

# Contract Administration



## 2 DAY COURSE

**\$749 CII members/\$989 for non-members**

### Description:

This session will address the overall contracting process from contract strategy selection through the development of contract documents and contract administration. Lump sum, reimbursable, unit prices and incentive contract compensation approaches will be addressed, as well as, contractor pre-screening, bid review, and negotiations. Worldwide engineering and construction activity will be discussed, as well as, the evolving contractor community and resource availability.

### Objectives:

Upon completion of this training each participant will be able to:

- Identify the tools and considerations related to good contract administration
- Identify dispute prevention & resolution techniques
- Identify and apply project delivery & contract strategies to a project
- Identify and use project incentives to ensure positive project outcomes
- Identifies best practice methods to prevent and resolve disputes, and focuses on how disputes can be remedied in the most timely, cost-effective manner.
- Identify guidelines for applying Disputes Review Board techniques on private commercial and industrial projects.
- Identify with the more commonly used contract incentive strategies.
- Identify standard contract language to address risk allocation.
- Define Project Delivery and Contract Strategy.
- Explain the typical barriers to implementing incentive compensation.
- Explain how to apply weighting selection factors
- Explain the integrated project delivery and contract strategy alternatives.
- Explain the key factors required for successful implementation of incentives.
- Understand the use of the Disputes Potential Index, a software program with manuscript that enables the user to predict the potential for disputes to occur on a particular project and emphasizes reduction in disputes, overruns, and litigation.
- Understand the key benefits derived from using incentive based contracting strategies.
- Understand the relationship between business objectives, project objectives, performance evaluation criteria and compensation.
- Understand why transferring risk to lower-tier parties is often inappropriate.
- Understand how risk transfer can lead to higher contingencies and project costs.
- Understand the two-party risk assessment model.
- Apply dispute resolution techniques to a contract impasse
- Analyze a contract and identify potential contract issues
- Fully explain the business reasons to utilize a formal project delivery and contract strategy tool.
- Develop an understanding of the decision support tool.

- Develop a case study Delivery and Contract Strategy, utilizing the tools and techniques learned through discussion and practice.
- Learn guidelines for applying Disputes Review Board techniques on private commercial and industrial projects.
- Understand roles and responsibilities of individuals involved in projects.
- Fully understand the business reasons to utilize a formal project delivery and contract strategy tool.
- Understand the 12 integrated project delivery and contract strategy alternatives.
- Learn to apply weighting selection factors.
- Participate in a case study Delivery and Contract Strategy utilizing the tools and techniques learned through discussion and practice.
- Understand typical barriers to implementing incentive compensation.
- Be familiar with the more commonly used contract incentive strategies.

**Course Outline:**

1. Safety Moment
2. Introduction
3. Section 1 - Philosophy, Principles and General Application Practices
4. Section 2 - Contracting Options & Compensation Formats
5. Section 3 - Contracting Option Advantages, Disadvantages & Application Requisites
6. Workshop #1 - Selecting the Optimum Contracting Strategy
7. Section 4 - Formulating a "Win-Win" Environment
8. Section 5 - Contract Development and Administration Work Process
9. Section 6 - Integrated Contract and Project Execution Planning
10. Workshop #2 - Developing Integrated Plans
11. Section 7 - Contracting Documents
12. Section 8 - Effective Pre-Screening and Shortlisting Techniques/Criteria
13. Section 9 - Bid Solicitation Protocols
14. Section 10 - Bid Review Practices & Procedures
15. Workshop #3 - Bidding, Bid Evaluation and Award
16. Section 11 - Contract Administration
17. Section 12 - Change Management
18. Workshop #4 - Dealing with Contract Administration and Change Situations
19. Summary and Feedback
20. Closing Remarks

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