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Commercial Awareness in contracting in order to increase value and reduce risk

We currently provide in house Commercial Awareness Training to achieve a basic but sound knowledge of the contract requirements in order to achieve the following overall typical objectives -

- *To increase Commercial Awareness of (site based) staff and managers' by the better understanding of contractual requirements and conditions in order to maximize potential revenue and therefore profit.*
- *To identify and eliminate or reduce risks and therefore losses caused by poor management of project information and poor management of subcontractors, changes to programme and scope.*

In order to provide the most cost efficient method of delivering the required training to staff we employ a modular form of delivery which gives an overview of the commercial processes from the "*Invitation to Tender*" to the completion of the "*Final Account*" including a basic coverage of all the subjects listed below but with emphasis on the subjects applicable to the particular delegate audience -

Level 1

1. Invitation to Tender
2. Tender Review of risks / opportunities
3. Programme
4. Design
5. Pricing
6. Form of tender
7. Return of tender (offer)
8. Letter of intent
9. Acceptance of tender (acceptance)
10. Formation of contract (contract)
11. Form of agreement
12. Contract Conditions
13. Timely Notices / Procedures
14. Programmes
15. Design
16. Procurement
17. Cost Control
18. Delivery / installation / Site works
19. Records / Standard Forms
20. Variations / Change procedures
21. Extension of Time / Prolongation
22. Application/Certificates
23. Payments



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24. "Claims"
25. Disputes / HGCRA
26. Completion
27. Bonds and Warranties
28. Insurances
29. Final Account
30. Subcontracts (including all the above)

These subjects would be covered in 3 or 4 sessions over a full day allowing some flexibility and possibly with a brief written exercise will be carried out at the end of each session before the breaks covering the aspects of the previous session.

Level 2

A second day for higher level staff is available if required covering the following topics in more detail.

1. Subcontracting
2. Project Reporting - Cost , Value and Cash
3. Disputes / HGCRA
4. Commercial Risks

These subjects would be covered in 3 or 4 sessions over a full day allowing some flexibility and a brief written exercise will be carried out at the end of each session before the breaks covering the aspects of the previous session.

Level 3

We can then offer a further review of the effectiveness of the training and use of any new procedures that may come out of the training .

This can incorporate some form of monitoring on the reporting and feedback over a six month period subsequent to the training .



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The domestic arrangements will be as follows -

The client will provide the following -

- The Objective of the training
- Undertaking all administration required for training course delivery e.g. Invitations to staff, provision of delivery venue, refreshments, lunches etc.
- A suitable venue. This could be away from your office or in a dedicated room at your offices. In either case, this should be a room separate from other staff and free of external interruption.
- The room should contain a projection screen or other suitable display media
- A laptop compatible projector will also be required. If none is available, please advise us so that we may bring our own.
- The provision of refreshments prior to the commencement, at mid-morning and mid-afternoon, and lunch for the required number of delegates plus our trainer.

The training day shall generally take the following format -

- Tea/coffee from 8.30
- Training commencing at 9am
- Comprising 3 or 4 sessions of approximately 1 ¾ hours
- Completion at around 4 - 4.30 pm
- Intervals between sessions for refreshments and lunch
- all necessary training materials and course notes will be provided by DGA



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Conditions

The cost of this service is -

- £ 1,350.00 per day (excluding V.A.T.) if the generic session is required (level 1 / 2)
 - £ 1,600.00 per day (excluding V.A.T.) if the contract specific session is required (some preparation based on documentation to be supplied by the client is required which may for instance relate to internal procedures)
1. The optimum number of attendees is around 12 with a maximum of 15.
 2. Each attendee shall receive a copy of all the presentation details on CD after the training session.
 3. As an aid to understanding and application, delegate participation and discussion is actively encouraged.
 4. Our basic charge includes for the preparation of the course materials, any necessary handouts and training notes, course presentation and feedback and reasonable travel expenses.
 5. Should overnight accommodation be required, or any long-distance travel be involved, we reserve the right to charge for these at reasonable cost, in addition to the stated basic charge , this will be negotiated on enquiry.
 6. Should any course be cancelled or deferred at short notice (i.e. within 2 working days of the date of the course), we reserve the right to charge for the cancelled or deferred session at the rate stated.
 7. Our invoice will be rendered to you subsequent to the preparation and then each course, for payment within 30 days of the date of invoice.
 8. Our standard terms and conditions will apply .

If you have any queries please do not hesitate to give me a call , a notice period of around 3-4 weeks is generally required .

Kevin Terry
Senior Consultant