

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: FEBRUARY, 1987

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New: _____ Revision: X

APPROVED:



Chairperson

Feb 25 1987.

Date

CALENDAR DESCRIPTION

CONTRACT MANAGEMENT

FOR 329-4

COURSE NAME

COURSE NUMBER

PHILOSOPHY/GOALS:

Through lectures, field trips and assigned projects, the student will become familiar with general contract guidelines. The student will learn to evaluate the requirements for contracting and the preparation, management and administration of same. The student will also become familiar with the various procedures required towards setting oneself up as a contractor, the style and legal requirements for submitting and accepting a bid, and the risk involved with contracting regarding profit and loss.

METHOD OF ASSESSMENT (GRADING METHOD):

One Major Project	
Preparation of Tender/Proposal	40%
One Minor Project	
Assessment of Case Study	20%
One Field Trip Evaluation	10%
Tests and Quizes	<u>25%</u>

	95%
Participation	5%
	<u>100%</u>
TOTAL	

A - 80 to 100%

B - 70 to 79%

C - 60 to 69%

R - Repeat, under 60%

Late assignments will lose marks.

Participation marks - lose one point per lab missed.

WEEK	TOPIC	ASSIGNMENT GIVEN	ASSIGNMENT DUE (%EVALUATION)
1	Introduction to Contracting		
2	Contracting Guidelines - General		
3	Contracting Guidelines - General	Contract Guidelines Quiz	Quiz (5%)
4	Contract Types & Preparation of Schedules	Contract Guidelines Quiz	Quiz (5%)
5	General Call for Tenders/Request for Proposal		
6	Case Studies	Case Studies	
7	Field Trip	Evaluation Report	Case Study Project (20%)
8	Elements of a Contract (Spring Break - Lesson to be rescheduled)	Tender/RFP Quiz	Evaluation Report (10%) Quiz (5%)
9	Elements of a Contract	Elements of Contract Quiz	Quiz (5%)
10	How to Become a Contractor	Preparation of Tender or Proposal Submission	
11	Project Workshop		
12	Field Trip or Guest Speaker		

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WEEK	TOPIC	ASSIGNMENT GIVEN	ASSIGNMENT DUE (%EVALUATION)
13	Contract Administration		
14	Contract Negotiation and Arbitration	Contract Administration Quiz	Tender or Proposal Submission(40%) Quiz (5%)
15	Case Studies - Geology (Field Trips - Forest Management & Forest Rec.)		
16	Review		
	PARTICIPATION		(5%)
		TOTAL	<u>(100%)</u>

RESOURCE MANAGEMENT CONTRACTING

This is a 1987 course outline for third year students enrolled in:

FOREST MANAGEMENT TECHNOLOGY
PARKS & FOREST RECREATION TECHNOLOGY
and
GEOLOGICAL ENGINEERING TECHNICIAN (Second Semester)

GENERAL OBJECTIVES

In recognition of the Government's innovative management policy and commitment to the development and support of contracting services where economically advantageous, this course will enable students to become familiar with general contracting guidelines and contract types. The objective is to prepare students to recognize areas of contracting potential; to assist them in preparation, management and administration of contracts; and to prepare students in the event they desire to become potential contractors.

TOPICS

1. **GENERAL CONTRACTING GUIDELINES**

- .make or buy analysis
- .role of the solicitor
- .types of contracts
- .preparation of schedules
- .liability & insurance
- .acts and legislation
- .contract securities
- .multi-year contracts
- .sub-contracting

2. **THE GENERAL CALL FOR TENDERS AND
REQUEST FOR PROPOSAL PROCESS**

- .assessment of method to initiate
- .selection of Tenders/RFP committee
- .preparation of prospectus
- .advertising requirements
- .evaluation & selection requirements
- .approval authorities
- .entering into a contract
- .auditing performance

3. CASE STUDIES - SAMPLE AGREEMENTS

- .forest management - operational & consulting
- .parks & recreation - service
- .geological - operational surveys

4. HOW TO BECOME A CONTRACTOR

The how to's of obtaining reliable and pertinent information, calculating operating costs and profit, meeting legislative requirements, submitting tenders, interpreting contracts, administration of contracts.

5. ELEMENTS OF A CONTRACT

The how to's of developing a formal contract incorporating the required clauses under the mandatory sections:

- .commencement
- .identification of parties
- .recital
- .consideration
- .body of contract
- .style of execution

6. CONTRACT ADMINISTRATION

- .performance evaluation
- .addendums
- .change work orders
- .extensions to contracts
- .terminations

PRIVATE ENTERPRISE PROJECT

The investigation, planning and preparation for submission of a Tender/Proposal for a government planned project from information supplied from an Invitation to Tender package or a Request for Proposal Package. A best practice package for a Tender/Proposal will be made available for:

FOREST MANAGEMENT
PARKS AND FOREST RECREATION
GEOLOGICAL ENGINEERING