



Contract Administration: An Intensive Workshop



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Meirc
Training & Consulting

Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts, skills and tools necessary to manage and administer contracts post award. Participants in this interactive course will learn all the processes and activities required to implement contractual obligations. The course will also cover contract administration best practices.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all the tools and techniques used during contract implementation. The course also features the use of a number of case studies and role plays by participants followed by plenary discussions.

Course Objectives

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

- Identify the major steps involved in contract preparation procedures including developing an effective scope of work
- Outline the major activities and steps of contract administration
- Identify administration tools that are used during the implementation as well as the role of the contract administrator
- Create a system to evaluate contractors and determine their strengths and weaknesses
- Explain the different types of variation orders, claims and damages

Target Audience

All those involved in any aspect of implementing, managing or administering contracts; also those involved in any step of contract preparation and award in order for them to realize the importance of a well prepared contract.

Target Competencies

- Contract Preparation
- Contract administration
- Change management
- Managing contractors
- Claims and disputes
- Dispute resolution

Note

Course Outline

- Principles of contract
 - Objectives of contract management
 - Elements of a contract
 - Classical contract framework
 - Problems in preparing and managing contracts
 - Competencies of contract administrators
- Contract preparation
 - Contracting methods; bidding, negotiation
 - Drafting of scope of work
 - Decision analysis worksheet
 - Implications of poor scope of work
 - Terms and conditions
 - Determining sourcing strategy
 - Types of contracts:
 - Fixed price contracts



- Cost reimbursable contracts
- Time and material contracts
- Contract administration tools
 - Key principle
 - Contract provisions affecting implementation
 - Tools and techniques for contract administration
 - Dissection technique
 - Issues and risks logs
 - Records management system
 - Contract change control system
 - Roles and responsibilities
 - Performance reporting
 - Developing schedule plans
 - Risk management plans
 - Lessons learned
- Contractor evaluation
 - Evaluating contractor's performance
 - Contractor's ratings
 - Key performance indicators
 - Targets and benchmarks
- Claims and disputes
 - Changes and variation orders
 - Claims and disputes
 - Breach of contract
 - Money damages
 - Equitable remedies
 - Alternative dispute resolution (mediation and arbitration)



Associations

Chartered Institute of Logistics and Transport (CILT) : Meirc is an Approved Training Provider (ATP) in the region for the Chartered Institute of Logistics and Transport (CILT). Established in 1919, CILT is the world's leading supply chain, logistics and transport professional body with over 33,000 members across the globe. CILT seeks to add value to individual and corporate members by enhancing their knowledge, careers, and businesses by setting, supporting and delivering professional standards and education in the fields of logistics, transport and supply chain. By attending Meirc's CILT accredited courses, participants can earn CPD units as well as attain modular unit award courses that can be combined for international certification



Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 3600

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003



Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
7 - 11 Jul, 2019	Certified Contract Manager	English	Vienna	US\$ 5100
25 - 29 Aug, 2019	Drafting Contracts and Writing Scope of Work	English	Munich	US\$ 4800
1 - 5 Sep, 2019	Project Management for Contract Professionals	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Essential Skills for Contract Professionals	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Certified Contract Manager	English	Dubai	US\$ 5100
3 - 7 Nov, 2019	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 4800
8 - 12 Dec, 2019	Drafting Contracts and Writing Scope of Work	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Certified Contract Manager	English	Dubai	US\$ 5100



Meirc Timeline

