

Contract Management for Public/Private Sector Program – Planning (CMPSP 201)

Delivery Format: Online, Instructor-led: 4 Weeks (Approx. 18 Hours)

Course Structure: Four weekly self-directed modules + four weekly LIVE instructor-led sessions

Price: ~~\$25,000~~ \$20,000 Up to 20 participants (For Pilot phase only)

This comprehensive program has been developed by seasoned procurement and contracting experts with decades of experience supporting clients in the Canadian public and private sectors with procurement and contracting projects. It is designed to enhance knowledge and capacity of anyone involved in assisting clients with procurement planning and the preparation of related procurement and contracting documents. The program provides knowledge, resources and practical tools for individuals working in either the private or public sector.

Who Should Take this Program

This program will benefit any individual whose job involves supporting Canadian clients with procurement and contracting projects including procurement and contract professionals, paralegals, lawyers, engineers, and architects.

Topics

- Corporate Governance Fundamentals, including risk management and strategic planning
- Designing an organizational procurement and contracting framework
- Best practices in policy drafting
- Best practices in procedure drafting
- Best practices in template drafting
- Foundations of procurement planning
- Developing the Scope of Work for:
 - Goods
 - Services
 - Capital Equipment
 - Construction
 - IT Solutions
- Developing a procurement strategy
- Fundamentals of Canada's tendering laws
- Review of the tendering/RFx document
- Preparing the tendering/RFx document

Learning Objectives

- Identify the major decision-makers in any organization, from the board to the contract manager.
- Understand the role of major decision-makers.
- Understand how budgets are set, and spending decisions are made in organizations.
- Understand the organizational risk management process.
- Learn the process of identifying and managing organizational risk.
- Identify the common components of a procurement and contracting framework, including the policy, procedures and templates.
- Learn best practices in policy, procedure and template drafting to optimize clarity and organizational efficiency.
- Understand the needs identification and how to make a sourcing decision.
- Understand the principles of procurement planning, including the importance of developing a strong Scope of Work (SOW) document.
- Compare and contrast SOWs for goods, services, construction, capital equipment and IT Solutions using model samples included in the course materials.
- Understand the typical approval process for SOWs.



Contract Management for Public/Private Sector Program

The CMPSP, a 100-hour program, is Canada's first comprehensive contract management program providing learners with the tools, confidence and competencies needed to excel in their role.

Digital Credentials

We provide digital credentials for learners for each of our CMPSP courses, transforming knowledge, skills, and achievements into verifiable evidence of success that empower individuals to connect with learning and career opportunities.

Join

[Procurement School Community](#) – a place for procurement professionals to gather, engage, and learn.

Contact Us

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- Understand the basics of Canada's tendering laws.
- Understand the components of a procurement strategy.
- Learn the major components of any RFP/tendering documents, using a model RFP document.
- Learn how to prepare an RFP/tendering document.

Expected Outcomes

Upon completion of this course, participants will have a foundational understanding of the key principles involved in procurement planning and decision making in an organization. Participants will gain basic experience and increased confidence in supporting their clients in the development or updating of policies, procedures or templates for procurements and contracting. Participants will also learn what they need to consider when planning for procurements and preparing specifications for common goods and services for use in obtaining quotes or in tendering processes. Finally, participants will gain exposure to sample SOWs for the purchase of various types of goods and services which should position participants to be a key contributor when asked to assist clients in the development of specifications for goods and services used in a future solicitation. (CMPSP 202 will pick up where CMPSP 201 ends and cover the solicitation and contract creation process.)

Pre-requisites

CMPSP 101 (highly recommended)



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