MASTERING PROCUREMENT & CONTRACT MANAGEMENT



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Introduction

Mastering Procurement & Contract Management examines how sourcing and contract administration work as one connected discipline. This Training Course covers category strategy, supplier selection, tender management, contract drafting, and performance control. Participants study the Kraljic matrix, total cost of ownership, FIDIC and NEC4 conditions, and claims documentation. Furthermore, the programme connects commercial decisions to contractual outcomes through sourcing labs and administration simulations. As a result, delegates leave able to buy well, contract properly, and manage suppliers against measurable standards.

Mastering Procurement & Contract Management Course Objectives

- Define procurement and contract management and how they connect.
- Apply the Kraljic matrix and category management to spend.
- Manage sourcing events using RFQ, RFP, and tender procedures.
- Evaluate bids with weighted technical and commercial criteria.
- Calculate total cost of ownership for supplier comparisons.
- Draft contract terms covering risk, payment, and remedies.
- Build obligation registers, notice calendars, and variation controls.
- Monitor supplier performance with KPIs and service levels.
- Prepare and defend claims with contemporaneous evidence.
- Manage closeout, final accounts, and supplier evaluation.

Course Methodology

- Interactive workshops using real procurement and contract files.

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- Structured category and sourcing strategy exercises.
- Tender evaluation labs with weighted scoring matrices.
- Contract drafting and clause analysis practice sessions.
- Case review of supplier disputes and contract failures.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Procurement and sourcing managers and officers.
- Contract managers and administrators.
- Commercial and project managers.
- Legal counsel and contracts advisors.
- Quantity surveyors and cost engineers.
- Supply chain and operations professionals.
- Internal audit and compliance specialists.

Mastering Procurement & Contract Management Course Outlines

Day 1: Procurement Strategy and Category Management

- Defining procurement and its links to contract management.
- Source-to-pay and procure-to-pay process overview.
- Spend analysis, spend cube, and ABC classification.
- Kraljic matrix: routine, leverage, bottleneck, and strategic items.

- Category strategy development and demand consolidation.
- Make-or-buy analysis and total cost of ownership.
- Procurement policy, ethics, and conflict-of-interest controls.

Day 2: Sourcing, Tendering, and Supplier Selection

- Sourcing methods: direct purchase, RFQ, RFP, and open tender.
- Prequalification and market research.
- Tender documentation and statement of work design.
- Weighted technical and commercial bid evaluation.
- Total cost of ownership modelling in award decisions.
- Negotiation planning and award recommendation.
- Records, audit trails, and challenge handling.

Day 3: Contract Drafting and Risk Allocation

- Contract structure: recitals, definitions, and operative clauses.
- Standard forms: FIDIC, NEC4, JCT, and bespoke conditions.
- Indemnities, warranties, and limitation of liability.
- Payment terms, certification, and retention.
- Performance bonds and advance payment guarantees.
- Force majeure, change in law, and price adjustment clauses.
- Drafting notices and time bar requirements.

Day 4: Contract Administration and Performance Control

- Obligation registers and deliverable trackers.

- KPI frameworks and service level agreements.
- Variation orders and change control procedures.
- Progress reporting, acceptance, and inspection.
- Supplier performance reviews and scorecards.
- Breach, remedies, and corrective action plans.
- Records management and audit readiness.

Day 5: Claims, Closeout, and Supplier Evaluation

- Claims documentation and evidence standards.
- Delay, disruption, and quantum fundamentals.
- Settlement negotiation and dispute avoidance.
- Termination grounds and consequences.
- Closeout, final accounts, and retention release.
- Supplier evaluation and renewal decisions.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Mastering Procurement & Contract Management, participants will have acquired a practical command of category strategy, sourcing, bid evaluation, contract drafting, and performance control. They will know how to select suppliers on total cost, allocate risk through clear contract terms, and manage variations and claims with disciplined records. In addition, the course prepares delegates to close out contracts and evaluate suppliers properly. As a result, they return to work ready to run procurement and contracts as one integrated discipline. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Mastering Procurement & Contract Management course

Q1 What is the "Mastering Procurement & Contract Management" course about?

It is a five-day programme that explains how sourcing and contract administration work together. It covers category strategy, sourcing and tender management, bid evaluation, contract drafting and risk allocation, performance control, claims, and closeout.

Q2 What are the key benefits of the "Mastering Procurement & Contract Management" course?

Participants gain the ability to select suppliers on total cost rather than price alone, draft contracts that keep risk balanced, and hold suppliers to measurable performance. They also learn to control variations and claims with proper evidence and to close out contracts cleanly.

Q3 What skills will I gain from the "Mastering Procurement & Contract Management" course?

Procurement category strategy with spend analysis, sourcing and tender management with weighted bid evaluation, contract drafting with risk and payment term control, and contract administration with performance, variation, and claims management.

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Q4 What tools, methods, or standards are covered in the "Mastering Procurement & Contract Management" course?

The course covers the Kraljic matrix, spend cube and ABC analysis, RFQ, RFP and open tender procedures, weighted technical and commercial evaluation matrices, total cost of ownership modelling, FIDIC, NEC4, and JCT standard forms, indemnity and limitation of liability clauses, performance bonds and advance payment guarantees, obligation registers and notice calendars, KPI and service level frameworks, variation and change control procedures, and final account and retention release rules.

Q5 How is the "Mastering Procurement & Contract Management" course applied in real-world practice?

Delegates apply it through category strategies, tender packages, evaluation reports, contract documents, obligation registers, variation orders, performance review meetings, claims files, final accounts, and supplier evaluation reports. They also use it to brief project teams on contractual duties and to prepare audit-ready procurement and contract files.