

# CONTRACT ADMINISTRATION IN PUBLIC WORKS (12 week course)

**PREREQUISITE:** Introduction to Public Works

**GRADING METHOD:** Instructor's choice Grade or Pass/No Pass.



## COURSE DESCRIPTION

Contract Administration is designed for every level contract administrator. Through this course you will examine the contract administration process and best practices that help enable the achievement of public procurement goals. The material with the course focuses on common contract administration functions that must be successfully performed and the outcomes associated with them.

## COURSE CONTENT

- I. The Role of the Public Works Organization
- II. Principles of Contract Administrative
- III. Constraints on the Role of the Public Works Organization
  - a. Various political and socio-economic factors
- IV. Traditional Model of the Public Works Organization
  - a. Functional relationships
  - b. Relations with other city departments
- V. Planning
  - a. Cooperate contracts with other agencies
  - b. Preparation of Capital Improvement Program and Annual Work Program
- VI. Finance
  - a. Sources of revenue
  - b. Special assessments
  - c. Creating a Contract
  - d. Expenditure control
- VII. Affecting Contract Administration
  - a. Identifying contract risks
  - b. Establishing goals to manage risks
  - c. Acquisition methods, pricing, delivery and contract type
- VIII. Public Relations
  - a. Inquiries
  - b. Complaints
  - c. Pre-contract meetings
- IX. Equipment and Supplies
  - a. Purchasing program
  - b. Maintenance program

# **CONTRACT ADMINISTRATION IN PUBLIC WORKS (12 week course)**

- X. Street and Highways
  - a. Contract Administration Team's roles and responsibilities
  - b. Measurement of performance
- XI. Contract Modifications, Disputes and Appeals
  - a. Minor and Major modifications
  - b. Change in scope, quantity, delivery, etc.
  - c. Resolving disputes with alternative dispute resolutions.
- XII. Contract Payment and Contract Termination
  - a. Different methods of payment
  - b. Termination for default and alternatives
- XIII. Contract Closeout Activities
  - a. Supporting documentation
  - b. Closeout checklist

## **STUDENT LEARNING OUTCOMES**

Upon completion of this course, students will be able to do the following:

1. Identify and define terms, concepts and principles related to the contract administration process
2. Identify contract risks and plan appropriate mitigation
3. Develop the Contract Administration Plan (CAP and Performance Assessment Plan (PAP) for a given case study.
4. Recommend an appropriate remedy when given a contractual problem or issue
5. Apply a process to handle a performance problem
6. Describe dispute resolution methods
7. Closeout a contract including conducting a contract analysis
8. Describe how contract administration can be continually improved to enhance contract performance in accordance with the commonly accepted practices of the profession.