training

920 € + IVA

42 días acceso



**COURSE
SCHEDULE**

Convocatorias
mensuales

PDU's: 28

Idioma
Inglés

Certificación:
The George
Washington
University



YOU WILL LEARN TO:

- Determine contract components and understand the process from start to finish
- Select the right contract type for your project
- Decipher contract legalese
- Determine which offer will result in the best value for the buyer
- Agree on objectives, requirements, plans and specifications
- Negotiate favorable contract terms and make revisions
- Apply rules of contract interpretation in project disputes
- Administer contracts appropriately, and know when and how to terminate

COURSE SYNOPSIS

Project managers, contract managers and other professionals involved in the world of contracts must be able to work effectively together and with customers, contractors and subcontractors to accomplish key organizational objectives. Because contracts are developed in an increasingly complex environment, including the rising use of contracted supplies and services throughout government and industry, a solid understanding of the contracting process is critical and can give you an advantage whether you are on the buyer's or seller's side.

This course explores vital issues from the manager's perspective, highlighting key roles and responsibilities to give you greater influence over how work is performed. You will also discuss actions that can be taken to help ensure that contractors or subcontractors perform as required under the contract.

Lectures are combined with case studies, exercises and negotiation role-playing to maximize the learning experience. Plus, you will receive a comprehensive course materials package, including reference materials specific to each unit of the course.

KEY TOPICS

- ✓ **The Contract Management Process**
 - Contract management definition
 - Description and uses of contracts
 - Buyer and seller perspectives
 - Concept of agency
 - Types of authority
 - Privity of contract
 - Contractor interpretation
- ✓ **Contracting Methods and Contract Types**
 - Contracting methods—competitive and noncompetitive
 - Simplified methods
 - Sealed bidding, two-step sealed bidding, competitive negotiation and competitive proposals
 - Reverse auctions
 - Single-source vs. sole-source negotiation
 - Uncertainty and risk in contract pricing
 - Categories and types of contracts
 - Selecting contract types
- ✓ **Preaward Phase**
 - Needs assessment
 - Contract planning
 - Evaluation criteria
- ✓ **Award Phase**
 - Source selection process
 - Selection criteria
 - Evaluation standards and procedures
 - Negotiation objectives
 - Negotiating a contract
- ✓ **The Postaward Phase**
 - Key contract administration policies
 - Compliance with Ts & Cs
 - Tasks for buyers and sellers
 - Contract analysis
 - Performance and progress
 - Records, files and documentation
 - Managing change
 - Resolving claims and disputes
 - Contract closeout and lessons learned