



Contract Award and Management Training

Learning Objectives:

- Gain a thorough understanding of the processes involved in contract award and management, from initiation to closeout.
- Learn techniques to draft clear and enforceable contracts while negotiating terms effectively.
- Understand applicable laws, regulations, and industry standards governing contracts.
- Identify, assess, and manage risks throughout the contract lifecycle.
- Learn best practices for monitoring performance, resolving disputes, and ensuring compliance with contractual obligations.
- Build collaborative relationships to ensure successful execution and mutual benefit.

Course content

Day 1: Introduction to Contracts and Pre-Award Phase

- Definition and purpose of contracts.
- Key elements of a valid contract.
- Pre-award activities: needs assessment, market research, and procurement planning.
- Types of contracts (fixed-price, cost-reimbursable, time and materials).

Day 2: Contract Drafting and Negotiation

- Essential clauses in contracts: scope, deliverables, timelines, payment terms, liabilities, and warranties.
- Tips for effective contract drafting.
- Negotiation techniques for achieving favorable terms.
- Addressing ethical considerations and fairness in contracts.

Day 3: Contract Award and Implementation

- Contract evaluation and selection processes.
- Awarding contracts: documentation, communication, and kickoff meetings.

- Roles and responsibilities in contract implementation.
- Establishing performance metrics and KPIs.

Day 4: Contract Monitoring and Risk Management

- Monitoring performance and compliance with terms.
- Identifying and mitigating risks in contracts.
- Handling contract amendments and change orders.
- Resolving disputes and managing claims.

Day 5: Contract Closeout and Practical Application

- Closeout processes: final payments, performance evaluations, and lessons learned.
- Transition and handover management.
- Case studies: Real-world examples of successful and problematic contracts.
- Final assessment: Practical exercises and group presentations.