



Consulting and Training | Reach New Heights

Course Name

Certified Program Contract Administrator (CPCA)

Sector Name

Project & Contract Management

Document Type

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Certified Program Contract Administrator (CPCA)

Course Introduction

Teaches professionals how to manage contracts effectively. It covers contract planning, negotiation, compliance, and risk management. Participants will learn how to handle contracts from start to finish while ensuring legal and regulatory requirements are met. The course also focuses on vendor management, procurement, and resolving contract issues. It is ideal for contract administrators, project managers, and procurement specialists. By the end of the course, participants will have the skills to manage contracts smoothly and improve business efficiency.

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Target Audience

- ✓ Contract preparation
- ✓ Contract administration
- ✓ Preparing and evaluating bids
- ✓ Planning the contracting process
- ✓ Resolving contractual disputes
- ✓ Managing contractors

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Learning Objectives

- ✓ Identify principles, definitions, and major steps involved in the contracting process
- ✓ Outline all contract preparation activities, including planning, developing the scope of work, and identifying sourcing options
- ✓ Recognize different types of contracts and the effect of each type on the risk allocation strategy
- ✓ Develop criteria to invite, receive, and evaluate bids
- ✓ Apply contract administration tools and techniques to effectively manage the contract and avoid disputes during implementation
- ✓ Resolve disputes collaboratively and amicably, and outline alternative dispute resolution methods

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Course Outline

✓ Day 01

Principles Of Contracts

- ✓ Defining A Contract
- ✓ Elements Of A Contract
- ✓ Expressed And Implied Contracts
- ✓ Problems In Preparing And Managing Contracts

Contract Preparation

- ✓ Stages Of Contract Preparation And Management
- ✓ Contracting Methods
- ✓ Developing The Scope Of Work
- ✓ Problems With A Badly Written Scope Of Work
- ✓ Decision Analysis Worksheet
- ✓ Evaluation Criteria
- ✓ Terms And Conditions

Contract Types And Strategies

- ✓ Fixed Price Contracts
- ✓ Cost Reimbursable Contracts
- ✓ Time And Material Contracts

✓ Payment Terms

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Course Outline

✓ Day 02

The Tendering Stage

- ✓ Objectives Of Tendering
- ✓ Alternative To Tendering
- ✓ Tendering Procedures
- ✓ Tendering Objectives
- ✓ Invite Potential Bidders
- ✓ Tender Briefing
- ✓ Receiving And Opening Of Bids
- ✓ Recommendation Report
- ✓ Evaluation Of Bidders
- ✓ Pre-Qualification Criteria
- ✓ Invitation To Tender

Receipt And Opening Of Bids

- ✓ Bids Evaluation And Contract Award
- ✓ Evaluation Process
- ✓ Preliminary Examination Of Bids
- ✓ Detailed Examination Of Bids
- ✓ Commercial Evaluation
- ✓ Value For Money
- ✓ Whole Life Costing

- ✓ Most Economically Advantageous Tender
- ✓ Technical Evaluation
- ✓ Scoring Protocol
- ✓ Technical Bid Scoring
- ✓ Method Of Awarding A Contract

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Course Outline

✓ Day 03

Contract Award

- ✓ Contractor Evaluation
- ✓ Questionnaire And Surveys
- ✓ Contractor's Ratings
- ✓ Key Performance Indicators
- ✓ Targets And Benchmarks
- ✓ Service Level Agreement (SLA)
- ✓ Managing Subcontractors
- ✓ Partnership With Contractors
- ✓ Different Pricing Methods
- ✓ Whole Life Cost
- ✓ Value For Money
- ✓ Most Economically Advantageous Tender (MEAT)

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Course Outline

✓ Day 04

Contract Administration

- ✓ Purpose Of Contract Administration
- ✓ Aspects To Manage
- ✓ Documents Needed To Administer A Contract
- ✓ Contract Administration Tools
- ✓ Role Of Contract Administrators
- ✓ Lessons Learned

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Course Outline

✓ Day 05

Claims And Variation Orders

- ✓ Breach Of Contract
- ✓ Money Damages
- ✓ Equitable Remedies
- ✓ Changes And Modifications
- ✓ Alternative Dispute Resolutions (Negotiation, Mediation)

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Riyadh
June 8, 2026	June 12, 2026	5 days	4250.00 \$	UAE , Dubai
July 13, 2026	July 17, 2026	5 days	4250.00 \$	UAE , Dubai
Oct. 26, 2026	Oct. 30, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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