



## **External Training Course**

# **Managing & Negotiating with Consultants & Contractors**

**From 10 Jun. To 14 Jun. 2024**  
**From 16 Sep. To 20 Sep. 2024**  
**From 25 Nov. To 29 Nov. 2024**

**Carlton Downtown Hotel, Dubai, UAE**

**Mr. Ghanem F. Al-Otaibi**  
**GM & Institute Owner**

☛ **Tel.: 00965 22248901**  
☛ **Mob.: 00965 65548855**  
☛ **Email: admin@agi-kw.com**

☛ **Fax: 00965 22204999**  
☛ **Mob.: 00965 97273712**  
☛ **Email: agi-kw@hotmail.com**

**W/SITE: WWW.AGI-KW.COM**

**External Training Course:**

**Managing & Negotiating with  
Consultants & Contractors**

<b>From 10 Jun. To 14 Jun. 2024</b>	<b>Fees: 4750 \$</b>	<b>Fess: 1450 KD</b>
<b>From 16 Sep. To 20 Sep. 2024</b>	<b>Fees: 4750 \$</b>	<b>Fess: 1450 KD</b>
<b>From 25 Nov. To 29 Nov. 2024</b>	<b>Fees: 4750 \$</b>	<b>Fess: 1450 KD</b>

**Course Description**

This Managing & Negotiating with Consultants & 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?

The trend of outsourcing and the continuous interest of shareholders to want organizations to have fewer and fewer headcounts and governments should become smaller and smaller; the importance and popularity of external consultants and contractors keep increasing. How to identify and attract the best contractors / consultants? How to accelerate the onboarding time for contractors / consultants? How to retain them? How to get the most out of them within a flexible contract period? It is quite similar to the case with internal employees, yet there is a significant difference too. This training course will highlight:

- Define “Statements of Work” or Terms of Reference (TOR) as part of tender document.
- Market intelligence and benchmarking for different types of consultants and contractors.
- A complete tender document with key contractual clauses.
- Negotiations with consultants / contractors before and after contract award.
- Application of different payment structure for different scenarios.
- Develop practical Service Level Agreement (SLA).
- Contract Performance Management.

## **Objectives**

**By the end of this training course, the participants will be able to:**

- Evaluate Bids and Proposals to select the best-fit contractor & consultants.
- Prepare and understand Key Clauses in Contract Documents.
- Apply different payment structures.
- Negotiate as a principled negotiator.
- Manage the boost the performance of consultants & contractors.

## **Training Methodology**

Leveraging world best practice proven in the real business, this GLOMACS Managing & Negotiating with Consultants & Contractors training course will be delivered by a recognized Contracts & Procurement Professional who has been involved in delivering complex projects around the world. Exercises, role plays built on a carefully designed case study will maximize hands-on practice matched.

## **Organisational Impact**

Impact on the organisation in attending this Managing & Negotiating with Consultants & Contractors training course is profound, including:

- Higher return on investment from external consultants & contractors.
- More sustainable performance from consultants & contractors.
- Reduced Risk to the organization from potential liabilities.
- Higher productivity from personnel contracting for services.
- Improved control over on-time and on-budget delivery.
- The higher success rate of selecting the right contractors or consultants.

## **Course Outline**

### **DAY 1: Establishing the Need for External Advice**

- Understand, Identify and Defining the Business Need.
- Prepare a Cost-Benefit Analysis.
- Defining the Statement of Work or Terms of Reference (TOR).
- Leading EPC Contractors with a Global Presence.
- Market Rates of Technical Contractors and Management Consultants.

**DAY 2: Preparing for the Tendering**

- Conduct Sourcing Analysis.
- Develop a Contracting Strategy.
- Prepare a Tender Document.
- Establish Service Level Agreements.
- Conduct Tender Briefing.

**DAY 3: The Bidding and Bid Evaluation Processes**

- The Competitive Tendering Process.
- Pre-qualification.
- Proposal and Bid Evaluation.
- Contract Pricing & Price Adjustments.
- Cost Analysis of Proposals and Bids.
- Tender Clarification.

**DAY 4: Contract Development and Negotiation**

- Understanding the Concept and Principle of Contract Law.
- Model Contract Formats – Specific for Consults and Contractors.
- Important Contract Terms to be Included.
- Pre-negotiation Process.
- Negotiating the Contract Terms – Finance Considerations, Progress Reporting and Payment.
- Confidentiality, IPR, Insurance and Warranties.

**DAY 5: Contract Award and Performance Evaluation**

- Awarding of Contract.
- Monitoring Progress and Performance.
- Tracking Progress in Achieving Consultancy Savings.
- Managing Risks and Change Control.
- Contract Administration.
- Evaluating and Learning from Engagements.

## Course Agenda:

### (1<sup>st</sup> Day) Agenda

8.30	9.00	Opening Remarks (30 Min.). Mr. Bahaa Subsabi (Course Coordinator) with Professional Management Trainer.
9.00	11.30	<u>DISCUSS COURSE OBJECTIVES:</u> <ul style="list-style-type: none"> <li>• Establishing the Need for External Advice.</li> <li>• Preparing for the Tendering.</li> <li>• The Bidding and Bid Evaluation Processes.</li> <li>• Contract Development and Negotiation.</li> <li>• Contract Award and Performance Evaluation.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Establishing the Need for External Advice:</u> <ul style="list-style-type: none"> <li>• Understand, Identify and Defining the Business Need.</li> <li>• Prepare a Cost-Benefit Analysis.</li> <li>• Defining the Statement of Work or Terms of Reference (TOR).</li> <li>• Leading EPC Contractors with a Global Presence.</li> <li>• Market Rates of Technical Contractors and Management Consultants.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (2<sup>nd</sup> Day) Agenda

9.00	11.30	<u>Preparing for the Tendering:</u> <ul style="list-style-type: none"> <li>• Conduct Sourcing Analysis.</li> <li>• Develop a Contracting Strategy.</li> <li>• Prepare a Tender Document.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Preparing for the Tendering:</u> <ul style="list-style-type: none"> <li>• Establish Service Level Agreements.</li> <li>• Conduct Tender Briefing.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (3<sup>rd</sup> Day) Agenda

9.00	11.30	<u>The Bidding and Bid Evaluation Processes:</u> <ul style="list-style-type: none"> <li>• The Competitive Tendering Process.</li> <li>• Pre-qualification.</li> <li>• Proposal and Bid Evaluation.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>The Bidding and Bid Evaluation Processes:</u> <ul style="list-style-type: none"> <li>– Contract Pricing &amp; Price Adjustments.</li> <li>– Cost Analysis of Proposals and Bids.</li> <li>– Tender Clarification.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (4<sup>th</sup> Day) Agenda

9.00	11.30	<u>Contract Development and Negotiation:</u> <ul style="list-style-type: none"> <li>– Understanding the Concept and Principle of Contract Law.</li> <li>– Model Contract Formats – Specific for Consults and Contractors.</li> <li>– Important Contract Terms to be Included.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Contract Development and Negotiation:</u> <ul style="list-style-type: none"> <li>• Pre-negotiation Process.</li> <li>• Negotiating the Contract Terms – Finance Considerations, Progress Reporting and Payment.</li> <li>• Confidentiality, IPR, Insurance and Warranties.</li> </ul>
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

### (5<sup>th</sup> Day) Agenda

9.00	11.30	<u>Contract Award and Performance Evaluation:</u> <ul style="list-style-type: none"> <li>• Awarding of Contract.</li> <li>• Monitoring Progress and Performance.</li> <li>• Tracking Progress in Achieving Consultancy Savings.</li> <li>• Managing Risks and Change Control.</li> <li>• Contract Administration.</li> <li>• Evaluating and Learning from Engagements.</li> </ul>
11.30	12.00	Coffee Break
12.00	14.00	<u>Estimated Workshops.</u> <u>Review &amp; Discuss The Training Course.</u> <u>Evaluate The Training Course Usefulness</u>
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch