



## Procurement and Vendor Management

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### BASIC INFORMATION

**Session Title:** Procurement and Vendor Management

**Course Duration:** 2 days

**Audience:** Project managers and key team members  
PDU's: 14

**Prerequisites:** CA-PMM Boot Camp for Project Managers or CA-PMM Express Training for Project Managers

### WORKSHOP DESCRIPTION

This workshop uses group discussions and hands on exercises to deliver and practice the concepts. The group is broken into teams, and each team will walk a real project through the procurement and vendor management planning process: identifying roles and responsibilities, planning, and developing performance metrics. Case studies will be used to practice evaluating and scoring proposals.

### GOALS

To effectively plan for and conduct IT project procurements and to manage the contract and the state and vendor relationship.

### OBJECTIVES

At the conclusion of this session the participants will be able to:

- Identify the appropriate roles and responsibilities for vendors and state employees on IT projects
- Identify and address common problems that occur with vendors and how to address them in contracts
- Create a plan for evaluating vendor performance
- Create a plan for effective and appropriate state and vendor communications and relationships
- Identify and plan for effective contract management activities
- Develop a plan for contract closing activities, including how to terminate a contract for poor - performance.

