





Management Development Institute (MDI)	IPM - Institute Of Professional Managers.
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Certified Purchasing Manager

CPM

The Purchasing and Contracts Master class

MDI Certificate Format:

A framed certificate of completion will be awarded to class members who attend at least 80% of the 40 training hours are granted by the Management Development Institute through the College of Business Administration at Missouri State University. Recognized by the US Department. And foreign Egyptian, Arab foreign.

PROGRAM OBJECTIVES

- The newest purchasing methods, including e-procurement.
- The concept of supplier partnering.
- Implementing Supply Chain Management.
- Examples of purchasing success.
- Measuring and Improving Purchasing Performance.
- Re-engineering Purchasing Operations.
- Providing better outcomes from contracts.
- Reviewing contract administration techniques.
- Exploring contract monitoring techniques.
- Learning how to get fair treatment in contract changes.
- Discussing contract termination issues.
- Preparing for claims and disputes.
- Reviewing acceptance and contract close out issues.

5 WAYS TO REGISTER

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INTRODUCTION

This unique master class is for anyone involved in the purchasing and contracts function who wants the very latest in practical techniques. It will specifically cover modern purchasing techniques, supplier management, determining price, placing emphasis on the all important contract administration phase occurring after the award.

Persons attending will have analysis tools and many worked examples that can be easily applied in the work place. Specifically you will learn:

- Developing the right strategies for your organization.
- Reducing costs and increasing Quality.
- Negotiating with suppliers.
- Measuring and Improving Purchasing Performance.
- Critical Elements of Contract Administration.
- Topics of Post Award Conferences.
- Maintaining Contract Schedules.
- Controlling Contract Changes.
- Important Legal Issues

Case Study Simulation: **NEW!!!!!!!**

The computer based simulation case study will emphasize application of operations management techniques. It is a dynamic business exercise designed for practicing managers to make strategic choices related to simulated real-world business variables. Participants, organized in teams, must implement their strategy by making a wide range of, Contracts development, and asset management. An additional benefit for participants is they will experience interrelationship of business decision and how each functional area affects the other. This is to learn - by - doing approach to management development and education.

Delegates are requested to bring laptop computers to the seminar.

WHO SHOULD ATTEND?

This program has been designed to enhance the purchasing and contract administration skills of:

- Buyers, Purchasing Professional and Project Professional.
- Contract Administrators, Project Coordinators, Contracts Officers.
- Engineering Project Managers, Construction Managers, Tenders Professional.
- Maintenance Professionals and Systems Managers and all others in organizations whose leadership want World-class skills sets in all those involved in purchasing and contract administration activities of all types of materials, equipment and services.

TRAINING METHODOLOGY

The program combines interactive presentations, case studies, participant activities and negotiation exercises to maximize the impact of the learning experience. Delegates will have ample time to consider the ideas and apply the skills which are discussed.

PROGRAM SUMMARY

This program is designed to take the participant through the many steps of best practices purchasing and contract administration from the time the need is identified through to final acceptance, payment, and contract close out so that the total objectives of contract and procurement activities are achieved.



PROGRAM OUTLINE

DAY 1 - Introduction to Modern Purchasing:

- We will consider the best practices being utilized by the best purchasing departments today.
- Purchasing Strategies.
- Early Supplier Involvement.
- Electronic Purchasing.
- JIT and consignment stocking.
- Long Term contracting and outsourcing.

DAY 2- Supplier Management:

- This session focuses on locating, evaluating, selecting and appropriately managing the best available suppliers.
- Locating Global Suppliers.
- Evaluating Potential Suppliers.
- Supplier Selection.
- Supply Positioning.
- Spend Mapping.
- Quality.

DAY 3 - Determining Price:

- The use of competitive bidding processes, tenders and cost/value analysis in alliance relationships.
- Competitive Bidding.
- Tendering.
- Value Analysis.
- Cost analysis.
- Total Cost of Ownership.
- Capital Equipment Life Cycle Costing.

DAY 4 – Negotiation:

- In this session we will examine the negotiation process, and practice appropriate tools and techniques.
- Negotiation preparation.
- Negotiation Strategy.
- Negotiation Tactics.
- Responding to negotiation ploys.
- Negotiation with other cultures.
- E-procurement.

DAY 5 - Purchasing Agreements and Contracts/Implementing and Measuring Improvements:

- Purchasing Agreements and Contracts:
 - The tools and techniques used in obtaining the best bids, and the legal issues involved in turning these into appropriate contracts.
 - RFIs, RFQs.
 - Formula pricing.
 - Contract Clauses
 - Legal responsibilities of supplier and buyer.
 - Formation of contracts.
 - Warranties.
- Implementing and Measuring Improvements:
 - The use of Key performance measures and Metric hierarchies to monitor and deliver improvements in purchasing improvements.
 - Communications.
 - Key Performance Measures.
 - Purchasing Metrics.
 - Implementing Change.



- Planning

DAY 6 - Objectives of contract administration:

- Effective Contract Administration.
- The Most Critical Elements.
- Key Players in Contract Administration.
- Post Award Conference.
- Analysis of the Contract.
- Establishing Major Deliverables.
- What Needs To Be Measured?

DAY 7 - Outputs and contract types:

- Typical Outputs of Contract Administration.
- Monitoring Techniques.
- Identify The Risk.
- Responses to Risk.
- Contract Types.
- Administration in Cost Type Contracts.
- Economic Price Adjustments.

DAY 8 - Maintaining schedules and contract changes:

- Maintaining Contract Schedules.
- Expediting Techniques.
- Major Causes Of Changes
- Contract Price Changes.
- Evaluating Price Changes.
- Practical Considerations for Bonds and Guarantees.
- Types of Bonds and Guarantees.

DAY 9 - Issues in contract performance:.

- Contract Terminations.
- Service Level Termination Event.
- What Constitutes Breach?
- Responding To a Breach.
- Right to Cover.
- Manuals and Drawings.
- Supplier/Contractor Relations.
- Sub-contractor Issues.

DAY 10 - Acceptance and close out:

- Warranties.
- Source Code Escrows.
- Forms of Payment.
- Progress Payments.
- Claims and Disputes.
- Negotiation of Claims and Disputes.
- Final Acceptance.
- Close Out Procedures.
- Post Contract Review Meeting.