

# € TRAINING

Contracts Administration: From Award to  
Completion





# Contracts Administration: From Award to Completion

## Introduction:

The objective of every organization is that the contracting process results in a fair and reasonable price for a high quality on time deliverable. To meet this objective, world-class organizations view the application of best practices in contract administration after the award as being essential skill sets needed by all employees involved in the contracting process

## Conference Objectives:

At the end of this conference the participants will be able to:

- Provide better outcomes from contracts
- Review Contract administration techniques
- Explore contract monitoring techniques
- Learn how to get fair treatment in contract changes
- Know how to analyze contracts
- Discuss contract termination issues
- How to Prepare for claims and disputes
- Review acceptance and Contract closeout issues
- Study the Inputs and outputs in contract administration

## Targeted Audience:

- Contract Specialists and Professionals
- Contract and Project Administrators and Coordinators
- Contract Engineers and Contract Analysts
- Construction Contract and Project Managers
- Bids and Tenders Managers and Officers
- Buyers and other Purchasing Professionals
- Supply chain professionals concerned with contract performance
- Anyone new to the function of contract management and administration, or those wishing to polish their contract administration skills

## Conference Outlines:

### Unit 1: Objectives of Contract Administration:

- Effective Contract Administration
- The Most Critical Elements
- Key Players In Contract Administration
- Post-Award Conference
- Analysis Of The Contract
- Establishing Major Deliverables
- What Needs To Be Measured?

## Unit 2: Outputs and Contract Types:

- Typical Outputs Of Contract Administration
- Monitoring Techniques
- Identify The Risk
- Responses To Risk
- Contract Types
- Administration In Cost Type Contracts
- Economic Price Adjustments

## Unit 3: Maintaining Schedules and Contract Changes:

- Maintaining Contract Schedules
- Expediting Techniques
- Major Causes Of Changes
- Contract Price Changes
- Evaluating Price Changes
- Practical Considerations for Bonds and Guarantees
- Types of Bonds and Guarantees

## Unit 4: Issues in Contract Performance:

- Contract Terminations
- Service Level Termination Event
- What Constitutes a Breach?
- Responding To A Breach
- Right To Cover
- Manuals And Drawings
- Supplier/Contractor Relations
- Sub-contractor Issues

## Unit 5: Acceptance and Closeout:

- Warranties
- Source Code Escrows
- Forms Of Payment
- Progress Payments
- Claims and Disputes
- Negotiation Of Claims And Disputes
- Final Acceptance
- Close-Out Procedures
- Post Contract Review Meeting