

An LDI Training Course

# PROCUREMENT and CONTRACT MANAGEMENT

by  
Ir. Efriza MK Rudianto, MT.

---

*The benefit after completing this course the participants will have a better knowledge & skill on Procurement & Contract Management.*

## Objectives

*This course examines procurement and contract management roles and environments, the procurement life cycle and various techniques of work planning, and control and evaluation to achieve deliverable objectives. The tools currently available to procurement and contract management team are discussed throughout this course.*

## Course Methodology

The Course is designed to be taught interactively with syndicates and personal exercises, facilitation of group discussions, and discussions of real life examples.

## Organizational Impact:

The Company organization will benefit by:

- Increase procurement & contract personal effectiveness & soft skills
- Better production or deliverable of procurement outcomes
- Understanding of Procurement Life Cycle Issues, Contracting strategy and Contract Management
- Alignment of procurement and contract or stakeholder goals
- Understanding conflicts and resolving them
- Staff understanding of procurement reporting issues, control skills and closeout.

## Personal Impact:

Attendees will gain by participation in this program through:

- Gain a working knowledge of facts, terminology, or process related to project procurement that can be used it to perform your job.

- See how partnering between buyers and sellers can create a single culture with one set of goals and objectives.
- Understand the key areas in procuring outside services and products from the initial decision to buy through final contract closeout.
- Review the factors for success | six project procurement management processes: plan purchase and acquisitions; plan contracting; request seller responses; select sellers; contract administration, and contract closure.

## Course Topics

- Project procurement management
- The relationship between projects and contracts
- Ensuring a successful procurement process
- Planning procurement and acquisitions
- Inputs to the procurement management plan
- Conducting make-or-buy analyses
- Contracting matters
- Recommending the best contracting methods
- Preparing the procurement management plan
- Preparing a statement of work
- The bid solicitation process
- Sources of prospective seller
- Key principles for conducting a bidder's conference
- Protocols for communicating with prospective sellers
- Identifying actions from the seller's point-of-view
- The purpose of procurement management
- Roles and responsibilities: project team, contracting organization, and sellers
- Managing seller performance
- Outputs of the contract management process
- The procurement closure process
- Contract documentation
- Format acceptance and closure for sellers
- Outputs of the contract management process
- Lesson learned analyses
- Uncertainty and risk in contract pricing
- Categories and types of contracts
- Incentive
- Fixed price
- Time and Materials

- Cost reimbursement
- Selecting contract types
- Contract closure process
- Managing Change Order and negotiation

## Who Should Attend

- *Procurement or SCM Project Team*
- Legal & Contract Engineers
- *Project Engineers*
- Cost Accounting
- Financial Controller
- Corporate & Business Planning
- Auditor
- *Document Controller*
- Project & Operation Secretary
- *Person who get benefit for attending this Course*

## Course Instructors

**Ir. Efriza MK Rudianto MT.**

She received Bachelor degree majoring in Structure & Geotechnical of Civil Engineering Department on 1991 and Master degree in Petroleum Engineering on 2014 from Bandung Institute of Technology (ITB). She has a professional and practice experiences in upstream oil and Gas, telecommunication and steel structure more than 35 years both National & Multinational Company with last position as Vice President of Business Support. She just retired from Pertamina EP and currently focused in Project Management Advisor.

## Training Confirmation

LDI Training will provide a Confirmation Letter after we receive registration according to the required quota.

**For more information please contact**

**PT. Loka Datamas Indah**  
**LDI Training**

**Telephone:** +62 21 6326911  
**E-mail :** [Lditrain@indo.net.id](mailto:Lditrain@indo.net.id)  
**Web site :** [www.Lditraining.com](http://www.Lditraining.com)