

# Managing Tenders , Specifications & Contracts

## INTRODUCTION

- This highly interactive Managing Tenders, Specifications & Contracts training seminar considers how your organisation can identify and use the most appropriate procurement strategy and discusses best practice in developing tender documentation, criteria and evaluation. This training course focuses on how best to deal with key contractual liability issues to minimise the risk exposure to your organisation from cost and time overruns. This Managing Tenders, Specifications & Contracts training course also provides tools, tips and techniques on effective resolution of disputes to minimise cost and reputational risk exposure to your organisation.
- A large proportion of an organization's costs is expended on the procurement of goods and services, particularly where it involves a global supply chain network as is the case with most of today's industries and sectors. Using management best practice through the tendering and procurement process and in contract implementation is thus critical to ensuring cost and process efficiencies to your organisation.

This training seminar will highlight:

- The Use of Different Procurement Strategies
- Best practice in the Procurement Process
- Key Issues in Developing Tender Documentation
- Principal Contractual Liability Issues
- Ways to Manage Performance Failures
- Managing Claims and Resolving Disputes

## OBJECTIVES

At the end of this training seminar, you will learn to:

- Identify the most appropriate procurement strategy
- Evaluate tendering and procurement best practices
- Assess and manage key contractual risks
- Compare ways of dealing with performance failures
- Evaluate the most appropriate seminar of action when disputes arise

## **TRAINING METHODOLOGY**

- In this Managing Tenders, Specifications & Contracts training seminar, participants will gain greater knowledge through presentations by an experienced international practitioner designed to both educate and challenge. Extensive use will be made of case studies and real examples of contracts. Open and instructive group discussions will also be facilitated encouraging delegates to raise questions, and share their own experiences.

## **ORGANISATIONAL IMPACT**

- Tendering and procurement processes can involve multiple phases, during which, assessing the issues and how to deal with them can be a daunting task. Your organisation will benefit by:
- Expanding traditional procurement options to promote your organisation's goals
- Exploring the risks of using different types of contracting strategy
- Developing best practice in the production of tender documentation
- Enhancing internal capacity to assess and manage key contractual risks
- Ensuring better monitoring and managing of performance issues
- Exploring alternative ways of reducing the impact of disputes

## **PERSONAL IMPACT**

You will gain by participation in this training programme as a result of:

- Broadening your knowledge of a variety of procurement strategies
- Enhancing your knowledge of best practice in producing tender documentation
- Extending your understanding of key risk areas and their management
- Improving your knowledge of contract and relationship management
- Developing your knowledge of monitoring and managing performance failures
- Boosting your confidence in dealing with contractual issues and disputes

## **WHO SHOULD ATTEND?**

- This Managing Tenders, Specifications & Contracts training seminar will benefit a variety of personnel in your organisation involved in any aspect of tendering, procurement and contract implementation. It will enable a broad range of disciplines to appreciate and understand tenders, specifications and contracts.

This training seminar is appropriate to a wide range of professionals, but will greatly benefit:

- Tendering and Procurement Managers
- Project and Contract Managers
- Sales and Marketing Professionals
- Project Management Professionals

## Course Outline

### Procurement Strategies and Best Practice

- Elements of Procurement Best Practice
- Types of Procurement Strategy
- Risk Management Process
- Balancing Risk Through Contract Strategy
- Supply Chain Risk Assessment
- Exposure to Bribery and Corruption

### Developing Tenders and Specifications

- Developing the Scope of Work and Specification
- Selection and Evaluation Criteria
- Cost and Price Analyses
- Objectives of the Contract
- Ancillary Documents and Issues
- Negotiation Tools and Techniques

### Key Elements of the Contract

- Principal Performance Obligations
- Scheduling and Completion
- Liabilities, Indemnities and Insurance
- Ownership and Risk
- Pricing and Payment
- Governing Law

### Managing Change and Performance Failures

- Assignment, Novation and Subcontracting
- Implications of Varying Performance
- Managing External Events
- Performance-based Contracting
- Default Mechanisms
- Other Remedies

### Contract Claims and Completion

- Types and Assessment of Claims
- Tiered Dispute Resolution Mechanisms
- Formal Dispute Resolution
- Contract Close Out
- Contract Review, Evaluation, Lessons Learned
- Seminar Overview – Learning Outcomes