EFFECTIVE PROJECT CONTRACTING



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Introduction

Effective Project Contracting examines how organizations structure, tender, and manage contracts for complex projects. This Training Course covers contracting strategy, tender documentation, bid evaluation, negotiation, and contract administration through to closeout. Participants study standard forms, risk allocation, pricing models, and claims control across EPC, design-build, and services contracts. Furthermore, the programme links contracting decisions to project outcomes through tendering simulations and case review. As a result, delegates leave able to design and run a contracting process that protects cost, schedule, and quality.

Effective Project Contracting Course Objectives

- Define project contracting strategy and its link to project delivery models.
- Select the right contract type for each project risk profile.
- Prepare tender documents, ITT packages, and evaluation criteria.
- Run structured bid evaluation with weighted technical and commercial scoring.
- Apply FIDIC, NEC4, and bespoke forms to real project scopes.
- Allocate risk through indemnities, guarantees, and liability caps.
- Negotiate price, terms, and schedules using BATNA and value analysis.
- Establish contract administration, notice, and change control discipline.
- Manage variations, claims, and payment certification systematically.
- Close out contracts with final accounts, defects, and lessons learned.

Course Methodology

- Interactive workshops using real project contracting case studies.
- Structured tendering simulation from ITT issue to award recommendation.
- Clause analysis exercises on risk allocation and enforceability.

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- Guided negotiation labs with coached feedback and peer review.
- Practical review of claim files and change control documentation.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Contract managers and project commercial managers.
- Project directors, managers, and engineering leads.
- Procurement and tendering professionals.
- Legal counsel and contract specialists.
- Quantity surveyors and cost engineers.
- Planning, controls, and claims analysts.
- Compliance and internal audit professionals.

Effective Project Contracting Course Outlines

Day 1: Contracting Strategy and Delivery Models

- Project delivery models: EPC, EPCM, design-build, and construction management.
- Contracting strategy development and procurement route selection.
- Make-or-buy and package splitting decisions.
- Risk profile assessment and project complexity mapping.
- Standard forms overview: FIDIC, NEC4, and bespoke contracts.
- Selection criteria: capability, capacity, and financial standing.
- Building the contracting plan and approval gates.

Day 2: Tender Documentation and Bid Evaluation

- Preparing the invitation to tender (ITT) package.
- Scope of work, specifications, and employer requirements.
- Pricing schedules, bills of quantities, and rate build-ups.
- Pre-qualification and tenderer shortlisting.
- Weighted technical and commercial evaluation matrices.
- Clarification meetings and tender query management.
- Award recommendation and negotiation mandate.

Day 3: Contract Types, Pricing, and Risk Allocation

- Lump sum, unit rate, cost reimbursable, and target cost contracts.
- Incentive and pain-gain mechanisms.
- Indemnities, knock-for-knock, and consequential loss exclusions.
- Limitation of liability, caps, and carve-outs.
- Performance bonds, advance payment guarantees, and retention.
- Liquidated damages and delay damage drafting.
- Insurance, force majeure, and change-in-law clauses.

Day 4: Negotiation, Award, and Mobilization

- Negotiation strategy: BATNA, ZOPA, and value-based analysis.
- Negotiating price, schedule, and risk transfer trade-offs.
- Handling qualification and deviation in bids.
- Award, contract signature, and conditions precedent.
- Mobilization planning and site readiness checks.
- Kick-off meetings and communication protocols.
- Contract handover from tender to delivery teams.

Day 5: Contract Administration and Closeout

- Administering notices, time bars, and correspondence discipline.
- Variation and change order control and approval limits.
- Payment certification, valuation, and measurement rules.
- Claims documentation, delay analysis, and quantum basics.
- Progress meetings, reporting, and performance monitoring.
- Final accounts, defects liability, and retention release.
- Lessons-learned reviews and personal action plan.

Conclusion

By successfully completing Effective Project Contracting, participants will have acquired a practical command of contracting strategy, tender documentation, bid evaluation, negotiation, and contract administration. They will know how to select contract types, allocate risk properly, and control variations and claims through disciplined notice practice. In addition, the course prepares delegates to handle closeout with accurate final accounts. As a result, they return to work ready to run project contracting that protects time, cost, and quality. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Effective Project Contracting course

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Q1 What is the "Effective Project Contracting" course about?

It is a five-day programme that explains how organizations structure, tender, and administer contracts for complex projects. It covers delivery models, tender documentation, bid evaluation, contract types, risk allocation, negotiation, contract administration, and closeout.

Q2 What are the key benefits of the "Effective Project Contracting" course?

Participants gain the ability to select contract types that match project risk, run fair and defensible bid evaluations, and negotiate terms that protect both cost and schedule. They also learn to control variations and claims through proper notice and documentation, which reduces disputes and rework.

Q3 What skills will I gain from the "Effective Project Contracting" course?

Project contracting strategy and delivery model selection, tender documentation and weighted bid evaluation, risk allocation with guarantees and liability caps, and contract administration with variation and claims control.

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Q4 What tools, methods, or standards are covered in the "Effective Project Contracting" course?

The course covers FIDIC and NEC4 standard forms, EPC and EPCM delivery models, invitation to tender (ITT) packages, bills of quantities and pricing schedules, weighted evaluation matrices, BATNA and ZOPA negotiation analysis, liquidated damages drafting, performance bonds, retention and defects liability, payment certification rules, and time bar and notice disciplines.

Q5 How is the "Effective Project Contracting" course applied in real-world practice?

Delegates apply it through contracting strategies, ITT packages, evaluation reports, negotiation mandates, award recommendations, contract administration registers, variation orders, payment certificates, claims files, and final accounts. They also use it to run lessons-learned reviews that improve the next contracting cycle.