

# Contract Preparation, Tendering and Bids Evaluation

## 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 and various contracting methods with a concentration on tendering.
- Participants in this interactive course will learn essential tools and techniques used in analyzing submitted bids including preliminary examination, technical evaluation and commercial evaluation.

## 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
- List the major steps involved in contract preparation procedures including developing an effective scope of work, terms and conditions and sourcing strategy
- Describe different types of contracts and discuss several contracting strategies including pricing
- Evaluate in-depth the process of preparing tenders and selecting potential contractors
- Use evaluation criteria to select the most appropriate contractors for the project

## Target Audience

- All those involved in any step of contract pre-award phase of the contracting process including personnel involved in determining the best contracting strategy, sourcing decisions and tendering. Our institute has been reviewed and approved by the PMI® Authorized Training Partner Program. This course is worth 30 Professional Development Units (PDUs).

## Target Competencies

- Contract preparation
- Tendering
- Bids evaluation
- Writing scope of work
- Planning pre-award process
- Understanding bidding process

### Overview of contracting and tendering

- Elements of a contract
- Important concepts used in contract management
- Problems in preparing contracts
- Stages in contracting
- Tendering objectives
- One step versus two step sealed bidding
- Tendering process

### Contract preparation

- Set-up contracting strategy
- Contracting methods
- Drafting of scope of work
- Decision analysis worksheet
- Drafting fundamentals
- Implications of poor scope of work
- Terms and conditions
- Determining sourcing strategy

### Contract types and strategies

- 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
- International contracting
- Amendments

## Bidding Procedures

- Invite potential bidders
- Tender briefing
- Receiving and opening of bids
- Recommendation report

## Bids evaluation and contract award

- Evaluation process
- Preliminary examination of bids
- Detailed examination of bids
- Commercial Evaluation
- Value for money
- Whole life costing
- Most economic advantageous tender
- Technical Evaluation
- Scoring protocol
- Method of awarding contract