

Contract Management for Public/Private Sector Program (CMPSP)

CMPSP 202 - Creation to Execution

Delivery: Online instructor led (4 weeks, ~ 20 hours)
Course Structure: Four weekly self-directed modules + four weekly LIVE instructor-led sessions
Price: \$1995 per learner

This comprehensive program has been developed by seasoned procurement and contracting experts with decades of experience supporting clients in the Canadian public and private sectors with procurement and contracting projects. It is designed to enhance knowledge and capacity of anyone involved in assisting clients with competitive tendering processes or engaging potential suppliers and in the preparation of related procurement and contracting documents. The program provides knowledge, resources and practical tools for individuals working in either the private or public sector.

Who Should Take this Program

This program will benefit any individual whose job involves supporting Canadian clients with procurement and contracting projects including procurement and contract professionals, paralegals, lawyers, engineers, and architects.

Topics

Basics of competitive procurement and tendering in Canada
Selecting the right procurement strategy for your requirement
Developing a request for proposals / tenders document
Best practices in drafting a scope of work
Best practices in developing a competitive procurement/tendering document
Administering the competitive procurement process
Managing common bid process irregularities
Best practices in bid evaluation
Performing a pre-contract supplier due diligence and mitigating risk
Preparing a contract for signature
Reviewing and negotiating common supplier changes to contract terms
Basics of contract negotiation

Learning Objectives

- Understand the business and legal implications associated with Canadian tendering laws and how this influences the selection and drafting of competitive bidding material
- Understand the principles of fairness in competitive bidding
- Understand the key components of any request for proposals or tendering document
- Understand the steps in a competitive bidding process, including the qualitative evaluation of technical bids
- Learn how to administer a competitive bidding process effectively to ensure fair competition and value for money
- Learn about the use of pre-contract Non-Disclosure Agreements and Letters of Intent
- Understand how to identify and mitigate supplier or contract risks prior to entering into a contract
- Understand common approaches to finalizing a purchase contract
- Understand the meaning of commonly negotiated contract provisions, what suppliers typically want to change and how to negotiate successfully for your client or employer

- Learn basic principles of negotiation and how to negotiate to achieve successful outcomes
- Understand common approaches used to finalize and execute purchase and sale agreements

Program Format: Online + Weekly Face-to-Face with Experts

This program consists of 4 weeks of self-directed learning of approximately 4 hours/week, with a weekly face-to-face group online session with a seasoned procurement and contracting expert. The weekly online session provides learners the opportunity to share their own experiences and ask questions on the materials and to apply the lessons learned in the previous week through exercises and group work.

Expected Outcomes

Upon completion of this course, participants will have a strong understanding of the considerations that go into developing a request for proposals or tendering document and related best practices in document development under Canadian laws. Graduates of the program will have increased knowledge and the confidence to undertake the development of competitive bidding documents, administering a competitive bidding process and reviewing and negotiating the final contract.

PRE-REQUISITES

CMPS101 Contract Management for Public/Private Sector Program: Essentials