

Course Title

Contractor Evaluation and Selection

Credit Hours

25 H

Venue

KualaLumpur-MALAYSIA

Date

26th – 30th August , 2024

Objectives

- **At the end of this Course , you are able to:**
 - Explain the basic elements of effective contractor management and its position within asset management.
 - Evaluate bids and proposals and choose the right contractor.
 - Identify, evaluate and manage the risks involved (SHE, performance).
 - Manage & monitor the contractor performance in an innovative way.
 - Develop and negotiate contracts.
 - Achieve results on time, with less stress, through planning, prioritizing and delegating work
 - Manage and motivate others around them, to achieve the synergy of a great team
 - Analyse situations and habits that hinder their performance and identify techniques to overcome them
 - Achieve job success and satisfaction by setting and reaching short and long term goals linked to personal and company aims.

The Delegates

- Operations & Maintenance professionals
- Reliability, Asset & Plant professionals
- All professionals involved in contractor management
- All professionals negotiating, managing and verifying contracts in maintenance & technical projects
- Production & Continuous Improvement professionals
- Contract management teams
- Facility management teams
- Shutdown and Turnaround management teams
- Anyone who wishes to update themselves on contractor management

Contents

- **Contractor Management Basics :**
 - Overview of contractor management and how it relates to asset management
 - Sourcing strategies
 - Risks involved – risk management & SHE aspects
 - Grounding the maintenance contract with a Risk Based Maintenance concept .
- **Contract Types for Maintenance & Technical Projects :**
 - Contracts – basic types
 - Contracts – complex types (Turnkey, Design & Construct, Public Private Partnerships)
 - Procurement aspects
 - Choosing the right contractor
 - Monitoring & managing contractor performance – from traditional penalties & rewards to more innovative ways
- **Principles of Good Contracting :**
 - ✓ Why do we use contracts?
 - ✓ Key steps in the creation of a Contract
 - ✓ Essential elements of a valid Contract
 - ✓ Overview of Tendering & Contract Award Process
 - ✓ Advantages of tendering and some pitfalls to avoid
 - Distinguishing price and values
 - ✓ Other Types of Obligation Documents
 - Bonds and guarantees
 - Letters of intent and award - are they contractual?
 - Letters of Comfort - Do they mean anything?

- Side letters - why they can be dangerous
- ✓ When to Obtain Legal Advice
- ✓ Law of Agency
- ✓ Authority to sign contracts
- **Organizing strategies for Contract Management**
 - ✓ Defining Contract Management Responsibilities
 - ✓ Basic contract planning
 - ✓ Communication and managing expectations
 - ✓ Sources of Information Including the Internet
 - ✓ Contract Administration Technology Tools
- **Preparing for Effective Contract Administration:**
 - ✓ Contracting methods available
 - ✓ Selecting the best contract type
 - ✓ Contractor or supplier pre-qualification
- **Risks and selecting the right contract structure**
- **Assessing and allocating risk**
 - ✓ Identifying Risk
 - ✓ Apportioning Risk
- Incorporating Risk Assessment and Management
- **Selecting types of contract**
 - Traditional - lump sum, schedule of rates, reimbursable etc
 - EPC
 - BOT/BOOT
 - Alliance/partnering
- ✓ Warranty Management
- **Managing Change within a Contract**
- **Understanding change**
 - ✓ Changes to the contract documents
 - ✓ Variations in scope
 - Increases and decreases
 - Change in timing
 - Change in method of working
 - ✓ Managing change
 - ✓ Risks of uncontrolled change
- **Developing Contract Terms and Conditions**
 - ✓ Finding Contract Templates
 - ✓ Using standard form documents
 - ✓ Modifying standard forms
 - ✓ Drafting special conditions
 - ✓ Issues for subcontracts
- **Eliminating sources of Contract disputes**
 - ✓ Errors and omissions
 - ✓ Anticipating and avoiding Conflicts
 - ✓ Dealing with Unknowns
 - ✓ Tracking Changes
 - ✓ Managing Expectations
- **Resolving disputes**
 - ✓ Negotiation
 - Stage processes
 - The need for compromise
 - Negotiation techniques
 - ✓ Litigation
 - ✓ Arbitration
 - ✓ Alternative Dispute Resolution
 - Expert determination

Title

Training & HR Development



- Early neutral evaluation
- Mini-Arbitration
- Mediation
- Med/Arb and Arb/Med
- Pendulum Arbitration
- Dispute Review Board and similar arrangements
- ISO 9000 and contract review.
- Case studies.

o Contract Management Review and Summary

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	USD : 5000
Timetable	How to Register ?	Other Dates
09:00 Am : 11:00 Am (1 st Section) 11:00 Am : 11:15 Am (Break 1) 11:15 Am : 12:45 Pm (2 nd Section) 12:45 Pm : 01:00 Pm (Break 2) 01:00 Pm : 02:00 Pm (3 rd Section)	www.titlehr.com Info@titlehr.com Tell 00971559687070	20 ^h – 24 th October , 2024