

**PROCUREMENT CONTRACTS MANAGEMENT**  
**UNIT CODE: BUS/CU/SC/CR/05/6/A**

**Relationship to Occupational Standards**

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

**Duration of Unit:** 300 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 Methods of Assessment**

<b>Learning Outcomes</b>	<b>Contents</b>	<b>Methods of Assessment</b>
1. Monitor progress of procurement contracts	<b>Theory</b> <ul style="list-style-type: none"><li>• Program monitoring</li><li>• Risk management</li><li>• Contract transition management</li><li>• Performance management</li><li>• Performance measurement</li><li>• Vendor relationships</li><li>• Contract evaluation</li><li>• Contract termination</li><li>• Development of tools for monitoring procurement contract progress</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>

	<ul style="list-style-type: none"> <li>• Development of procurement contract progress monitoring schedule</li> <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>• Develop tools for monitoring procurement contract progress</li> <li>• Develop procurement contract progress monitoring schedule</li> </ul>	
2. Manage vendor relationships	<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>• Evaluation of vendors</li> <li>• Awarding Contracts</li> <li>• Contract acceptance and negotiation</li> <li>• Incentives in managing vendor relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>

	<ul style="list-style-type: none"> <li>• Flexibility in vendor relationships</li> <li>• Payment of vendors</li> <li>• Vendor appraisal</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Prepare specifications of needs</li> <li>• Evaluate vendors</li> <li>• Award contracts</li> <li>• Accept and negotiate contracts</li> <li>• Implement the contract</li> </ul>	
3. Evaluate vendor contract performance	<ul style="list-style-type: none"> <li>• Appointment of vendor contract progress evaluation committee.</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> <li>• Implementation of vendor contract progress report recommendations</li> <li>• Termination of non-performing vendor contracts</li> <li>• Negotiate Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>

### **Suggested Methods of Instruction**

- 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

- Bid documents
- Tender documents
- Sample case studies on procurement contracts
- Sample court case decisions
- Sample tender advertisements

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