



### **The Complete Course on Contract Management & Administration Workshop**

March 11 – 15, 2024, 1<sup>st</sup> Run: Lagos & Abuja

September 9 – 13, 2024, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N250, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N200, 000 per Participant

**Available for In-plant Training**

**500 U\$D for foreign  
Participants**

#### **Program overview:**

Contract management is the process of managing contract creation, execution and analysis to maximize operational and financial performance of an organization while reducing financial risk. Organizations encounter an ever-increasing amount of pressure to reduce costs and improve company performance. Contract management proves to be a very time-consuming element of business, which facilitates the need for effective and efficient contract management system driving by professionals. The effective expenditure of money and resources is dependent on successful contract management activities – selecting the appropriate models, understanding the legal principles of creating a contract, managing each party's rights and obligations, and dealing with claims and disputes are all key areas within this discipline.

#### **For whom:**

This program is designed Contract Managers and Administrators, Contract Analysts and Engineers, Buyers, Purchasing Professionals and Procurement Officers. Anyone involved in the planning, evaluation, preparation and management of commercial bids and contracts for the purchase of services, materials or equipment.

#### **Learning objectives:**

At the end of the course, participants will be to:

- define the bidding cycle and strategies;
- identify the different options of bidding;
- learn ways to maximize value of supplies and services;
- list and explain the essentials of bid documentation;
- apply best practices in screening vendors and pre-qualification;
- identify different negotiation styles and tactics;
- develop advanced practices in bidding and evaluation process; and
- apply pre-defined contract service level agreements that meet global best practices.

#### **Course outline:**

##### **DAY 1 – Contract and the Contracting process (Bidding)**

- Contract: Definition and Formation
- Elements of Competitive Bidding Process
- Selecting the right Contracting Strategy
- Principles of Bidding
- The Bidding Cycle & Bidding Options

- E-Bidding
- Invitation to Bid Documentation
- Running the Bidding Process

#### **DAY 2 – Selecting the Right Suppliers**

- Criteria for Pre-Qualifying Suppliers
- Integrating the Supplier Selection Process
- Detailed Supplier Investigation
- Performing a Supplier Assessment
- Setting Acceptance Criteria & Selection
- Engaging Suppliers during the Bid Process

#### **DAY 3 – Evaluating the Bid**

- Evaluating a Bid Objectively
- Developing Bid Evaluation Criteria
- Methods of Payment
- Technical & Commercial Evaluations
- Evaluation of Cost Breakdowns

#### **DAY 4 -Effective Negotiation**

- Principles of Negotiation
- Planning a Negotiation
- Negotiation Objectives, Styles and Strategy
- Power in Negotiation
- The Negotiation Meeting & Follow-up

#### **DAY 5 –Contract Award and Management**

- Forming a Contract
- Common Contract Terms and Conditions
- Standard Forms of Contract
- Contract Award
- Dispute Resolution Procedures
- Performance Management

#### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N250, 000**  
In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**N250, 000 per participant, VAT –N18, 750**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, &  
234-9112830607**

#### **Training Methodology**

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.