

## **DAY 1**

### *Establishing the Need for External Advice*

- Understand, Identify and Defining the Business Need
- Prepare a Cost-Benefit Analysis
- Defining the Statement of Work or Terms of Reference (TOR)
- Leading EPC Contractors with a Global Presence
- Market Rates of Technical Contractors and Management Consultants

## **DAY 2**

### *Preparing for the Tendering*

- Conduct Sourcing Analysis
- Develop a Contracting Strategy
- Prepare a Tender Document
- Establish Service Level Agreements
- Conduct Tender Briefing

## **DAY 3**

### *The Bidding and Bid Evaluation Processes*

- The Competitive Tendering Process
- Pre-qualification
- Proposal and Bid Evaluation
- Contract Pricing & Price Adjustments
- Cost Analysis of Proposals and Bids
- Tender Clarification

## **DAY 4**

### *Contract Development and Negotiation*

- Understanding the Concept and Principle of Contract Law
- Model Contract Formats – *Specific for Consults and Contractors*
- Important Contract Terms to be Included
- Pre-negotiation Process

- Negotiating the Contract Terms – *Finance Considerations, Progress Reporting and Payment*
- Confidentiality, IPR, Insurance and Warranties

## **DAY 5**

### *Contract Award and Performance Evaluation*

- Awarding of Contract
- Monitoring Progress and Performance
- Tracking Progress in Achieving Consultancy Savings
- Managing Risks and Change Control
- Contract Administration
- Evaluating and Learning from Engagements