

# Mastering Contracts Management

## The Oxford 5-Day MBA

### INTRODUCTION

- The Contract is at the core of all commercial transactions and contracts management is a core competency of all successful organizations. The best organizations in the world understand the benefits of increased profits and higher productivity resulting from mastering best practices in the important phases of contract management.

This training course provides both strategic and practical insights into:

- Contract Management Negotiations
- Price and Cost Analysis
- Managing Risk through Contract Types
- Critical Source Selection and Contractor Evaluation
- Changes and Variations and Claims Disputes

### OBJECTIVES

Participants attending this training course will gain from:

- Developing negotiation skill sets to achieve the organization's objectives
- Discussing important aspects of price and cost analysis
- Differentiating contract types and how they transfer risk
- Explaining how to deal with volatile materials pricing and contract risks
- Evaluating Performance-Based Service Contracting Methods

### TRAINING METHODOLOGY

- Participants will increase their knowledge base and skill sets through a variety of instructional methods including presentations by a world class professional experienced contract management practitioner and consultant who has extensive experience, individual and group exercises, reviewing published articles and cases, checklists, and group discussions covering current practices and their relationship to the implementation of new concepts.
- Attendees are encouraged to present problems for discussion on a confidential basis, and to share their experience of particular issues in their company or industry. A supportive comprehensive course manual, in electronic form, enabling practical application and reinforcement is provided. Time will be allowed for general discussions, and for one-to-one discussion with the senior experienced professional consultant.

## **ORGANISATIONAL IMPACT**

The organization will benefit by:

- Significantly improved outcomes in commercial transactions and contracts
- Advanced trained contract management personnel
- Continuous improvement in contract management
- Superior productivity of personnel involved in contract activities
- Ensure that contracting is a high value added process
- Improvements in the performance of contractors with the associated commercial benefits

## **PERSONAL IMPACT**

Attendees will gain by participation in this training course through:

- Mastering skills in managing contract management
- Exceptional negotiation skills
- Greater ability to develop professionally
- Increased job satisfaction
- Receiving increased recognition by their organization leading toward advancement and promotion
- Superior confidence in leading, planning, and managing the entire contract process

## **WHO SHOULD ATTEND?**

- This training course would suit all personnel who are involved in the planning, evaluation, preparation and management of tenders, projects, specifications, awards and contracts that cover any projects or contracts or the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in personnel involved in these activities.

This training course is suitable to a wide range of professionals but will greatly benefit:

- Contract Professionals
- Tendering, Purchasing and Procurement Professionals
- Project Management Professionals
- Engineering, Operational, Finance, and Maintenance Professionals

## Course Outline

### Good Contracting and Procurement Practice

- Elements of a Good Contracting and Procurement Process
- Cost and Pricing
- Cost Analysis
- Allocating Overheads
- What is a Fair Profit
- Pricing Models

### Contract Types and Payments

- Managing Contract Risk
- Contract Risk Sharing Continuum
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Innovative Contract Types
- Economic Price Adjustment Clauses
- Invoices and Payments

### Source Selection and Contract Development

- Processes for Source Qualification
- Developing Pre-qualification and Tendering Criteria
- Rules for Drafting the Contract
- Terms & Conditions
- Forming the Contract
- Use of Performance based Contracting

### Contract Negotiations

- Role of Negotiation
- Negotiation —What Is It?
- Characteristics of a Good Negotiator
- Essential Rules of Negotiation, Part 1 - A Quote is Never a Concrete Number
- Essential Rules of Negotiation, Part 2 - The Best Prepared Wins
- Essential Rules of Negotiation, Part 3 - Have Many Issues and a BATNA
- Negotiation Tactics

## Contract Administration and Close Out

- Post Award Functions - Overview and Responsibilities
- Contract Administration Duties
- Scope of Work Variations
- Force Majeure
- Termination
- Contract Close-Out