Contract Administration:
Understanding and Implementing Contractual Obligations
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 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 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 and demonstrate the importance of partnership in contract administration
- Explain the different types of variation orders, claims and damages
- Prepare for negotiating contract variations and claims in order to reach a satisfactory settlement

Target Audience
All those involved in any aspect of implementing, managing or administering contracts in the post-award phase of the contracting process and who want to learn about the best practices in contract administration. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This course is worth 30 Professional Development Units (PDUs).

Target Competencies
- Contract administration
- Change management
- Managing contractors
- Managing claims and disputes
- Resolving disputes
- Partnership with contractors

Course Outline
- Principles of contracts
  - Elements of a contract
  - Contract framework
  - Purposes of contract administration
  - Difficulties encountered in contract administration
  - Contract administration major steps
  - Competencies of contract administrators
- Contract administration tools
  - Key principles
  - Knowing your contract
  - Contract provisions affecting implementation
  - Tools and techniques for contract administration
    - Dissection technique
    - Records management system
    - Change control system
    - Claims administration
• Issues and risks logs
• Risk management plans
• Roles and responsibilities
• Performance reporting
• Developing schedule plans
• Lessons learned
• International contracting

• Contractor evaluation
  ○ Questionnaire and surveys
  ○ Contractor's ratings
  ○ Key performance indicators
  ○ Targets and benchmarks
  ○ Service level agreement (SLA)
  ○ Managing subcontractors
  ○ Partnership with contractors

• Changes, claims and disputes
  ○ Changes and variation orders
  ○ Change process
  ○ Breach of contract
  ○ Money damages
  ○ Equitable remedies
  ○ Claims and disputes
  ○ Alternative dispute resolution
    ■ Mediation
    ■ Arbitration
  ○ Contract closeout

• Negotiation
  ○ Negotiation preparation
  ○ Negotiation objectives
  ○ Negotiation guidelines
Associations

**Project Management Institute (PMI)®**: Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.

**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.

### Location & Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Language</th>
<th>Location</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 - 29 Oct, 2020</td>
<td>Arabic</td>
<td>Dubai</td>
<td>Raffles Dubai</td>
</tr>
<tr>
<td>27 - 31 Dec, 2020</td>
<td>English</td>
<td>Dubai</td>
<td>Raffles Dubai</td>
</tr>
<tr>
<td>4 - 8 Apr, 2021</td>
<td>Arabic</td>
<td>Dubai</td>
<td>To be assigned</td>
</tr>
<tr>
<td>6 - 10 Jun, 2021</td>
<td>English</td>
<td>Dubai</td>
<td>To be assigned</td>
</tr>
<tr>
<td>3 - 7 Oct, 2021</td>
<td>Arabic</td>
<td>Dubai</td>
<td>To be assigned</td>
</tr>
<tr>
<td>26 - 30 Dec, 2021</td>
<td>English</td>
<td>Dubai</td>
<td>To be assigned</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per participant - 2020</td>
<td>US$ 4900</td>
</tr>
</tbody>
</table>

Fees + VAT as applicable

**UAE Tax Registration Number**: 100239834300003

Meirc is assigned as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI®).

This course is worth 30 PDUs.

For Companies that want to maximize the return on their investment in training: **Register 3 participants** on the same course and date and pay only for 2.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Course Name</th>
<th>Language</th>
<th>Location</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 - 17 Sep, 2020</td>
<td>Managing Change Orders and Contractual Claims</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 4900</td>
</tr>
<tr>
<td>27 Sep - 1 Oct, 2020</td>
<td>Certified Contract Manager</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>4 - 8 Oct, 2020</td>
<td>Contract Management for Non-Contract Professionals</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 4900</td>
</tr>
<tr>
<td>1 - 5 Nov, 2020</td>
<td>Essential Skills for Contract Professionals</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 4900</td>
</tr>
<tr>
<td>8 - 12 Nov, 2020</td>
<td>Drafting Contracts and Writing Scope of Work</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 4900</td>
</tr>
<tr>
<td>29 Nov - 3 Dec, 2020</td>
<td>Managing Change Orders and Contractual Claims</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 4900</td>
</tr>
<tr>
<td>6 - 10 Dec, 2020</td>
<td>Certified Contract Manager</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>7 - 11 Feb, 2021</td>
<td>Certified Contract Manager</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>21 - 25 Mar, 2021</td>
<td>Tendering: Contract Preparation and Bid Evaluation</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>28 Mar - 1 Apr, 2021</td>
<td>Managing Change Orders and Contractual Claims</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>30 May - 3 Jun, 2021</td>
<td>Contract Management for Non-Contract Professionals</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>27 Jun - 1 Jul, 2021</td>
<td>Drafting Contracts and Writing Scope of Work</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>12 - 16 Sep, 2021</td>
<td>Certified Contract Manager</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>7 - 11 Nov, 2021</td>
<td>Drafting Contracts and Writing Scope of Work</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>14 - 18 Nov, 2021</td>
<td>Tendering: Contract Preparation and Bid Evaluation</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>28 Nov - 2 Dec, 2021</td>
<td>Managing Change Orders and Contractual Claims</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
<tr>
<td>12 - 16 Dec, 2021</td>
<td>Certified Contract Manager</td>
<td>English</td>
<td>Dubai</td>
<td>US$ 5200</td>
</tr>
</tbody>
</table>