

This newsletter is published on a monthly basis to provide relevant information to government purchasing and contracting professionals regarding public procurement and contracting topics. Hope you enjoy!

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## 2012 Training Schedule



The 2012 training schedule is now available and is included in this newsletter or you can check out the schedule on the GPS Website

The pricing remains the same as last year in order to help assist those students with limited budgets.

Beginning next year, the Fort Worth workshops are moving to Irving to provide a more central location for the entire Dallas Fort Worth area.

Check out the new two-day workshop, Essentials of Contract Management being offered in 2012. The workshop agenda includes the following topics and is taught by GPS instructor Karen Wood:



- Contract management overview
- Project planning
- Preparing the specification
- The procurement process
- Contract administration
- Change management
- Contract closeout

## Contract Management

## Training Schedule



### Workshop Prices:

\$225 1-day

\$450 2-Day

*Group Discounts Available*

### **Essentials of Contract Management (NEW!)**

**Feb 1-2, 2012**  
*DFW - Irving*

**Feb 22-23, 2012**  
*Austin*

**Mar 28-29, 2012**  
*Houston*

**Oct 3-4, 2012**  
*Houston*

**Oct 24-25, 2012**  
*Austin*

**Nov 7-8, 2012**  
*DFW - Irving*



Each government contract carries with it significant risks affecting the performance and potential cost of a contract. In the absence of a sound contract management process - significant, unforeseen problems and rapidly expanding costs can occur if a reliable contract management plan is not established.

Contract management encompasses many activities including planning, procurement, contract administration and contract close-out. Take a closer look at the contract management process.

**PLANNING PHASE:**

- Identify and assign resources
- Research project
- Develop project objectives
- Identify project risks
- Determine type of procurement
- Prepare and monitor procurement timeline
- Draft solicitation

**PROCUREMENT PHASE:**

- Finalize and publish solicitation package
- Evaluate responses
- Select vendor(s)
- Negotiate
- Execute contract

**CONTRACT ADMINISTRATION PHASE:**

- Post award meeting
- Monitor vendor performance
- Review and approve deliverables
- Review and approve invoices
- Manage contract changes
- Maintain contract documentation

**CONTRACT CLOSE-OUT PHASE:**

- Ensure all contract requirements are completed
- Complete vendor performance evaluation form
- Review final invoice
- Complete all contract closure documentation
- Archive contract files

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**Ethics In Contracting**

**Nov 10, 2011**  
*Austin*

**Jan 17, 2012**  
*DFW-Irving*

**Feb 28, 2012**  
*Houston*

**June 5, 2012**  
*Austin*

**Sept 11, 2012**  
*Houston*

**Oct 9, 2012**  
*DFW -Irving*

**Dec 11, 2012**  
*Austin*

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**Fundamentals of Public Purchasing**

**Dec 8-9, 2011**  
*Houston*

**Dec 13-14, 2011**  
*Ft. Worth*

**June 21-22, 2012**  
*Houston*

**July 19-20, 2012**  
*DFW -Irving*

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**Negotiation Skills**

**Oct 25, 2011**

## Question of the Month

### QUESTION:

What is the difference between contract management and contract administration? Aren't they really the same thing?

### ANSWER:

While the two terms are very similar and many use them interchangeably - there are distinct differences.

**Contract Management** comprises the entire contracting process from planning the contract through contract administration and close-out. Contract management is about managing risk and managing relationships. At its simplest, a contract is a document describing a relationship between two parties, what each of them agree to do, and who carries the risk if things don't turn out as planned. Contract management is about managing that relationship and those risks.

**Contract Administration** involves those activities performed by government officials after a contract has been awarded to determine how well the government and the contractor performed to meet the requirements of the contract. It encompasses all dealings between the government and the contractor from the time the contract is awarded until the work is completed and accepted or the contract terminated, payment is made, and disputes are resolved.



*Hope to see you in a workshop soon!*

*Janet Hasty, CPPO, CTPM*

*Government Procurement Services*

*(888) 254-7715*

**GPS is a Historically Underutilized Business (HUB) and a Woman-Owned Business Enterprise (WBE).**

*Ft. Worth*

**March 22, 2012**  
*Houston*

**April 18, 2012**  
*DFW -Irving*

**May 9, 2012**  
*Austin*

**Oct 24, 2012**  
*Houston*

**Nov 8, 2012**  
*Austin*

**Dec 5, 2012**  
*DFW-Irving*

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## Specification Writing

**Mar 21, 2012**  
*Houston*

**April 17, 2012**  
*DFW - Irving*

**May 8, 2012**  
*Austin*

**Oct 23, 2012**  
*Houston*

**Nov. 7, 2012**  
*Austin*

**Dec 4, 2012**  
*DFW-Irving*

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## Using Request for Proposals

**Nov. 8-9 2011**

*Austin*

**Jan 18-19, 2012**

*DFW - Irving*

**Feb 29-Mar 1,  
2012**

*Houston*

**June 6-7, 2012**

*Austin*

**Sept 12-13, 2012**

*Houston*

**Oct 10-11, 2012**

*DFW -Irving*

**Dec 12-13, 2012**

*Austin*