



WORTHINGTON  
& ASSOCIATES LTD.

# ONE DAY COURSES

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

## The Laws and Practices of Requests for Proposals

In this full-day seminar, we examine the current law and practice of RFPs, including:

- 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.

In this course we examine 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. Following this, we look at several topics and issues of a practical nature with respect to RFPs. Throughout, we will review numerous case summaries and legal issue notes covering topics relevant to RFPs.

**WHO SHOULD ATTEND** Professional 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 and Aerospace Engineering ■ Educational Institutions; Universities, Colleges, School Boards
- Federal and Provincial Governments, Crown Corporations, Municipalities and Districts ■ Forest Industry, Pulp and Paper
- Manufacturing and Distribution ■ Medical Care Facilities, Hospitals and Health Authorities
- Mining, Minerals and Chemicals ■ Oil and Gas ■ Power and Public Utilities ■ Telecommunications
- Private Business and Services ■ Purchasing Organizations ■ Professional Associations.

**PARTICIPANT COMMENTS** ■ *Very creative and very interesting.* ■ *Answered my questions completely.* ■ *Excellent delivery of materials, presented in a practical and useful manner.* ■ *The information was very interesting. Presentation was very entertaining.* ■ *This information will be very useful in my work. Excellent seminar!* ■ *Very knowledgeable instructor.* ■ *It's always great to take a seminar with Bob!*

## 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
- We can also custom-design the course presentation based on your competitive bid 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!***

**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, 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](http://www.purchasinglaw.com).