



Project & Contract Management

Certified Program Contract Administrator (CPCA)

Course Introduction

Teaches professionals how to manage contracts effectively. It covers contract planning, negotiation, compliance, and risk management. Participants will learn how to handle contracts from start to finish while ensuring legal and regulatory requirements are met. The course also focuses on vendor management, procurement, and resolving contract issues. It is ideal for contract administrators, project managers, and procurement specialists. By the end of the course, participants will have the skills to manage contracts smoothly and improve business efficiency.

Target Audience

1. Contract preparation
2. Contract administration
3. Preparing and evaluating bids
4. Planning contracting process
5. Resolving contractual disputes
6. Managing contractors

Learning Objectives

Identify principles, definitions and major steps involved in the contracting process

- Outline all contract preparation activities including planning, developing scope of work and identifying sourcing options
- Recognize different types of contracts and the effect of each type on the risk allocation strategy

- Develop criteria to invite, receive and evaluate bids
- Apply contract administration tools and techniques to effectively manage the contract and avoid disputes during implementation
- Resolve disputes collaboratively and amicably and outline alternative dispute resolution methods

Course Outline

- Day 01

Principles Of Contracts

Defining A Contract

Elements Of A Contract

Expressed And Implied Contracts

Problems In Preparing And Managing Contracts

Contract Preparation

Stages Of Contract Preparation And Management

Contracting Methods

Developing The Scope Of Work

Problems With A Badly Written Scope Of Work

Decision Analysis Worksheet

Evaluation Criteria

Terms And Conditions

Contract Types And Strategies

Fixed Price Contracts

Cost Reimbursable Contracts

Time And Material Contracts

Payment Terms

• **Day 02**

The Tendering Stage

Objectives Of Tendering

Alternative To Tendering

Tendering Procedures

Tendering Objectives

Invite Potential Bidders

Tender Briefing

Receiving And Opening Of Bids

Recommendation Report

Evaluation Of Bidders

Pre-Qualification Criteria

Invitation To Tender

Receipt And Opening Of Bids

Bids Evaluation And Contract Award

Evaluation Process

Preliminary Examination Of Bids

Detailed Examination Of Bids

Commercial Evaluation

Value For Money

Whole Life Costing

Most Economic Advantageous Tender

Technical Evaluation

Scoring Protocol

Technical Bid Scoring

Method Of Awarding A Contract

• **Day 03**

Contract Award

Contractor Evaluation

Questionnaire And Surveys

Contractor's Ratings

Key Performance Indicators

Targets And Benchmarks

Service Level Agreement (SLA)

Managing Subcontractors

Partnership With Contractors

Different Pricing Methods

Whole Life Cost

Value For Money

Most Economically Advantageous Tender (MEAT)

• **Day 04**

Contract Administration

Purpose Of Contract Administration

Aspects To Manage

Documents Needed To Administer A Contract

Contract Administration Tools

Role Of Contract Administrators

Lessons Learned

• Day 05

Claims And Variation Orders

Breach Of Contract

Money Damages

Equitable Remedies

Changes And Modifications

Alternative Dispute Resolutions (Negotiation, Mediation)

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 1, 2025	June 5, 2025	5 days	4250.00 \$	Morocco - Marakesh
July 7, 2025	July 11, 2025	5 days	4250.00 \$	UAE - Dubai
Oct. 20, 2025	Oct. 24, 2025	5 days	4250.00 \$	UAE - Abu Dhabi