

Managing & Negotiating with Consultants & Contractors

Course code: CM-014



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

This Managing & Negotiating with Consultants & Contractors training course aims at equipping the hiring (line) managers, procurement, and recruiters to maximize the return on investment in the “recruit to contract termination” process of external consultants and contractors for the hiring organizations. Organizations want to enjoy the flexibility of a contractor’s workforce instead of internal staff, but would there be conflicts when contractors and internal staff have to work together? How to ensure seamless team effort among contractors and internal staff? The trend of outsourcing and the continuous interest of shareholders to want organizations to have fewer and fewer headcounts and governments should become smaller and smaller; the importance and popularity of external consultants and contractors keep increasing. How to identify and attract the best contractors / consultants? How to accelerate the onboarding time for contractors / consultants? How to retain them? How to get the most out of them within a flexible contract period? It is quite similar to the case with internal employees, yet there is a significant difference too.

Why Attend

Leveraging world best practice proven in the real business, this Managing & Negotiating with Consultants & Contractors training course will be delivered by a recognized Contracts & Procurement Professional who has been involved in delivering complex projects around the world. Exercises, role plays built on a carefully designed

Who Should Attend

This Managing & Negotiating with Consultants & Contractors training course is a great way to develop those new to the function or to prepare for a significant project or use as a refresher for veteran Contracts & Procurement Professionals.

— Learning Objectives

- Establishing the Need for External Advice
 - Understand, Identify and Defining the Business Need
 - Prepare a Cost-Benefit Analysis
 - Defining the Statement of Work or Terms of Reference (TOR)
 - Leading EPC Contractors with a Global Presence
 - Market Rates of Technical Contractors and Management Consultants Preparing for the Tendering
 - Conduct Sourcing Analysis
 - Develop a Contracting Strategy
 - Prepare a Tender Document
 - Establish Service Level Agreements
 - Conduct Tender Briefing The Bidding and Bid Evaluation Processes
 - The Competitive Tendering Process
 - Pre-qualification
 - Proposal and Bid Evaluation
- Contract Pricing & Price Adjustments
 - Cost Analysis of Proposals and Bids
 - Tender Clarification Contract Development and Negotiation

- Understanding the Concept and Principle of Contract Law
- Model Contract Formats – Specific for Consults and Contractors
- Important Contract Terms to be Included
- Pre-negotiation Process
- Negotiating the Contract Terms – Finance Considerations, Progress Reporting and Payment
- Confidentiality, IPR, Insurance and Warranties Contract Award and Performance Evaluation
- Awarding of Contract
- Monitoring Progress and Performance
- Tracking Progress in Achieving Consultancy Savings
- Managing Risks and Change Control
- Contract Administration
- Evaluating and Learning from Engagements

— Course Outline

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Course Content

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— Upcoming Classroom Dates

Schedule available on request. Contact SPARK Training for current dates, locations, and fees.

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.