



WORTHINGTON
& ASSOCIATES LTD.

ONE DAY

COURSE

SEMINAR materials written by procurement law expert ROBERT C. WORTHINGTON, LLB

Secrets of Drafting Procurement Documents

What is stated in an Invitation to Tender or Request for Proposals will control and govern everything that occurs in a competitive bid solicitation. Owners and Bidders have only one chance to get it right – when their documents are created! After the close of bidding, neither the Invitation/Request nor the Tender/Proposal can change. To ensure success, Owners need to maximize every opportunity and build both flexibility and control into their Invitations and Requests. This one-day seminar, designed especially for procurement professionals, examines the very complex issue of creating effective - and protective - competitive bid solicitation documents. Participants will take away drafting secrets and techniques that will serve them well in their procurement careers.

COURSE CONTENT

The Procurement Process

- Obligations of Owners
- Obligations of Consultants & Bidders
- The Key to Competitive Bidding

Controlling the Process

- Rules of Bidding
- Addenda and Changes
- Alternatives and Counter-Offers
- Clarifications
- Equivalent Products
- Best and Final Offers

Controlling Disclosure

- Controlling Information at the Gate
- Excluding Liability for Non-Disclosure
- Shifting Risk to the Bidders
- The Real Risk – Extra Costs
- When can the Owner Negotiate?

Controlling Fairness

- Equality in Treatment
- Fairness in Process
- Compliance and Waiver
- Limiting Liability for Unfairness
- The Cure for Unfairness

WHO SHOULD ATTEND • Professional Contract Administrators, Professional Purchasers, Supply Managers, Financial and General Managers, Human Resources Personnel and anyone using competitive bidding. These organizations have found this course helpful: • Airports, Airlines and Aerospace Engineering • Educational Institutions; Universities, Colleges, School Boards • Federal and Provincial Governments, Crown Corporations, Municipalities, Districts • Forestry, Pulp & Paper • Medical Care Facilities, Hospitals & Health Authorities • Manufacturing and Distribution • Public Utilities, Power and Telecommunications • Oil and Gas • Mining, Minerals and Chemicals • Professional Associations • Private Business and Services.

TESTIMONIALS • Bob has tremendous knowledge. Five stars! • A very informative, helpful course. • Bob uses plain language (not legal language) to help us understand complicated legal topics. Fantastic course! • Very relevant, gives straight answers to difficult questions, a very knowledgeable writer • Excellent course!

SEMINAR

LICENSES

Licenses are now available to allow your qualified personnel to teach this seminar to your team in-house!

LOCATION

Your Office, Your City

FEES

- Fees are based on a flat rate + additional registrants + expenses + taxes
- We can custom-design presentations based on your company's topic-related procurement, contract or competitive bidding documents.

BOOKINGS

- For a custom seminar proposal and price quote, call today!

EML rcworthington@shaw.ca
TEL 250-580-6044

- All participants receive a detailed set of seminar materials for desktop reference.

PLEASE NOTE This seminar is designed to improve your procurement documents, your contracts and your knowledge of document drafting. The course presumes a basic knowledge of competitive bidding law.



ROBERT C. WORTHINGTON, LLB

An award-winning lecturer in law, Robert C. Worthington, LLB, taught purchasers and contract managers throughout Canada for over thirty years, specializing in the laws of contract, competitive bidding, and procurement. He has written three books on contract and procurement law, designed especially for contracting and procurement professionals. His fourth book, on *Negotiation*, teaches you how to negotiate better contracts. Robert's books and law courses are entertaining as well as informative. For more information, please visit his website at www.purchasinglaw.com.