

COURSE OVERVIEW CM0250-3D
Develop Contracts & Acquisition

Course Title

Develop Contracts & Acquisition

Course Date/Venue

Session 1: October 04-06, 2026/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
 Session 2: December 06-08, 2026/Sur Meeting Room, Royal Tulip Muscat, Muscat, Oman



Course Reference

CM0250-3D



Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This course is designed to provide participants with the knowledge and practical skills required to effectively develop acquisition strategies, prepare contract documentation, manage procurement processes and support successful contract awards. It covers the complete acquisition and contract development lifecycle including procurement planning, market analysis, sourcing strategies, contract formulation, evaluation methodologies, negotiation techniques, risk management and governance practices.



During this interactive course, participants will gain practical tools and frameworks to ensure transparency, compliance, value for money and successful acquisition; the acquisition and contract development and procurement and acquisition planning; the market research and supplier analysis including acquisition strategy development; the scope of work and specifications, contract types and selection criteria; the solicitation planning and documentation, contract terms and conditions and supplier selection and evaluation; the risk assessment in contract development, negotiation planning and execution, contract award and approval processes; and the contract management, performance-based contracting and compliance and governance in acquisition.

Course Objectives/Outcomes & Benefits for the Participants

Upon the successful completion of this course, each participant will be able to:-

- Develop contracts and acquisition in a professional manner
- Carryout acquisition and contract development as well as procurement and acquisition planning
- Employ market research and supplier analysis including acquisition strategy development
- Define scope of work and specifications and identify contract types and selection criteria
- Apply solicitation planning and documentation, developing contract terms and conditions and supplier selection and evaluation
- Carryout risk assessment in contract development, negotiation planning and execution and contract award and approval processes
- Describe transition from acquisition to contract management, performance-based contracting and compliance and governance in acquisition
- Manage changes and contract variations and apply strategic supplier and relationship management including acquisition best practices

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of developing contracts and acquisition for department heads, procurement managers, contract managers, purchasing managers, commercial managers, supply chain managers, vendor management managers, supplier relationship managers, project managers, program managers, operations managers, maintenance managers, risk managers.

Course Fee

US\$ 3,750 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation


Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Douglas Robinson, MBA, BSc (Honors), Dip, is currently the **President of DSR Consulting** and the **Professor of Business Studies Unit (BSU)** at **Durban Institute of Technology (DIT)**, where he is lecturing at **MBA level** in **Human Resources Management (HRM)**, **Crisis Management**, **Leadership & Change Management**, **Presentation Skills**, **Negotiation Skills**, **Interpersonal Skills**, **Communication Skills**, **Adaptability & Flexibility**, **Learning & Self Development**, **Industrial Relationships**, **Driving Performance**, **Performance Measurement**, **Performance Goal Implementation**, **Time Management Techniques**, **Organizing Daily Activities**, **Handling Difficulties & Pressure**, **Productivity & Feedback Management**, **Problem Solving & Decision Making**, **ISO 9001 Lead Auditor**, **Commercial Negotiation & Legal Aspects**, **Logistics & Supply Chain Management**, **Supply Chain Big Data Analysis**, **Supply Chain Logistics Management**, **Quality Management**, **Project Financial Planning**, **Financial Management**, **Materials Inventory Management**, **Budgeting & Cost Control**, **Project Accounting**, **Project Management**, **Contract Management**, **Contract Holder**, **Develop Contracts & Acquisition**, **Operations Management**, **Procurement Management**, **Entrepreneurship**, **International Business**, **Food safety management**, **Food Quality** and **Labelling**, **Food Facilities Design** and **Construction & Equipment Specification**,

Mr. Robinson has over **30 years** of international experience in **Contract Management**, **Quality Management**, **ISO Standards**, **Logistics & Supply Chain Management**, **Procurement**, **Purchasing**, **Outsourcing Strategies**, **Project Management**, **Business Systems**, **Operations Management** and **Business Re-Organization**. Further, he is a **Registered Assessor** of **Quality Management**, **Logistics**, **Supply Chain Management**, **Procurement Strategies**, **Purchasing** and **Outsourcing**.

As a leader in the **Quality**, **Procurement** and **Logistics** fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in **Procurement**, **financial**, **sales**, **distribution**, **materials management** and **costing**.

During his long career life, Mr. Robinson worked for many **International companies** such as **Tiger Brands**, **Nestle's**, **Mondi Manufacturing**, **Mondi Forests**, **Masonite Africa Ltd.**, **Frame** etc. He worked as **General Manager**, **Quality Manager**, **Procurement Manager**, **Logistics Manager**, **Logistics Superintendent**, **Project Manager**, **Purchasing Supervisor**, **SAP Facilitator**, etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in **Logistics & Supply Chain Management**, **Procurement**, **Purchasing**, **Outsourcing**, **Strategic planning**, **business wellness analysis**, **Contract management**, **Project Management**, **feasibility studies**, **financial analysis**, **cash-flow forecasting**, **Capital investment analysis**, **risk analysis**, **Business process analysis**, and **Quality Management Systems**.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0900	Introduction to Acquisition & Contract Development <i>Principles of Acquisition Management • Contract Development Lifecycle • Roles and Responsibilities in Acquisition • Strategic Importance of Effective Contracting</i>
0900 – 0930	Procurement & Acquisition Planning <i>Needs Identification and Requirements Definition • Procurement Planning Frameworks • Stakeholder Engagement and Alignment • Acquisition Planning Documentation</i>
0930 – 0945	<i>Break</i>
0945 – 1030	Market Research & Supplier Analysis <i>Market Intelligence Gathering Techniques • Supplier Market Assessment • Industry Capability Analysis • Market Risk Identification</i>
1030 – 1130	Acquisition Strategy Development <i>Selecting Appropriate Acquisition Approaches • Make-or-Buy Analysis • Sourcing Strategy Options • Developing Acquisition Roadmaps</i>
1130 – 1215	Defining Scope of Work & Specifications <i>Statement of Work (SOW) Development • Functional versus Technical Specifications • Performance-Based Requirements • Deliverables and Acceptance Criteria</i>
1215 – 1230	<i>Break</i>
1230 – 1330	Contract Types & Selection Criteria <i>Fixed-Price Contracts • Cost-Reimbursable Contracts • Time and Materials Contracts • Selecting the Appropriate Contract Model</i>



1330 – 1420	Workshops Acquisition Planning Exercise • Market Research and Supplier Analysis Workshop • Scope of Work Development Case Study • Contract Type Selection Exercise
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

Day 2

0730 – 0830	Solicitation Planning & Documentation Request for Information (RFI) Preparation • Request for Proposal (RFP) Development • Invitation to Tender (ITT) Preparation • Request for Quotation (RFQ) Design
0830 – 0930	Developing Contract Terms & Conditions Standard Contract Clauses • Commercial and Legal Requirements • Service Level Agreements (SLAs) • Performance and Warranty Provisions
0930 – 0945	Break
0945 – 1030	Supplier Selection & Evaluation Evaluation Methodologies • Technical Evaluation Criteria • Commercial Evaluation Techniques • Best Value Determination
1030 – 1130	Risk Assessment in Contract Development Procurement Risk Identification • Contractual Risk Allocation • Risk Mitigation Strategies • Contingency Planning
1130 – 1215	Negotiation Planning & Execution Negotiation Preparation Techniques • Commercial Negotiation Strategies • Managing Supplier Expectations • Achieving Win-Win Outcomes
1215 – 1230	Break
1230 – 1330	Contract Award & Approval Processes Award Recommendation Preparation • Governance and Approval Requirements • Contract Finalization Procedures • Contract Award Communication
1330 – 1420	Workshops RFP and Tender Document Development • Supplier Evaluation Simulation • Contract Risk Assessment Workshop • Commercial Negotiation Role Play
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3

0730 – 0830	Transition from Acquisition to Contract Management Contract Handover Processes • Post-Award Responsibilities • Contract Management Planning • Stakeholder Transition Management
0830 – 0930	Performance-Based Contracting Outcome-Oriented Contract Design • Key Performance Indicators (KPIs) • Performance Monitoring Frameworks • Incentive and Penalty Mechanisms



0930 – 0945	Break
0945 – 1030	Compliance & Governance in Acquisition Procurement Policies and Procedures • Regulatory and Legal Compliance • Ethical Procurement Practices • Audit and Assurance Requirements
1030 – 1130	Managing Changes & Contract Variations Change Control Procedures • Variation Request Evaluation • Amendment Documentation • Approval and Governance Processes
1130 – 1230	Strategic Supplier & Relationship Management Supplier Segmentation Techniques • Strategic Partnership Development • Supplier Performance Management • Continuous Improvement Initiatives
1230 – 1245	Break
1245 – 1315	Acquisition Best Practices & Future Trends Digital Procurement Technologies • E-Procurement and Automation • Sustainable and Responsible Sourcing • Future Trends in Contracting and Acquisition
1315 – 1345	Workshops Performance-Based Contract Design Exercise • Compliance and Governance Assessment • Contract Handover Planning Workshop • Strategic Supplier Management Case Study
1345 – 1400	Course Conclusion Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Learning Outcomes

By the end of this course, participants will be able to:

- Develop comprehensive acquisition and procurement plans
- Conduct effective market research and supplier analysis
- Select appropriate acquisition and contracting strategies
- Prepare clear scopes of work, specifications, and solicitation documents
- Design contract terms and conditions that protect organizational interests
- Evaluate supplier proposals using structured methodologies
- Apply negotiation techniques to achieve optimal acquisition outcomes
- Manage procurement risks and ensure regulatory compliance
- Support effective contract administration and performance management
- Implement best practices that improve acquisition efficiency, transparency, and value for money

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org