

Webinar on

Drafting Contracts For Procurement Professionals

Learning Objectives

- Know the different sections of a contract and how to arrange them*
- Understand standard contract term definitions*
- How to prevent creating problems for yourself in the way you create your contract*
- Know what terms to include to protect your organization*
- How to manage your vendor contract*
- How to avoid pitfalls*

This program is from the perspective of a procurement professional with many years' experience dealing with contracts and not from an attorney.

PRESENTED BY:

Ken Jones has been working in the public and non-profit procurement field for 30 years. He worked for the New York State Office of Taxation and Finance as a Purchasing Assistant from 1985-87 and left there to work for the University at Albany, SUNY where he served as a Purchasing Agent and in 1999 was the Assistant Director supervising and providing training for the Office of Purchasing and Contracts. This included providing training for both State procurement and The Research Foundation for SUNY procurement rules and regulations.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

How to Write Contracts for Procurement Professionals.

Many times, procurement professionals are required to draft or review contracts while not being a contract specialist. At the end of a procurement award process, the next step is to draft a contract with the vendor. This contract will determine whether the vendor is controlled by the terms of the contract or are able to avoid being responsible.

This program is from the perspective of a procurement professional with many years' experience dealing with contracts and not from an attorney. Areas covered will be terms to use in drafting a contract, some common term definitions, as well as terms to include and terms to avoid. While this is mainly covering how to draft a contract the issues around vendor-initiated contracts will also be discussed. Part of the program will include reviewing a sample contract and discussing the various parts of the contract including such things as payment terms, cancellation provisions, renewals and escalation clauses.



Attendees will know the different sections and attachments of a contract and how to arrange them. Participants will learn how to prevent creating problems for yourself in the way you create your contract and know what terms to include to protect your organization. The program will conclude with information on how to manage your vendor contract and how to avoid pitfalls.



Who Should Attend ?

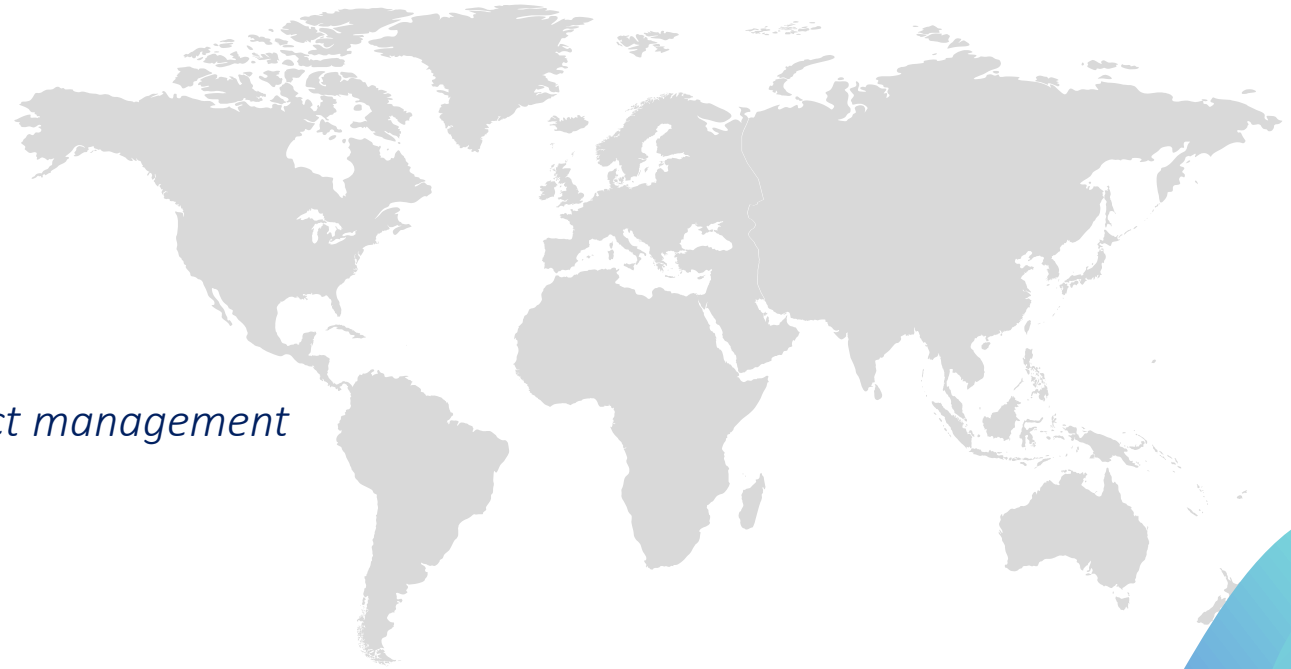
Procurement Professionals

Contract Officers

Accounts Payable staff

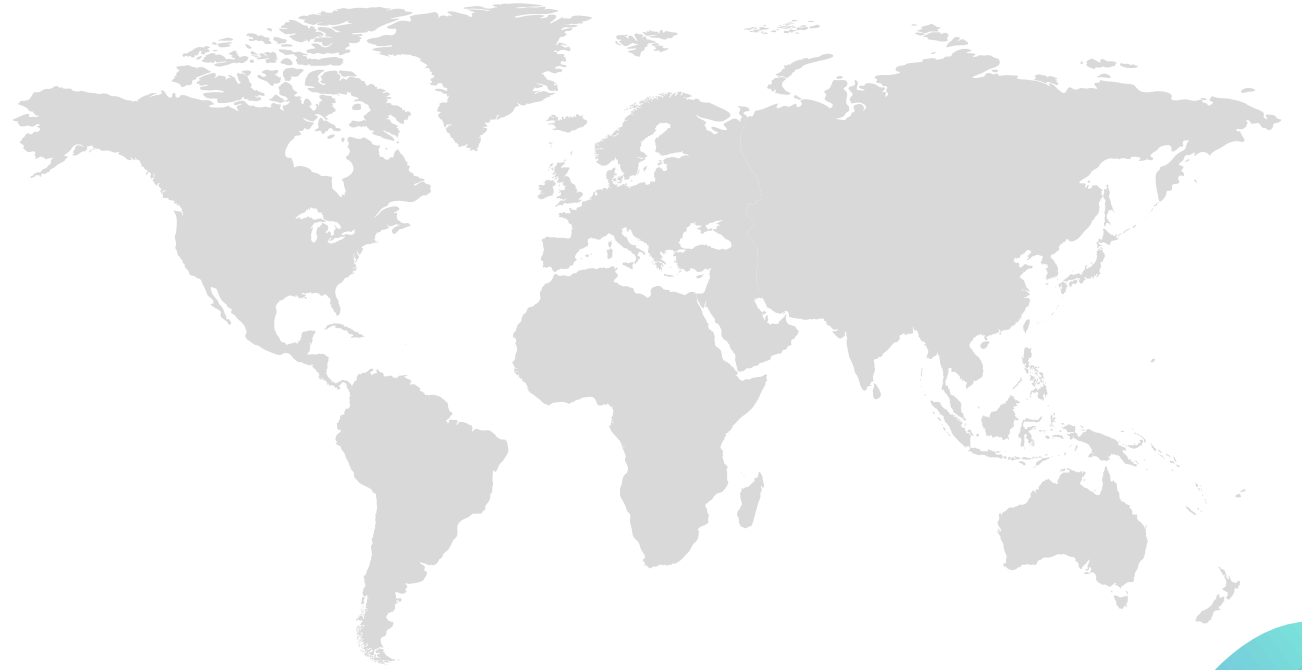
Compliance Officers

Department Managers responsible for contract management



Why Should Attend ?

In this webinar, you will learn to draft a standard vendor contract that will assist you in meeting your goals as a procurement professional and meeting the needs of your organization. It will give you an understanding of what standard terms to include in your contracts and what they mean.



To register please visit:

www.grceducators.com
support@grceducators.com
740 870 0321