



## Vendor Management

### COURSE DESCRIPTION

This three-day course will provide detailed instruction in areas such as pre-solicitation, solicitation, and award of the contract. Each participant will develop tools for working with vendors, a clear understanding of vendor motivation, and techniques for making it a win-win relationship. This course will focus on ways to select, monitor, and control vendors, as well as how to make vendors a partner or an extension as stakeholders who deliver the right performance throughout the length of the project. In addition, this course will focus on all aspects of vendor management, such as developing vendor management plans, identifying performance measurements and discussing various contract types and their strengths and weaknesses.

Method of teaching: Lecture, cases, and team discussion.

### OBJECTIVES

- Discuss vendor challenges
  - Examine the future of vendor relationships
  - Compare purchaser and vendor motivations
  - Compare the pros and cons of outsourcing a project to a vendor
  - Discuss reasons for vendor relationships
  - Examine the real world of culture and language
  - Evaluate how vendor management can benefit organizations
- Examine phases in the acquisition process
  - Explain the duties of the contract officer
  - Identify best practices of vendor management
  - Discuss reasons and roles for a Vendor Management Office
  - Compare the procurement cycle to project management
  - Compare organization and government procurement processes
- Examine the five phase process of vendor management
  - Phase one: Pre-Award Stage
  - Phase two: Source selection
  - Phase three: Award contract
  - Phase four: Contract Management
  - Phase five: Contract closure

### TARGET AUDIENCE

Project managers, department managers, and decision makers associated with vendor-based initiatives.

### PREREQUISITES

Participants should have introductory understanding of requirements management, change management, and project management.

## Class Dates/Cost/Location

| <u>CLASS DATES</u> | <u>PDU's<sup>1</sup></u> | <u>COST</u>            | <u>TIME</u>           | <u>LOCATION</u> |
|--------------------|--------------------------|------------------------|-----------------------|-----------------|
| March 9 - 11, 2015 | 19.5                     | \$350 per participant* | 8:30 a.m. - 4:30 p.m. | Topeka          |

<sup>1</sup>The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit's (PDU's).

\*2.5% administrative fee included

## Course Registration

- The registration form can be found at: <http://oits.ks.gov/kito/epmo/kito-project-management-training>. The form can be filled in online and emailed to [KITO@ks.gov](mailto:KITO@ks.gov) or faxed to (785) 296-1168, Attn: EPMO.

### Cancellation Policy

Cancellations up to twenty (20) business days prior to the class date – 100% refund

Cancellations less than twenty (20) business days – no refund

*PM Information can be found at: <http://oits.ks.gov/kito/>*