



WORTHINGTON
& ASSOCIATES LTD.

ONE DAY COURSES

IN-HOUSE SEMINARS *with* ROBERT C. WORTHINGTON, LLB

Drafting Procurement Documents

This one-day seminar, designed for procurement professionals, examines the very complex issue of creating effective and protective competitive bid solicitation 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.

COURSE CONTENT

The Procurement Process

- Obligations of Owners, Consultants and 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

Controlling Disclosure cont'd

- Excluding Liability for Non-Disclosure
- Shifting Risk to the Bidders
- The Real Risk – Extra Costs
- 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 and Paper ■ Medical Care Facilities, Hospitals and Health Authorities ■ Manufacturing and Distribution ■ Public Utilities, Power and Telecommunications ■ Oil and Gas ■ Mining, Minerals and Chemicals ■ Professional Associations ■ Private Business and Services.

All participants receive a detailed set of seminar materials to use as a reference.

TESTIMONIALS ■ *Bob has an incredible wit to accompany tremendous knowledge and ability for recall. Five stars!* ■ *Bob was awesome; very informative, helpful, friendly and approachable.* ■ *The instructor used humour and plain language (not legal language) to help us understand complicated legal topics. Fantastic teacher!* ■ *Very professional, knows his topic, very relevant, keeps people's attention.* ■ *Gave straight answers to difficult questions, very knowledgeable—with a terrific sense of humour!*

IN-HOUSE SEMINARS

DATES

We are currently booking in-house seminars for **2010**

LOCATION

Your Office, Your City

FEES

- Fees are based on a flat daily teaching rate + incidental expenses + GST
- Fees include a custom-designed course presentation based on your company's topic-related procurement, contract or competitive bidding documents.
- Train 12 – 40 staff for the same flat fee!
- For a custom seminar proposal and price quote, contact us today!

REGISTRATION

To book a seminar for your organization, please contact:

EML rcworthington@shaw.ca
TEL 604-488-0114

Dates booked are firm.

*Teaching schedule fills up quickly,
contact us today!*

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, has taught purchasers and contract managers throughout Canada for over 26 years, specializing in the laws of contract, competitive bidding, and procurement. He has written two books on contract and procurement law, designed especially for contracting and procurement professionals. Robert's books and law courses are entertaining as well as informative. For more information, please visit his website at www.purchasinglaw.com.