



Effective Contract Preparation



+971 4 556 7171
800 7100 (within UAE)



www.meirc.com



meirc@meirc.com



Meirc
Training & Consulting

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 as well as the various contracting methods including bidding, competitive proposals and sole sourcing.

Participants in this interactive course will learn all the processes and activities required for the contract preparation stage and use them as enablers to develop an effective and comprehensive contract.

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
- Identify the major steps involved in contract preparation procedures including developing an effective scope of work, terms and conditions and sourcing strategy
- Recognize different types of contracts and discuss several contracting strategies including pricing
- Develop a pre-award negotiation plan in order to reach a win-win outcome
- 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 contract provisions necessary to ensure successful contract management. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This program is worth 30 PDUs.

Target Competencies

- Contract preparation
- Writing scope of work
- Planning pre-award process
- Understanding bidding process
- Understanding technical terms and conditions
- Negotiating contracts

Course Outline

- Overview of contracts
 - Objectives of contract management
 - Elements of a contract
 - Classical contract framework
 - Problems in preparing and managing contracts
 - Requirements of an offer
 - Capacity and genuine assent
 - Types of authority
- Contract preparation
 - Business case
 - Acquisition planning
 - Contracting methods; bidding, negotiation
 - Drafting of scope of work
 - Decision analysis worksheet
 - Implications of poor scope of work



- Terms and conditions
- Determining sourcing strategy
- Contract types and strategies
 - One versus several contracts
 - 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
 - Research and development
 - Construction projects
 - Information technology
 - Payment terms
 - Pricing strategies
 - Risk analysis
- Negotiation
 - Negotiation preparation
 - Negotiation objectives
 - Negotiation guidelines
 - Techniques used in negotiation
- Contract award
 - Evaluation criteria
 - Pre-award meeting
 - Recommendation report
 - Methods of awarding a contract
 - Contract file
 - Post award conference
 - Contract administration
 - Sub-contract administration
 - Contract closeout



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



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

Per participant - 2019

US\$ 4800

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.



Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
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

2018

Meirc celebrates its 60th anniversary

2015

Meirc relocates to its newly acquired HQ office in Bay Square, Business Bay, Dubai

2014

Meirc adds PLUS Specialty Training, a new division providing technical and industry-specific courses

2007

Meirc opens an office in Jeddah, Saudi Arabia

2004

Meirc opens an office in Abu Dhabi, UAE

1997

Meirc is the 1st training company in the region to have its own website

1991

Meirc becomes headquartered in Dubai, UAE

1988

Meirc celebrates its 30th anniversary with its advisory committee (Aramco, Bapco, KOC, QPC)

1967

Meirc builds its own office building in Beirut

1958

Meirc is founded in Beirut by the late Simon Siksek

