



One World, One University



Certified Contracts Manager

مدير إدارة العقود المعتمد

متوفر
باللغة
العربية



+20 1149 70 83 48 _ +20 114 550 83 26



csu@gxgroup-mea.com



❖ Introduction:

This program aims to provide participants with the necessary knowledge, skills and tools for contract management. Participants in this interactive course will learn about the activities that take place during the contract cycle phases, the methodologies used to manage each one of them, and the application of best practices used in contract management. It will also cover important areas such as contract preparation, contract award and contract management





❖ **Aims:**

❖ **At the end of the program, participants should be able to:**

- Define principles, definitions, and key steps involved in the contracting process.
- Detail of contract preparation activities including planning and developing scope of work and sourcing options.
- Learn about the different types of contracts and the impact of each type on the risk distribution strategy.
- Establish standards for bidding, submission and evaluation of tenders.
- Acquire the skill of using the contract manager's administrative tools and exercising his responsible role to reduce confrontations and disputes during implementation.
- Discuss alternative techniques for settling disputes and avoiding causes of breach and damages.





❖ **Contents:**

❖ **Principles of contracts**

- Definition of the contract.
- Elements of the contract.
- Fast and enforced contracts.
- Problems of preparing and managing contracts.

❖ **Preparation of contracts**

- Stages of contract preparation and management.
- Evaluation of internal and external resources.
- Methods of contracting.
- Developing the scope of work.
- Problems that result from incorrectly determining the scope of work.
- Decision Analysis Worksheet.
- Evaluation criterion.
- Terms and conditions





❖ Types of contracts and strategies

- One or several contracts.
- Fixed price contracts.
- Payment cost contracts.
- Time and material contracts.
- Payment terms.

❖ Bidding stage

- Tender objectives.
- Bidding alternatives.
- Bidding procedures.
- Bid evaluation.
- Pre-qualification criteria.
- Request for tender.
- Receiving and opening bid envelopes.
- Bid evaluation.





- Contract grant.
- Various pricing methods.
- The cost of the whole life.
- Value for money.
- The most economically beneficial tender (MEAT).
- Online reverse auction

❖ Contract management

- The purpose of contract management.
- Management aspects.
- Documents required for contract administration.
- Contract management tools.
- Contract administrator role.
- Lessons learned





- Claims and change orders
- Breach of contract.
- Financial damage.
- Equitable measures.
- Changes and modifications.
- Alternative dispute resolution (negotiation, mediation and arbitration).

❖ **Participants:**

Those involved in any aspect of numbers, execution and contract management.

