



WORTHINGTON  
& ASSOCIATES LTD.

# ONE DAY COURSES

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

## Secrets of Requests for Proposals

In this intensive, full-day seminar, we examine in detail the Request for Proposal process and explore in-depth the new Laws of Competitive Bidding covering the RFP process. We cover the basis of these changes in law, the new legal duties of the Owner who issues the RFP and the corresponding obligations upon Bidders. We then look at several topics and issues of a practical nature with respect to RFPs. Throughout, we review numerous case summaries and legal issue notes covering topics relevant to RFPs. Topics include:

- Binding and non-binding RFPs
- The Request for Proposal Contract
- The Obligations of the Owner in RFPs
- The Obligations of the Proponents in RFPs
- The Risks of pre-award commitments
- Negligent Misstatement and controlling this legal risk
- Evaluation criteria and systems in RFPs
- Mandatory v. Desirable Criteria in evaluation and award
- Bias and Conflicts of Interest in Competitive Bidding
- Negotiation with Proponents - risks and rewards
- Common problems in RFPs
- Recent cases concerning RFP law and practice
- Liability of Consultants in RFPs.

The secrets you learn in this course will help you improve your RFP processes. Participants will come away from the seminar with a new appreciation of how to protect themselves and their organizations from the legal risk inherent in administering the RFP process.

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

**PARTICIPANT COMMENTS** • Very creative and very interesting. • Answered all my questions directly and completely. • Excellent materials, practical and useful, an exceptional course! • The information was interesting and informative. • This info will be very useful in my work. Excellent seminar! • Very knowledgeable instructor. • It's always great to take a seminar written by Bob!

## SEMINAR

### LICENSES

You can now license this course to have it taught in-house by your qualified personnel!

### LOCATION

Your Office, Your City

### FEES

- Fees are based on a flat rate + add'l registrants + expenses + taxes
- Robert can custom-design the course based on your competitive bid documents.

### BOOKINGS

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

EML rcworthington@shaw.ca

TEL 250-580-6044

All participants will receive a detailed set of course materials to use as a desktop reference.



## ROBERT C. WORTHINGTON, LLB

An award-winning lecturer in law, Robert C. Worthington, LLB, taught purchasers and contract managers throughout Canada for over 30 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 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](http://www.purchasinglaw.com).