

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: CONTRACT MANAGEMENT

Code No.: FOR 329-4

Program: PARKS & FOREST RECREATION TECHNOLOGY, FOREST MGMT
TECHNOLOGY, GEOLOGICAL ENGINEERING TECHNICIAN

Semester: VI (FRT) V (FMT) II (GET)

Date: DECEMBER 1987

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New: _____ Revision: X

APPROVED:  Chairperson Dec 22/87 Date

... and writing skills used in structuring tenders and proposals to be submitted for contracts. The concepts of small business practice will be applied to entrepreneurship in the natural resources field.

METHOD OF ASSESSMENT (GRADING METHOD).

Project, Bid Proposals	20%
Project, Small Business Plan	15%
Participation and Oral Communication	15%
Tests	40%
Quizzes	5%
TOTAL	100%

A+	-	90 to 100%
A	-	80 to 100%
B	-	70 to 79%
C	-	60 to 69%
R	-	under 60%

On any written assignment or test, up to 20% of the grade may be based on writing communication skills.

Late assignments: 1) May not be accepted.
2) Marks will be deducted at a rate of 10% per school day that projects are overdue.

The instructor reserves the right to make minor revisions to the course content. Students will be notified in class of such changes.

Students with a grade of 50-59 at the end of the course may write a final exam on all course material. A pass on the exam will result in a C grade.

TOPIC NO.	PERIODS	TOPIC DESCRIPTION
1	2	Introduction and Overview of Contracting in Ontario
2	10	Guidelines for Contracts <ul style="list-style-type: none">* Types of Contracts* Acts and Legislation* Subcontracting* Performance Bonds* Liability and Insurance* Contract Terminology* Writing a Contract* Reviewing and Selecting* Bids and Proposals* Managing the Contract
		TEST (15%)
3	10	Preparing Bids/Proposals on Contracts <ul style="list-style-type: none">* Reading and Evaluating Tenders and Tender Packages* Costing and Evaluation of Resources and Equipment* Profit Margins - Break Even Points* Overhead Costs* Bonds and Deposits* Legislation* Responsibilities of the Contractor* Preparing and Writing Bids and Proposals
		TEST (15%)
4	2	Introduction to Small Business <ul style="list-style-type: none">* What is a Small Business* Small Business and Your Future* The Role of Small Business in the Natural Resource Industry

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Small Business Set-Up and Structure

- * Types and Forms of Small Business
- * What is a Business Plan
- * Writing a Business Plan
- * Feasibility Studies
- * Analysis of Production and Services
- * Sources of Financing
- * Advertising and Marketing of Goods
and Services

TEST (15%)

FOR?

CONTRACT MANAGEMENT SCHEDULE 1937

WEEK	DATE	TOPIC	ASSIGNMENT GIVEN	ASSIGNMENT DUE (%EVALUATION)
1	Jan. 15	Introduction to Contracting		
2	22	Contracting Guidelines - General		
3	29	Contracting Guidelines - General	Contract Guidelines quiz	Quiz (5%)
4	Feb. 5	Contract Types & Preparation of Schedules	Contract Guidelines quiz	Quiz (5%)
5	12	General Call for Tenders/Request for Proposal		
6	19	Case Studies	Case Studies	
7	26	Field Trip	Evaluation Report	Case Study Project (20%)
8	Mar. 5	Elements of a Contract (Spring Break - Lesson to be Re-Scheduled)	Tender/RFP Quiz	Evaluation Report (10%) Quiz (5%)
9	12	Elements of a Contract	Elements of Contract Quiz	Quiz (5%)
10	19	How to Become a Contractor	Preparation of Tender or Proposal Submission	

WEEK	DATE	TOPIC	ASSIGNMENT GIVEN	ASSIGNMENT DUE (% EVALUATION)
11	Mar. 26	Project Workshop		
12	Apr. 2	Field Trip or Guest Speaker		
13	9	Contract Administration		
14	16	Contract Negotiation and Arbitration	Contract Administration Quiz	Tender or Proposal Submission (40 Quiz (5%
15	23	Case Studies - Geology (Field Trips - Forest Management & Parks For.)		
16	30	Review		
		Participation		(5%
				<hr/> 100%