

TRAINING TITLE

AUDITING PROCUREMENT AND CONTRACTS

Training Duration

5 days

Training Venue And Dates

Ref. No. FB051	Auditing Procurement and Contracts	5	06 th -10 th Jan. 2025	\$5,500	Dubai, UAE
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In any of the 4 or 5-star hotels. The exact venue will be informed later.

Training Fees

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

Training Certificate

Define Management Consultants Certificate of course completion will be issued to all attendees.

COURSE INTRODUCTION

Since the contract is at the core of all commercial transactions it is understandable that contracts management is a core competency of all successful organizations. World-Class organizations understand well the benefits of increased profits and higher productivity resulting from mastering best practices in the important phases of contract management. This valuable training program provides both strategic and practical insights into:

- Price and Cost analysis
- Managing risk through contract types
- Critical source selection,
- Price and Cost analysis

TRAINING OBJECTIVES

Participants attending the program will gain from:

- Better understanding of new practice in project management
- Better knowledge about ideal ways of interacting with contracts parties & influencing method.
- Understanding expected benefits/outcomes of managing contracts effectively.
- Understanding important aspects of price and cost analysis
- Exploring the various pricing models used in preparing proposals

DMCT/OL/9/18(Rev3Dt:23/9/18)

- Learning about contract types and how they transfer risk

WHO SHOULD ATTEND

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

And all others who are involved in the planning, evaluation, preparation and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities.

TRAINING METHODOLOGY

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

COURSE PROGRAM

Day (1)

Introduction to Contract Management Procedures and Best Practice

- Key steps in the creation of a contract: techniques & key factors of successful contract management, importance of contract management.
- Teamwork roles & responsibilities: Definitions, key persons in contract management team and their different roles in the different phases of a contract.
- Agree on objectives, requirements, plans and specifications

Project Planning & Selecting Contractors

- Why use contractors?
- Tender invitation and contractor prequalification process
- Establishing key client/contractor contractual elements

Day (2)

Client/Contractor Interface - Project Plan

- Defining, Agreeing and Documenting Client/Contractor Responsibilities
- Discussion: How can Contractors Management deliver value?
- Produce Active Performance Monitoring and Audit Checklists
- Client/Contractor Emergency Preparedness Arrangements
- Joint Client/Contractor and Project meetings

Good Contracting and Procurement Practice

- Elements of a Good Contracting and Procurement Process

Day (3)

Contract Types and Payments

- Process of Managing risk in Contracts
- Contract Risk Sharing Continuum
- Implications of Contract Types
- Fixed Price and Cost-Reimbursement Contracts
- Economic Price Adjustment Clauses

Source Selection and Contract Development

- Processes for Source Qualification
- Developing Prequalification and Tendering Criteria and Applying Standards for Final Selection
- Rules for Drafting the Contract
- Use of Performance Based Contracting

Day (4)

The Contract

- What constitutes a Contract
- Relationship Contracting & Forms of Contract
- The main players involved in a Contract and their roles
- Key terms in a Contract & a brief tour of a Contract and its clauses
- Obligations and liabilities
- Typical areas of disputes in Contracts
- Breach of Contract
- Liquidated damages
- Variations

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- Risk Management requirements (Quality Assurance, Safety, Environment, Human Resources)
- Monitoring of progress
- Contract Close Out
- Arbitration / Mediation / Dispute Resolution

Day (5)

Contract Reporting & Manage Contract Change

- Tracking & reporting status of Variations
- Tracking & reporting potential liability resulting from claims for Variation
- Manage contract changes

Monitoring Contractor Performance

- Understanding the Importance of Setting clear Quantifiable objectives against which to measure Contractors' performance.
- Conducting Audit of Contractor's Compliance – As Set out in Project Plan?
- Measuring and Recording of Contractor's Overall Performance

NOTE:

- Pre & Post Tests will be conducted
- Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

Note: The Course Manual will contain the Handouts as reference book as well as the Presentation Slides which will be used during the Course and supported by the Handouts.

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