

PROJECT MANAGEMENT



Vendor Management & Contract Compliance

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Introduction:

Many organizations today have over half of their revenues or operating budgets paid to their contractors and suppliers in the acquisition of goods, equipment, and services. As a result the evaluation, selection, and management of vendors and compliance to all contract provisions are being recognized as critical processes where high competencies are required. This fast paced programme is all about “making it happen” - getting fair and reasonable prices for high quality, on time performance from our suppliers by gaining both strategic and practical insights into:

- Establishing the Foundation for Successful Outcomes
- Preparations for Drafting the Contract
- Developing Contract Terms & Conditions
- Negotiations in Vendor Management & Contract Compliance
- The Compliance & Control Phase of Contract Management

Training Methodology

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises to practice methods, and group discussions covering current practices and their relationship to the implementation of new concepts.

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who Should Attend?

- Contracts, Procurement, Purchasing, and Project personnel
- Engineering, Operational, Quality, and Maintenance personnel

and all others who are involved in interfacing with contractors or suppliers in the acquisition of materials, equipment, parts, and services or anyone who wants to improve supplier performance

Course Objectives:

– Participants attending the programme will:

- Benefit from hearing the practices and experiences of others
- Learn your fiduciary duties - making sure you are on the owner's side
- Discuss best practices of supplier qualification and control
- Review aspects of developing the critical statement of work
- Learn about performance based service contracts & service level agreements (SLA)
- Explore contract risks and ways to gain protection
- Explore how to use evaluation results or past performance in contractor selection
- Be provided sources of contract checklist
- Be presented with how to win in negotiations that occur in contract management
- Gain knowledge in how to bring about compliance and what do when contracts fail to perform.

Programme Outline:

DAY 1 - Establishing the Foundation for Successful Outcomes

- Your Fiduciary Duties As A Contract Officer
- Standards Of Professional Ethics In Contracting
- Elements Of A Good Procurement & Competitive Bidding Process
- Supplier Qualification
- Supplier Performance Measurement Methods
- Value Model Of Total Cost Of Ownership

DAY 2 - Preparations for Drafting the Contract

- Types Of Statement Of Work,
- Conducting Risk Assessment
- Objectives Of The Contract
- Important Elements Of The Contract

- Basic Contract Types To Distribute Risk
- Performance Based Service Contracts & Service Level Agreements
- Economic Price Adjustment Contracts

DAY 3 - Developing Contract Terms & Conditions

- Determining The Contract Clauses
- Sources Of Contract Check Lists
- Inspection, Acceptance, Rejection
- Liquidated Damages
- Force Majeure/Delays
- Spare Parts
- Warranties

DAY 4 - Negotiations in Vendor Management & Contract Compliance

- Basic Negotiation Concepts
- Negotiation Pressure Points
- Negotiating With Untrustworthy Counterpart
- Determining The Issues
- Negotiations Objective Diagram
- Determining Strengths And Weaknesses
- What Is Your Batna (Best Alternative To Negotiated Agreement)
- Important Points In Win/Win Negotiations

DAY 5 - The Compliance & Control Phase

- Objectives Of Contract Management
- Key Players In Contract Compliance
- Post Award Conference
- Contract Monitoring Techniques
- How To Deal With Contract Changes
- When Contractors Fail To Do What Was Promised