

Creating Performance Excellence In

Implementing Pre-Award Phase of Projects & Major Procurement

2 Week Training Program

- ✓ **Managing Competitive Tendering Based Contracts**
- ✓ **Single Source Contract Management**
- ✓ **Implementing Good & Best Practices in Pre-Award Phase**

For Project, Contract, Engineering, Procurement, Audit, Quality Tendering Professionals involved in Tender Formulation, Preparation, Evaluation and Award

A 2 Week Training Program

Program Overview

In this program we cover the A-Z of the following Contract Types...

1. Managing Competitive Tendering based Contracts
2. Single Source Contract Management
3. Negotiated Contract Management

For each Contract Type we discuss best practices for...

1. Pre-Award Planning
2. Scope Formulation
3. Contracting Strategy Formulation
4. Prequalification
5. Preparing/Reviewing Contract Conditions
6. Preparing/Reviewing Special Technical Requirements
7. Tender Package Preparation
8. Bidding Process Management
9. Bid Evaluation
10. Award and Contract Agreement

Program Content

(Time allocated for each topic will depend on needs assessed by the program instructor from an initial participant input.)

- **Pre-Award Work Process Flow Charts**

Understanding the Need for, and, How to Prepare and/or Analyze:-

1. Project Definition
2. Scope of Work
3. Work Schedule
4. Cost Estimation
5. **Choosing Contract Price Risk you want to take**
 1. Fixed Price - Lump Sum
 2. Fixed Price - Unit Rates
 3. Fixed Price - Part Lump Sum and Part Unit Prices
 4. Reimbursable Contracts Types
 5. Request for Proposals - Beauty Show
6. Open Tender, Limited Tender, or, Single Source

7. Company Policy - Impartiality in Bidding and Ethical Standards
8. Planning the Tendering Project
9. Invitation to Prequalify or Register
10. Prequalification Form

11. Tender Package Preparation

1. Technical Bid Documents
2. Key Technical Requirements
3. Handling Scope Related Risks
4. Tender Package Preparation...
5. Commercial Bid Documents
6. Key Contract Provisions
7. Variation Pricing
8. Attached Documents
9. Referenced Documents

12. Managing the Bidding Stage

1. Document Delivery
2. Handling Queries
3. Bidder Meetings
4. Site Visits
5. Managing Contacts with Bidders

13. Bid Evaluation

- a. Bid Completeness Check
- b. Implication of Bid Programs, Schedules, Projected Progress etc. Submissions
- c. Handling Bid Reservations
- d. Alternate Proposals Evaluation and Handling
- e. Making Bids Comparable by bringing to same basis
- f. Bid Clarifications during Evaluation
- g. Negotiations during Evaluations
- h. Award Recommendations

14. Award

15. Letter of Intent
16. Letter to Proceed
17. Letter of Award

18. Bonds and Guarantees
19. Contract Agreement
20. Intimating Unsuccessful Bidders
21. Good Management Practices

22. IT Tools to ...

1. Increase Productivity
2. Improve Quality (Meeting Real Needs)
3. Reducing Costs
4. Implementing E-Tendering

23. Implementing Improvements

24. Setting up Early warning system to Provide Decision Support Data

25. Workshop Case Studies 1

26. Workshop Case Studies 2

27. Program Recommendations

28. An Individualized Action Plan for each Participant.

Program Outcomes and Takeaways

Euro Training is in the business of providing practically useful training programs.

Programs that -

1. Help the participant implement systems in his organization
2. Help the participant gain *multi-discipline* understanding of the issues so that he can incorporate the needs and expectations of all stakeholders and all his customers, in his improvement proposals and actions
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience

A typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A personal action plan
2. A business unit/organizational action plan

Implementing the Pre-Award Phase of Projects Major Procurement Training (CMP400)

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways-

1. Quickly make the participants competent, effective and productive on their job. Useful especially for
 1. Training new employees
 2. Competency building in existing employees transferred to a new assignment
 3. Training prior to a new project or initiative planned in the organization
2. Help the employee do his job well by developing competencies related to-
 1. Relevant technical knowledge and skills
 2. Organizations' strategic objectives
 3. Needs and expectations of the stakeholders/customers (internal and external)
 4. Good management practices
 5. Identifying opportunities to exceed stakeholder/customer expectations

Individual Career Benefits for Participants

1. You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external).
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. Understanding and acting with understanding of the needs and

expectations of your stakeholders/customers is known to enhance *job satisfaction* and reduce Monday morning blues.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

More experienced participants take away an individualized action plan as mentioned in the previous sections.

Implementation Teams: This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Registration Recommendations

Team Nominations: This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program.

For Latest Program Schedule Email

cmp400@EuroTraining.com

www.eurotraining.com/bro/cmp400.php

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REGISTRATION FORM

Program:	Implementing the Pre-Award Phase of Projects & Major Procurement (CMP400)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

1. To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$9,790 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. Provisional Registration: You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.