



A GUIDE TO

# Contract Management



Visit Contract Management at  
[www.passprocurement.co.uk/cm](http://www.passprocurement.co.uk/cm)

# Contents

- 
- 3 What is Contract Management

---

  - 4 Statistics

---

  - 5 The Format of Training

---

  - 6 Meet the Trainers

---

# Contract Management

## What is Contract Management?

The profile of contract management has never been higher. Contract management gives you the tools to instil good processes in your organisation. The better the contract management, the greater the benefits you will accrue.

Contract Management is the hub on which change, risk, project management, demand changes and category management all rest.

Instilling robust contract management processes in your organisation isn't an option; with the Public Contracts Regulations 2015 to contend with, it's essential.

## Why should you learn about Contract Management?

The Public Contracts Regulations 2015 introduced a variety of options for buyers like you to benefit from – but you will need robust Contract Management to take advantage of them. For instance, you can now exclude failed contractors and you can score on life-cycle costing.

You can use Contract Management to develop measurements against stakeholder and end user expectations.

You can then use these findings to adjust the baseline measurements and as data for future iterations of contracts.

Contract Management empowers you to identify areas of savings, potential performance improvements and helps build relationships with stakeholders and suppliers.

## What will you learn on Contract Management?

- How to use contract management to safeguard against legal challenges in the future
- What process you can put in place to keep control of your contracts
- What processes to use to develop robust and auditable communication procedures
- What role life cycle costing will play in your contract management measurements
- Discover under what circumstances you can escalate procedures designed to ensure the proper delivery of the contract
- Find out what role the contracts register and risk register play in contract management

## How do I learn about Contract Management?

Contract Management is scheduled throughout the year in

**London • Birmingham • Manchester • Glasgow • Edinburgh**

Look for your nearest location and date at [www.passprocurement.co.uk/cm](http://www.passprocurement.co.uk/cm)

[www.passprocurement.co.uk](http://www.passprocurement.co.uk)

Delivered by

# The Statistics



DAY COURSE

LED BY



EDDIE REGAN

Principal Procurement  
Consultant



CPD HOURS

COVERED BY



PASS  
GUARANTEE

OVER



PUBLIC SECTOR  
DELEGATES  
TRAINED SINCE  
2010

TRAINING



COMPLETION  
CERTIFICATE

OVER



AUTHORITIES  
TRAINED SINCE  
2010

The private sector is becoming increasingly adept at working with the Public Contracts Regulations, so don't leave yourself, your team and your organisation open to challenge. Compliancy is key to smooth-running procurement.

**COMPLIANCY IS KEY TO SMOOTH RUNNING PROCUREMENT**

[www.passprocurement.co.uk](http://www.passprocurement.co.uk)

# The Format of the Training

## What is the format of the training?

Contract Management is a one-day course beginning with registration at 0845 with the training starting at 0915. Morning coffee and lunch are served during the day and the programme finishes at approximately 1515 depending on the amount of questions.

You will receive course materials with plenty of space to take notes, The training is delivered in context with real examples, bringing the regulations, procedures and processes to life for your day to day procurement needs.

## Who should attend?

The course is essential for Category Managers, Change Managers and all members of the procurement team who manage contracts.

Learning about Contract Management is also vital for stakeholders and influencers to understand how they can benefit from user data gathered during the life of the contract and how this can be used to influence and inform future tender exercises.

## Why should I attend?

Contract Management is a very hot topic. It leads to recorded information on supplier performance, usable data for future contracts, improved supplier relations and, when properly implemented, short-, medium- and long-term efficiency savings.

## How will the course benefit me?

You will return to your organisation with a complete understanding of how Contract Management will benefit your organisation, how you can implement contract management principles to ensure that the tender exercises you are working on will reap efficient results and you will be influential in building better supplier relationships.

You will be in a position not to repeat any past mistakes and you will make the best possible use of your resources.

## CPD Accreditation and the PASS Guarantee

Within your delegate pack you will receive a CPD self-certification form. Fill this in, send it off and you will have gained 6 hours Continuing Professional Development.

## The PASS Guarantee

The PASS Guarantee is rarely invoked. But we do state "if you don't learn, you don't pay". Of course, it can be very subjective whether someone has learned anything. On receiving a request for the guarantee, we find out why you feel you didn't learn, including what you believe was your level of knowledge before attending the course. We seek feedback from the consultant who delivered the training and we may also draw on event feedback from other delegates.

[www.passprocurement.co.uk](http://www.passprocurement.co.uk)

Delivered by



e: [pass@passprocurement.co.uk](mailto:pass@passprocurement.co.uk)  
e: [consultancy@passprocurement.co.uk](mailto:consultancy@passprocurement.co.uk)  
t: 0845 270 7055

# PASS Consultants



## Eddie Regan

### Principal Procurement Consultant

Eddie has worked with the public sector for over 30 years and led the set-up of PASS (Procurement Advice and Support Service) within BiP Solutions. This has enabled the company to offer a wide variety of procurement training and consultancy to public sector bodies. Eddie has worked with many organisations to help them develop their tendering processes, procurement strategies and evaluation programmes but his greatest specialism is his ability to explain complex procurement issues in a simplified and understandable manner, so that delegates, irrespective of their skill set, can comprehend the issues.



## Dr Paul Wright

### Senior Procurement Consultant

Paul has been providing training and consultancy in purchasing and supply chain management for a wide range of clients since 1998. Paul and his associates have worked extensively for public sector organisations in the UK including regional development agencies, Business Link Operators, councils and cluster teams. He has also been involved in a number of sports-related projects including supplier development and economic impact assessment. He has specialities in a number of sectors within the public and private sectors, including materials science, chemicals, engineering, technology businesses and sports business.