

## Classroom

### NECI's Signature Seminar Features

Each course is classroom based and delivered workshop-style to encourage maximum interaction and participation.

Signature Seminars are flexible providing coverage of a wide range of topics within a timeframe that suits your organization.

A senior instructor will consult with your organization in advance to understand the key issues and focus areas for your group, incorporating these into customized exercises and activities to practice key learning outcomes.

An evaluation report is provided to the course organizer showing the participant ratings and feedback – a great way to confirm the value received through the training session.

#### Contact Us

To learn more about what NECI could do for your organization, please contact us:  
[inquiries@neci-legaledge.com](mailto:inquiries@neci-legaledge.com)

National Education Consulting Inc.  
975 B Alston St.  
Victoria, BC V9A 3S5  
Phone: (250) 370-0041  
Toll Free: (888) 990-7267  
[www.neci-legaledge.com](http://www.neci-legaledge.com)

## Successful Contracting: Planning, Managing and Evaluation

### Course Description

During this fast-paced, interactive one-day course, participants will explore key steps in each phase of the procurement and contract management cycle – from planning, right through to post-contract evaluation – to capture lessons learned, for continuous improvement. From defining the need and designing the procurement process, to having difficult conversations to resolve contract disputes, the focus is on practical tips and strategies to help ensure a seamless and challenge-free process that delivers the maximum expected value each time. Following this course, participants will be able to conduct a routine procurement, following the procurement and contract management cycle.



### Learning Objectives

- Identify and document the business need
- Prepare the procurement strategy
- Identify the steps and considerations in conducting a fair and defensible evaluation process
- Illustrate the process to document the contract award decision and notify respondents
- Discuss the steps involved in finalizing Contract B
- Practice selecting appropriate contract performance monitoring tools and techniques

*Helping organizations in Canada obtain maximum value from procurement and contracting*