

# **PROCUREMENT CONTRACTS MANAGEMENT**

**UNIT CODE: BUS/CU/SC/CR/04/5**

## **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Manage Procurement Contracts.

**Duration of Unit:** 100 Hours

## **Unit Description**

This unit specifies the competencies required to Manage Procurement Contracts. It involves monitoring progress of procurement contracts, managing vendor relationships and evaluating vendor contract performance.

## **Summary of Learning Outcomes**

1. Monitor progress of procurement contracts
2. Manage vendor relationships
3. Evaluate vendor contract performance

## Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Monitor progress of procurement contracts	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Legal aspects in procurement</li> <li>• Commercial law</li> <li>• Sale of goods Act (.....)</li> <li>• Program monitoring</li> <li>• Risk management</li> <li>• Contract transition management</li> <li>• Performance measurement and management</li> <li>• Vendor relationships</li> <li>• Contract evaluation</li> <li>• Contract termination               <ul style="list-style-type: none"> <li>- Implement tools for monitoring procurement contract progress</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</li> <li>• Third party report</li> </ul>

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> <li>- Implementation of procurement contract progress monitoring schedule</li> <li>- Preparation of procurement contract progress monitoring report</li> <li>- Implementation of procurement contract progress report recommendations</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Implement tools for monitoring procurement contract progress</li> <li>• Implement procurement contract progress monitoring schedule</li> </ul>	

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>● Implement procurement contract progress monitoring schedule.</li> <li>● Prepare procurement contract progress monitoring report</li> </ul>	
2. Participate in vendor relationships management	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>● Preparation of Specifications of needs/requirements in contracts</li> <li>● Preparation of Bids</li> <li>● Organizing vendor evaluation</li> <li>● Flexibility in vendor relationships</li> <li>● Facilitate Payment of vendors</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>● Prepare specifications of needs</li> </ul>	<ul style="list-style-type: none"> <li>● Written tests</li> <li>● Observation</li> <li>● Oral questioning</li> <li>● Third party report</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>● Organize vendors evaluation</li> </ul>	
<p>3. Evaluate vendor contract performance</p>	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>● Development of vendor contract progress evaluation tools</li> <li>● Preparation and circulation of notice for vendor contract progress evaluation committee meeting</li> <li>● Evaluation of vendor contract progress</li> <li>● Preparation of vendor contract progress report</li> <li>● Dissemination of vendor contract progress report</li> </ul>	<ul style="list-style-type: none"> <li>● Written tests</li> <li>● Observation</li> <li>● Oral questioning</li> <li>● Third party report</li> </ul>

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> <li>• Implementation of vendor contract progress report recommendations</li> </ul>	

### **Suggested Delivery Methods**

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee
- Simulation

### **Recommended Resources**

- Computers
- Stationery
- Classroom and classroom resources
- The Constitution of Kenya 2010,
- Public Procurement and Asset Disposal Act 2015 and its regulations
- Public Officers Ethics Act

- Anti Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers manual
- Organisational policy
- Sample procurement documents
  - Goods received note
  - Delivery notes
  - Stock control cards
  - Stocks ledgers
  - Requisition memos
  - LSOs
  - LPOs
  - Counter receipt
  - Counter issue voucher
  - inspection report form
  - Professional opinion
  - Prequalification lists
  - Contracts
- Sample case studies on procurement contracts
- Sample court case decisions
- Sample tender advertisements