

# Contract Management – Bid-Tendering Fundamentals

Inter-Departmental Development  
2 Day Workshop









## Training Workshop – Module Overview

Innesskirk's "Contract Management - Bid-Tendering Fundamentals" provides existing Managers with the skill sets to understand and effectively manage the procurement process and interpret commercial contracts

The workshop includes a summary of legal issues commonly seen in the corporate setting and fundamental contract law such as: vendor and employment contracts, negligence, property law and complications that can arise from inefficient due diligence in the contracting process.

Tutorial sessions, case studies, practical exercises, presentations and syndicate work make this a proactive, hands-on course.

## Workshop Objectives – Delegates Will Be Able To...

-  Understand Fundamentals Of Commercial Contracts
-  Understand The Bid-Tender Process
-  Understand The Role Of Management In The Bid Process
-  Create A Bid-Tender Strategy
-  Understand Common Legal Issues And Pitfalls
-  Create Effective Bid-Tender Documentation
-  Understand How Bids Can Be Differentiated From The Competition
-  How To Plan And Work Efficiently Within Tight Deadlines

## Post Workshop – IMPACT™ Program

**IMPACT™ Project** – Delegates identify a work-related project during the last hour of the training that will be used as a measurable indicator of successful application and implementation of the training content.

**IMPACT™ Coaching** – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™ Project**. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

## Workshop Agenda – DAY ONE

### WELCOME

#### Introduction and Course Objectives

Agenda begins with the introduction of course objectives, materials, methodology and pedagogy. Instructor will include the introduction of delegates through icebreaker activity.

#### What is Contract Management, Bid or Tender?

Introduction to contract management and the bid-tendering process. Introducing common terminology like RFP, RFI, RFQ, ITT... Documents used and examples of current bid documents and procedures.

#### Creating a Bid-Tender Strategy

Developing a bid tender strategy for maximum results. Understanding what is required to win bids and develop successful tenders.

### LUNCH

#### The Bidding Process

How to bid on current tenders, the process of bid management what makes a bid effective. Delegates will be encouraged to discuss their current company bidding process to evaluate best practice.

#### The Bid-Tender Team

Roles and responsibilities for an effective bid management team. How to build and manage a successful team with individual responsibilities.

#### Dealing with Stakeholders

Managing the stakeholders in any bid/tender process, developing effective communication plans. Evaluating the needs and wants of stakeholders and their respective impact on the process.

### CLOSING

Review the main points of interest of the day, identify possible work-projects and preview day two.



**INNESSKIRK GLOBAL**

Providing Solutions with **IMPACT™**

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## Workshop Agenda – DAY TWO

### WELCOME

#### Analyzing the Bid/Tender Documentation

Analyzing bid-tender documentation as it relates to technical and commercial applications. Promoting the understanding of bid/tender documentation requirements and the associated legal responsibilities.

#### Bid–Tender Closure

Managing closure requirements and extensions while reducing potential legal issues.

#### Commercial Contracts Fundamentals

Understanding contracts law as it applies to commercial agreements. Fundamentals of contracts and the implications for organizations shall be reviewed. The ‘boiler-plate’ or small print in contracts shall be reviewed and explained.

### LUNCH

#### Contract Risk Management

How to deal with risk resulting from contracts and bi-tenders. Minimizing risks and effectively mitigating risks through appropriate risk management techniques.

#### Negotiating Contracts

Contract negotiation fundamentals, how to get to the best results, addressing the need for preparation, understanding variables and anticipating possible outcomes.

#### Common Legal Pitfalls

Review of contract terms and conditions (T&C) promoting understanding of the role and importance of each T&C. The impact of oversight and exclusion of T&C on the final contract and the ways to avoid these oversights are examined.

### CLOSING

Review the main points of interest for the course, deliver course administration like evaluation, action plan, certificates.

## IMPACT™ Work Product

### Identification of IMPACT™ Project

Delegates are assigned to groups and asked to identify a project which will require the use of the new knowledge and information received during the workshop. This will allow the delegates to transfer the new knowledge into skills and effective work habits.

## Do You Have Specific Requirements?

### Tailoring for In-Company Delivery

We can run this workshop as a one, two or three day event. We can also adapt the content to meet your specific training objectives.

For more information about our In-Company specialized workshop services, email us at [info@innesskirk.com](mailto:info@innesskirk.com) to discuss your specific requirements further.



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