

# Contracts Management

**Duration: 5 days**

## **Day 1: Initiate a Contract**

- Introduction to Commercial Contract Management
- Contract Administration
- Defining Requirements
- Sourcing Options
- Cost Benefit Analysis
- Conducting Terms Audit
- Cost Identification

## **Day 2: Bidding**

- RFI, RFP, RFQ
- Responding to Request for Proposals
- Bid, Process and Rules
- The Influence of Laws on the Bid Process
- Evaluation Criteria
- Stakeholder Management
- Understanding Markets and Opportunities

## **Day 3: Develop**

- Contract and Relationship Types
- Terms and Conditions Overview
- Partnership, Alliances and Distribution
- Statement of Work / Service Level Agreement Production
- Drafting Guidelines and Considerations
- Other Strategic Considerations

## **Day 4: Negotiate**

- Planning Overview and Objectives
- Framing, Strategy and Goals
- Styles and Techniques
- Tactics, Tricks and Findings

## **Day 5: Manage**

- Implementation & Communication
- Monitoring and Performance Management
- Contract Change Management
- Dispute Handling and Resolution
- Contract Close Out