



# Canadian Petroleum Training Institute Ltd.

## EXAMPLE

### COURSE OUTLINE

### CONTRACT ADMINISTRATION

#### **Bidding Cycle**

##### **Contract Preparation**

- Contracts versus Service Agreements versus Purchase Orders
- Evergreen Contracts
- Liability versus Dollar Value
- Change Orders
- Scopes of Work
- Payment Terms and Currency Issues
- Holdbacks

##### **Due Diligence and Certification**

- Legal
- Technical
- Financial
- Personnel
- Insurance and Liability Issues

##### **Legal Aspects of Contracting**

- Corporate and Shareholder Requirements
- Country to Country Law Considerations
- Arbitration

##### **Selecting and Evaluating Bidders and Bids**

- Pre-Qualification Requirements
- Bid Evaluation Grids
- Proposal Evaluation

##### **Contract Administration**

- Purchasing Policies and Procedures
- Controllable/Uncontrollable Materials
- Supply Chain Management
- Financial
- Training Issues and Considerations
- Disposition

## **Negotiation Strategies**

### **Contract Templates**

- Purchase Orders and Local Service Orders
- Professional Services Agreements
- Master Service Agreements
- Scopes of Work

### **Contract Closeout Documentation**

- Review of Final Invoices
- Holdbacks Review and Settlement
- Cost Comparison of Bid to Actual Expenditures