

# PROJECT MANAGEMENT



## **Certificate in Contract Development, Negotiation & Management**

**Website:** [www.btsconsultant.com](http://www.btsconsultant.com)

**Email:** [info@btsconsultant.com](mailto:info@btsconsultant.com)

**Telephone:** 00971-2-6452630

# **Certificate in Contract Development, Negotiation & Management**

## **Introduction:**

### **What you will learn**

- how to develop and implement a highly effective procurement strategy and plan for your organization to reduce the overall cost of purchasing
- how to manage your supply chain in order to deliver maximum value at minimum cost
- how to develop and implement a best-practice process for the management of contracts and the supply chain
- how to adopt innovative ways to select contractors and prepare tender documents
- how to choose the type of contract and compensation terms that best achieves the contract's objectives
- how to prepare tender evaluation criteria and evaluate a tender submission
- how to manage contract risk

### **Training method**

This workshop makes extensive use of oil industry case studies, examples and exercises, with delegates working in syndicates to analyse problems and recommend solutions.

### **Certificate**

**BTS** attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration & IACCM Certificate for whom who will pass the online exam (Optional)

## Course Objectives:

Developing your own effective procurement and Supply Chain Management (SCM) strategy can make valuable quantifiable contributions to your company's performance. This practical course shows you how to adopt a "best-practice" model, and outlines the latest thinking in upstream petroleum industry procurement.

## Programme Outline:

### **What is a contract?**

- the contract as a legal instrument
- the contract as an investment tool

### **What is the supply chain and how do we manage it?**

- illustration of supply chain management (SCM)
- benefits of defining SCM
- SCM analysis for opportunities to save money

### **Developing a best-practice procurement process**

- a suggested process for managing contracts from beginning to end
- the role of end-users and the contracts specialist

### **What makes the petroleum industry different?**

- the role of government, national oil companies (NOC's) and co-venturers

### **What is a contracts strategy and how do we develop one?**

- oil industry case studies and examples
- the essential ingredients of a contracts strategy
- the process of developing a contracts strategy

### **The role of contracts policy and procedures**

- the vital relationship between contracts strategy, policy and procedure

- oil industry examples of contracts policy and procedure

### **Alternative contracts strategies**

- oil industry examples and case studies

### **The role of contract risk assessment**

- the importance of contract risk assessment in strategy and contractor selection
- how to carry out a contract risk assessment

### **Alternative tendering strategies**

- functional versus technical specifications
- oil industry examples

### **Different types of contracts**

- strengths and weaknesses of alternative contract types
- how to choose an appropriate contract compensation method

### **How to prepare contractor selection criteria**

- oil industry examples
- traditional versus non-traditional selection criteria

### **How to evaluate tender submissions**

- how to ensure best-value selection
- how to avoid common mistakes

### **Understanding the "small print"**

- getting to grips with contractual language and terms and conditions

### **How to manage the contract after it has been awarded**

- the role of the "kick-off" meeting
- preventing and resolving disputes
- managing cost and performance
- how to give contractor feedback

