



## Professional Development

Providing Training for  
State Purchasing Professionals

*Customer Focused, Performance Driven*



### Quick Facts

**LENGTH**  
2 day

**CONTACT  
HOURS**  
12

**START TIME**  
9:00 AM

**END TIME**  
4:00 PM

### Contract Management 7000L

#### Course Description:

This class covers the Principles of Contract Management, forms, processes, roles and responsibilities of the Contract Administrator, Project Manager, and Program Manager. The course details management of the contract, the Supplier, and creation of amendments, renewals, and performance evaluation. Course materials include hands on exercises, lecture, and demonstration of forms/processes\*.

\* Many of the SPD forms for Contract Management were revised (SPD Official Announcement 15-1), and this course uses the most current forms and materials.

#### Audience:

- Purchasing and Contracting Staff
- APO/CUPO

#### Objectives:

At the completion of this training course, you will be able to do the following:

- Conduct a Contract Kick-Off Meeting
- Process Contract Amendments, Renewals, Administrative Changes
- Process Performance Evaluations and Manage Supplier Performance Issues
- Terminate and complete Contract Close- Out Activities

#### Prerequisites:

- **GCPA**