

# Course Description

## Introduction to Procurement and Contract Management AMS304

### Overview

This course takes a detailed and operational view of the procurement and contract management process. Participants will be introduced to the procurement, solicitation, and contract processes based on industry standards. A systematic approach will aid the participant in developing an in-depth understanding of buyer - seller relationships, direct/indirect costs, preparation of specifications and bids, and the multiple complexities of contract administration.



### Learning Objectives

- Understand procurement and contracting techniques and their place in the future focused organization
- Successfully provide and manage well-defined specifications for a Request for Proposal (RFP), Request for Information (RFI) and Request for Bid (RFB)
- Interact with and customize a model suited to specific lines of business
- Create a shift in insight coupled with specific quantification tools to analyze and develop value-based long term relationships
- Identify the varied forms of communication available for writing and maintaining concise and clear specifications
- Interact with various contract formats to understand their beneficial applications
- Develop an understanding of the formal change/modification process and its value in maintaining integrity in buyer-seller relationships
- Develop a procurement and contracting plan using statements of work, procurement documents, bidding processes, and state of the art thinking to maximize procurement and contracting results

### Format

This course is highly interactive and adaptive to participant's interests and needs. A discussion approach is used and is accompanied by individual and team exercises.

### Duration

Two days

### Who Should Attend

New/beginning procurement and contract managers who wish to enhance their understanding of the procurement and contract management process would benefit by taking this course.