CONTRACT ADMINISTRATION

Registration Fee: J$2,500.00

Tuition: J$29,500.00
Certification: NCTVET/CAPTECH

Learning Outcomes	Assessment criteria
Understand the Principles of contract Law	a. Define a contract in the legal sense b. Name the different types of contracts c. Identify the essential elements of a contract d. Describe the roles and liabilities of a contract administrator
Understand the purpose and importance of various documents and clauses that make up a typical set of contract documents	a. Recognise standard forms and general conditions b. Explain the contract selection process c. Interpret various contract documents clauses Disclaimers/Releases/Indemnities/ order of precedence in a contract document d. Analyse contract Statement of Works
▪ Understand the Procurement Process and its relationship to contract administration	▪ Define procurement ▪ Describe the stages of the procurement cycle ▪ Discuss the importance of contract administration as a stage of the procurement cycle ▪ Analyse the Government of Jamaica tender approval process
Understand Bidding practices and procedures	a. Describe the typical elements of a tender/Bidding process from its inception to Award of Contract b. Evaluate and administer tender/Bidding procedures c. Analyse key principles of effective document control, reporting and communication systems d. Investigate various types of types tender and quotes e. List typical tender types and recommend their use
Understand the Principles of contract administration	a. Critically analyse contract information b. Assess types and levels of risk c. Describe the pre-implementation processes leading to commencement of the Contract. d. Describe the work of the various professionals and how they inter-relate e. Identify delays and address performance

	f. Identify methods to finance commercial and non-commercial contracts
	g. Discuss ways to handle payment issues
	h. Discuss ways of settling contractor disputes
	i. Describe contract claims procedures
	j. Terminate contracts
	k. Close out contracts

Delivery Method: Lecture/discussions, group activities, case studies and presentations

Assessment: In-class Oral and written presentations

Duration: See calendar for dates