



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

Course Description

- 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.

Course Objective:

- 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.

Course Methods:

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

Course 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

Course outline

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 contract's 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

Course outline

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

Course outline

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