



## PROCUREMENT AND CONTRACT MANAGEMENT

**NQF Level: 6**

**Credits: 40**

**Duration: 5 Days**

**Occupational Code: 143901 (Module 6)**

**Training Formats:**

**Blended Online Training**

### Delegate Profile:

Building Managers, Facility Co-ordinators, Facility Managers, Property Managers, Maintenance Managers  
Maintenance Co-ordinators

This five-day training programme forms part of the QCTO Facilities Manager qualification and is focused on building an understanding of the principles underpinning value creation through procurement and contract management.

Upon successful completion the delegate will be able to:

- Discuss the importance, critical elements of procurement principles
  - Discuss the importance of procurement alignment with an organisation's corporate objectives by measuring quality vs price vs risk so that the best value for the company is achieved
  - Discuss the critical elements for the procurement of facilities management suppliers, products, and services
  - Discuss the critical elements of tendering, bidding, and contract review process, including SLA measuring principles
- Discuss contract management principles and elements of a contract and SLA
  - Discuss the contract management principles critical to facilities management services delivery
  - Discuss the critical elements of a contract and SLA generation and monitoring principles



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### Programme Outline:

#### Knowledge Module: Moveable and Immovable Asset Knowledge Module: Procurement and Contract Management

##### • Procurement

- Procurement Strategy and Principles for Facilities Management
- Maintenance of Relationships with Suppliers and Specialists in Facilities Management
- Supply Chain Management (Demand, Acquisitions, Logistics, Disposal)
- Legal Aspects of Procurement Management

##### • Contract Management

- Principles of Contract Management for Facilities Managers
- Supplier Management

#### Practical Module: Facilities Management Operations & Maintenance

- Manage the acquisition of building systems (reticulation, security, HVAC, etc), assets and services
- Manage the installation of buildings systems (reticulation, security, HVAC, etc), assets and services

### Assessment:

For delegates to earn the SSETA credits, they will be required to complete both formative and summative assessments which forms part of a post training work-based Portfolio of Evidence (POE) which is evaluated by an assessor and moderator.

Upon successful completion of the POE, the SSETA, the assuring body, will register the delegate's results on the National Learners' Record Database. These results remain a lifelong achievement for all delegates to further their careers.

- Manage/oversee the operation of building systems (reticulation, security, HVAC, etc), assets and services
- Manage/oversee the maintenance of buildings (reticulation, security, HVAC, etc), assets and services
- Manage/oversee the preservation or disposal of building systems (reticulation, security, HVAC, etc), assets and services
- Manage the provision of soft services (parking, janitorial services, food services, concierge, facility helpdesk, security, and safety).

#### Workplace Module: Monitor Environmental Stewardship and Sustainability

- Evaluate the installation of building systems
- Evaluate the operations and maintenance of building systems
- Co-ordinate the provision of parking, janitorial services, security, and safety