

**Skills2Succeed** in Collaboration with **Global Educational & Consulting Services**

**PRESENTS**

**BIDDING PROCESS AND  
EFFECTIVE CONTRACT MANAGEMENT**

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**OBJECTIVE:**

Learn how to get unmatched credibility and competitive Advantage in the bidding/contracting process!!!

**DESCRIPTION:**

The majority of contracts are negotiated by competitive bidding/contracting procedures. All too often shortcomings in the application of these procedures lead to delays, extra costs, disputes and, sometimes-legal actions. In seeking to avoid such pitfalls this seminar provides a comprehensive but compact procedure/process to competitive bidding. Properly prepared contractors, subcontractors, engineers, and developers can avoid anticipated liability, poor quality/reduce performance/disputes and receive payment for work performed. Weakness in effective contract management generally stems from the absence of right process and procedures. This seminar will define the practical and other issues involved in bidding/contracting management along with the obligations of each participant in these activities and how the disputes related to construction contracts both in public and private sectors can be addressed.

**HOW YOU WILL BENEFIT:**

**You will:**

- **Obtain** a practical review of bidding/contracting process;
- **Learn** how to prepare bidding/contracting documents and manage contracts;
- **Learn** how to interpret clauses, and analyze in the contracts, and get the project completed on time and within budget.
- **Develop** the ability and confidence to take control over contract administration in your organization and have a real impact on your bottom line.
- **Enhance** your knowledge of the contract management techniques including contract legality, constructability and the settlements of claims.

**WHO SHOULD ATTEND:**

Owners, building/general contractors, subcontractors, suppliers, developers, engineers, construction professionals and business-people of all disciplines and officials of government agencies responsible for the tender calls, negotiations or awarding of contracts. This seminar will also be of interest to municipal, provincial and federal agencies and anyone seeking an understanding of some of the most popular tools used in preparing, awarding and managing the contracts.

**COURSE MATERIAL:**

*Each participant will receive a complete set of course notes and handouts that will serve as informative references.*

**PROGRAM OUTLINE:**

**Introduction**

A Contract  
Types of Tenders/Contracts

**Bidding Procedure**

Preliminary Investigation  
Invitation to Pre-qualify/Advertisement  
Issue and Submission of Pre-qualification Documents  
Analysis of Pre-qualification Data  
Selection & Notification of list of selected Contractors

**COFFEE AND CONVERSATION**

**Bidding Process/Evaluation**

Advertising  
Issuing of Tendering Documents  
Time Considerations  
Background Information  
Drawings  
Specifications  
Insurance  
Bid Bonds  
Visits to Site by Contractors  
Amendments to Tendering Documents  
Contractor's Queries  
Submission of Tenders  
Separate Contracts  
Sub-contracts  
Opening of Tenders  
Evaluation of Tenders  
Award of Contract

Lunch

**Risk Management**

What is it?  
What is involved?  
Level of Risk  
Managing Risk

Benefits  
Principles

### **Design-Build Process**

Guidelines for Design-Build Method

### COFFEE AND CONVERSATION

### **Contract Administration and Legal Perspective**

The common categories of Construction Problems  
What do you do at the start of the Project?  
What do you do when construction is underway?  
Construction Liens  
Bonds  
Liquidated Damages

### **Workshop/Case Studies**

### **Open Discussion & Adjournment**

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### **SEMINAR LEADER:**

Rishi Kumar, P.Eng., CQA, PMP is a Vice President-Engineering, Procurement & Construction (EPC) division at Global Technologies and Manufacturing (GTM) and leading major international infrastructure projects (railway, airport, luxury hotel developments, etc.) in various parts of Africa. Before joining GTM, Mr. Kumar served as a Director of Operations responsible for production, procurement, quality and logistics of AZZ-Blenkhorn and Sawle Ltd. plant located in St. Catharines. He successfully implemented lean-manufacturing and just-in-time concepts at this plant. Mr. Kumar obtained his Master of Science in Mechanical Engineering from University of Calgary. Since 1976, he has held many senior positions in utility, auto industry, research & development, service and consulting sectors in program and portfolio management of various capital projects. He has authored and co-authored technical papers on variety of topics and has presented at numerous national and international conferences. Since 1996 Mr. Kumar has conducted numerous professional development courses, seminars and workshops for various universities and professional organizations throughout Canada, USA, Europe and Central America.

Mr. Kumar is a certified Quality Auditor (internal and lead) and carried out several quality systems (technical, manufacturing and process) audits for ISO 9001 internationally. Mr. Kumar is an active participant in various professional boards and committees (PEO, PMP) since 1995 and also provides mentorship through various non-profit organizations in Ontario since 1994.

**CONTINUING EDUCATION UNITS (CEUs):**

Each participant will receive a certificate of course completion indicating 0.7 CEUs. CEUs are universally recognized nationally and internationally. One CEU is equivalent to ten (10) professional development hours (PDHs).

**LOCATION:**

**Delta Toronto Airport West Hotel**

5444 Dixie Road,  
Mississauga, Ontario  
L4W 2L2

**DATES AND TIMES:**

This same course is offered on two different dates.

- a) It is offered on Friday, February 19, 2010, from 9:00 a.m. to 5:00 p.m. When registering for this date, please use Course Code ITJB008.
  
- b) For those who cannot attend this during regular weekday hours, this course is offered on Saturday, February 20, 2010, from 9:00 a.m. to 5:00 p.m. When registering for this date, please use Course Code ITJB005.

**Other:**

Dress business casual and comfortably.

For an effective and productive interaction to take place, this seminar has been restricted to a limited number of seats. Please register early to avoid any disappointment.

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Note: Skills2Succeed reserves the right to cancel a course, workshop or seminar, or change the location of the course, workshop or seminar at any time at its discretion, without any liability to the attendees exceeding the fees collected.