

Contract Preparation, Tendering and Bids Evaluation

Why Attend

- The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to perform all the tasks required in the pre-award phase of a contract. The course covers different contract types and various contracting methods with a concentration on tendering.
- Participants in this interactive course will learn essential tools and techniques used in analyzing submitted bids including preliminary examination, technical evaluation and commercial evaluation.

Course Methodology

- This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants followed by plenary discussions. In addition, this course incorporates pre and post testing.

Course Objectives

By the end of the course, participants will be able to:

- Outline the basic elements of contracting
- List the major steps involved in contract preparation procedures including developing an effective scope of work, terms and conditions and sourcing strategy
- Describe different types of contracts and discuss several contracting strategies including pricing
- Evaluate in-depth the process of preparing tenders and selecting potential contractors
- Use evaluation criteria to select the most appropriate contractors for the project

Target Audience

- All those involved in any step of contract pre-award phase of the contracting process including personnel involved in determining the best contracting strategy, sourcing decisions and tendering. Our institute has been reviewed and approved by the PMI® Authorized Training Partner Program. This course is worth 30 Professional Development Units (PDUs).

Target Competencies

- Contract preparation
- Tendering
- Bids evaluation
- Writing scope of work
- Planning pre-award process
- Understanding bidding process

Overview of contracting and tendering

- Elements of a contract
- Important concepts used in contract management
- Problems in preparing contracts
- Stages in contracting
- Tendering objectives
- One step versus two step sealed bidding
- Tendering process

Contract preparation

- Set-up contracting strategy
- Contracting methods
- Drafting of scope of work
- Decision analysis worksheet
- Drafting fundamentals
- Implications of poor scope of work
- Terms and conditions
- Determining sourcing strategy



Contract types and strategies

- Fixed price (lump sum) contracts
- Firm fixed contracts
- Economic price adjustment
- Incentive contracts
- Cost reimbursable (cost plus) contracts
- Percentage of cost
- Fixed fee
- Award fee
- Incentive fee
- Time and material contracts
- Intellectual properties
- Special forms of contracting
- International contracting
- Amendments

Bidding Procedures

- Invite potential bidders
- Tender briefing
- Receiving and opening of bids
- Recommendation report

Bids evaluation and contract award

- Evaluation process
- Preliminary examination of bids
- Detailed examination of bids
- Commercial Evaluation
- Value for money
- Whole life costing
- Most economic advantageous tender
- Technical Evaluation
- Scoring protocol
- Method of awarding contract

