Public Works Foundations Program

Course Outline

Procurement and Contract Management Foundations

What is the Procurement and Contract Management Foundations course?

This course is one of eight **Public Works Foundations Program** courses curated by IPWEA Victoria to develop the skills of public works professionals in key responsibility areas. Each course comprises four 4-hour sessions presented over consecutive weeks.

Course Overview

Transparent procurement and effective contract management are vital components of project management. This course introduces key concepts and provides a foundational-level overview of best-practice procurement methods and contract management approaches.

Modules

Session 1: **Procurement fundamentals**
Session 2: **Getting procurement right**
Session 3: **Contracts & where to start**
Session 4: **Getting a Contract to deliver**

Learning Objectives

After completing this course, participants should have an understanding of:

- Procurement principles and linkage to our legislative obligations
- Procurement Policies and Procedures and the linkage with your organisation
- Types of procurement typical to the Public Works sector
- Planning for procurement before it begins
- Preparing the documentation and tender specifications
- Choosing the right Contract type

- Establishing evaluation criteria, weighting and what you want the tenderer to tell you
- Evaluation processes and steps to ensure probity and transparency of the process
- Assessment of conforming/non-conforming tender submissions and contract departures
- How and when to negotiate with a tenderer and how to manage the interview process
- Preparing the evaluation report with recommendations for award
- Preparing the Contract for execution

- Contract Management principles
- Roles and responsibilities of the key personnel involved in managing a contract
- Contract Administration versus Contract Management versus Contractor Management
- Key components and stages of the Contract

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- Managing and monitoring contract performance
- Managing relationships
- Contract documentation
- Variations, Disputes, Liquidated Damages, Delays and Penalties
- Managing the close out of a Contract

Delivery

The course is presented online to maximise accessibility for regional & interstate participants.

Facilitator

Paula Gardiner is a qualified Civil Engineer with extensive experience in capital works project management and a Principal/Executive Director of CT Management Group. Paula has a strong track record of providing specialist engineering advice and demonstrates high expertise in program and resource scheduling, forward planning, cost estimates and engineering design. Paula prides herself on her exceptional risk management, financial management and professional development skills.

Who should enrol?

This course has been developed for engineers, technical officers, coordinators and supervisors engaged with the design and construction of community infrastructure.

CPD and Badge

The course provides 16-hours of structured professional development. A digital badge is provided on completion for social media application and Public Works Foundations Program graduates will be awarded a **Certificate of Public Works Engineering**.

Course Partner

CT Management Group