

# Handling and Reaching Agreements with Consultants and Contractors

Choosing, Building, and Cooperating with Suppliers

## Introduction

This Course N Carry Handling and Reaching Agreements with Consultants and 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?

Due to the outsourcing trend and shareholders' ongoing desire for governments and businesses to have smaller staff sizes and lower headcounts, external consultants and contractors are becoming more and more important. How can you find and entice the top experts and contractors? How can the onboarding process for consultants and contractors be sped up? How can I keep them around? How can I maximize their potential under a contract that is flexible? Although there are some similarities to the situation with internal staff, there are also some notable differences.

### **This instruction session will emphasize:**

- As part of the tender document, define "Statements of Work" or Terms of Reference (TOR).
- Benchmarking and market research for many categories of consultants and contractors
- An exhaustive tender document containing essential contractual terms
- Discussions with advisors and contractors both before to and following contract award
- Application of various payment schemes in various contexts
- Construct useful Service Level Agreements (SLAs).
- Management of Contract Performance

## Objectives

### **Following this training session, the participants will be qualified to:**

- Assess offers and bids to choose the most suitable consultants and contractors.
- Draft and comprehend important clauses in contract documents.

- Utilize various payment schemes
- Act as a morally upright negotiator.
- Oversee the enhancement of consultants' and contractors' performance

## Training Methodology

This Course N Carry Handling and Reaching Agreements with Consultants and Contractors training course will be led by a renowned contracts and procurement professional who has experience executing difficult projects all over the world, utilizing global best practices that have been shown in real business. Hands-on practice combined with carefully crafted case studies will be maximized through exercises and role plays.

## Organizational impacts

**Attending this Handling and Reaching Agreements with Consultants and Contractors training session will have a significant impact on the organization, including:**

- Increased return on investment from outside contractors and consultants
- Improved performance over time from contractors and consultants
- Decreased Organizational Risk from Potential Liabilities
- Increased output from employees hiring outside contractors
- Enhanced control over timely and cost-effective supply
- The increased likelihood of choosing the best consultants or contractors

## Personal Impact

**The following are just a few of the numerous effects this training program has on the participants:**

- Enhanced managerial and contractor selection and management skill sets
- An improved feeling of professionalism
- Understanding of Best Practices
- Greater aptitude for managing and negotiating contracts
- Greater performance and more acknowledgment from the company
- Capacity to monitor project delivery and progress in relation to the baseline

## Who should attend?

This Course N Carry Handling and Reaching Agreements with Consultants and Contractors training course is an excellent method to help individuals who are new to the role grow, as well as to help seasoned Contracts & Procurement Professionals prepare for a big project or serve as a refresher.

**A suitable variety of professionals are represented in this training course, but the following will greatly benefit:**

- Professionals in Engineering Projects
- Experts in Project Management
- Professionals in Construction
- Hired Experts
- Purchase Experts
- Experts in Purchasing
- Financial staff members in companies whose executives need improved skill sets for those doing significant contracting and subcontracting

## **Course Outline**

### **Day 1**

#### **Determining Whether Outside Counsel Is Needed**

- Recognize, define, and comprehend the business need
- Prepare a Cost-Benefit Analysis
- Define the Terms of Reference (TOR) or Statement of Work
- Top EPC Contractors with a Worldwide Reach
- Market Prices for Management and Technical Consultants

### **Day 2**

#### **Getting Ready for the Bid**

- Perform an analysis of sourcing
- Create a Strategy for Contracting
- Get a Tender Document Ready
- Create Service Level Contracts
- Provide a Tender Briefing

## Day 3

### The Processes of Bidding and Bid Evaluation

- The Process of Competitive Tendering
- Prior to qualification
- Proposal and Bid Assessment
- Pricing Contracts and Price Modifications
- Evaluation of Proposals and Bids for Cost
- Clarification of Tender

## Day 4

### Contract Creation and Discussion

- Recognizing the Idea and Fundamentals of Contract Law
- Types of Model Contracts: Particular to Consultants and Contractors
- Essential Contract Clauses to Be Incorporated
- The Pre-Dispute Procedure
- Negotiating the Conditions of the Contract: Financial Aspects, Progress Reports, and Payment
- IPR, warranties, insurance, and confidentiality

## Day 5

### Award of Contract and Performance Assessment

- Contract Awarding
- Tracking Development and Outcomes
- Monitoring the Course of Saving Consultancy Fees
- Controlling Change and Managing Risks
- Administration of Contracts
- Assessing and Gaining Knowledge from Interactions