



# aractech

Global Learning for Operational Leaders

CONTRACTS MANAGEMENT | CM-014

## Managing & Negotiating with Consultants & Contractors

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# Course content

## Why Attend

### INTRODUCTION

This Managing & Negotiating with Consultants & Contractors training course aims at equipping the hiring (line) managers, procurement, and recruiters to maximize the return on investment in the “recruit to contract termination” process of external consultants and contractors for the hiring organizations.

## Course Methodology

## Course Objectives

- Evaluate Bids and Proposals to select the best-fit contractor & consultants
- Prepare and understand Key Clauses in Contract Documents
- Apply different payment structures
- Negotiate as a principled negotiator
- Manage the boost the performance of consultants & contractors
- Training Methodology

## Target Audience

# Course outline

## Detailed course outline

Module-by-module outline for Managing & Negotiating with Consultants & Contractors.

### Module 1 - Establishing the Need for External Advice

- Understand, Identify and Defining the Business Need
- Prepare a Cost-Benefit Analysis
- Defining the Statement of Work or Terms of Reference (TOR)
- Leading EPC Contractors with a Global Presence
- Market Rates of Technical Contractors and Management Consultants

### Module 2 - Preparing for the Tendering

- Conduct Sourcing Analysis
- Develop a Contracting Strategy
- Prepare a Tender Document
- Establish Service Level Agreements
- Conduct Tender Briefing

### Module 3 - The Bidding and Bid Evaluation Processes

- The Competitive Tendering Process
- Pre-qualification
- Proposal and Bid Evaluation
- Contract Pricing & Price Adjustments
- Cost Analysis of Proposals and Bids
- Tender Clarification

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Module-by-module outline for Managing & Negotiating with Consultants & Contractors.

### Module 4 - Contract Development and Negotiation

- Understanding the Concept and Principle of Contract Law
- Model Contract Formats – Specific for Consults and Contractors
- Important Contract Terms to be Included
- Pre-negotiation Process
- Negotiating the Contract Terms – Finance Considerations, Progress Reporting and Payment
- Confidentiality, IPR, Insurance and Warranties

### Module 5 - Contract Award and Performance Evaluation

- Awarding of Contract
- Monitoring Progress and Performance
- Tracking Progress in Achieving Consultancy Savings
- Managing Risks and Change Control
- Contract Administration
- Evaluating and Learning from Engagements

# Seminar dates

## Available seminar dates

Live dates and pricing for Managing & Negotiating with Consultants & Contractors generated from the course details page.

Date	Location	Format	Fee
18 - 22 May 2026	Vienna	Classroom	€2,975
22 - 26 June 2026	Barcelona	Classroom	€2,695
13 - 17 July 2026	Paris	Classroom	€3,150
17 - 21 August 2026	Frankfurt	Classroom	€2,275
21 - 25 September 2026	Barcelona	Classroom	€2,695
19 - 23 October 2026	Frankfurt	Classroom	€2,275
2 - 6 November 2026	Rome	Classroom	€2,975

**Live online option**

Online delivery is available at €1,250.