

Contract Management for Public/Private Sector Program – Creation to Execution (CMPSP 202)

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

- Basics of competitive procurement and tendering in Canada
- Selecting the right procurement strategy for your requirement
- Developing a request for proposals / tenders document
- Best practices in drafting a scope of work
- Best practices in developing a competitive procurement/tendering document
- Administering the competitive procurement process
- Managing common bid process irregularities
- Best practices in bid evaluation
- Performing a pre-contract supplier due diligence and mitigating risk
- Preparing a contract for signature
- Reviewing and negotiating common supplier changes to contract terms
- Basics of contract negotiation

Learning Objectives

- Understand the business and legal implications associated with Canadian tendering laws and how this influences the selection and drafting of competitive bidding material
- Understand the principles of fairness in competitive bidding
- Understand the key components of any request for proposals or tendering document
- Understand the steps in a competitive bidding process, including the qualitative evaluation of technical bids
- Learn how to administer a competitive bidding process effectively to ensure fair competition and value for money
- Learn about the use of pre-contract Non-Disclosure Agreements and Letters of Intent
- Understand how to identify and mitigate supplier or contract risks prior to entering into a contract
- Understand common approaches to finalizing a purchase contract
- Understand the meaning of commonly negotiated contract provisions, what suppliers typically want to change and how to negotiate successfully for your client or employer
- Learn basic principles of negotiation and how to negotiate to achieve successful outcomes
- Understand common approaches used to finalize and execute purchase and sale agreements



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

P: 250- 370- 0041

E: hello@procurementschool.com

W: <https://procurementschool.com>

Procurement School

The Atrium

#301 – 1321 Blanshard Street

Victoria, BC V8W 0B6

Expected Outcomes

Upon completion of this course, participants will have a strong understanding of the considerations that go into developing a request for proposals or tendering document and related best practices in document development under Canadian laws. Graduates of the program will have increased knowledge and the confidence to undertake the development of competitive bidding documents, administering a competitive bidding process and reviewing and negotiating the final contract.

Pre-requisites

CMPSP 101 (highly recommended)