



Advanced Bid Evaluation, Negotiation and Contract Award Course

2 – 6 May 2027
Accra

Advanced Bid Evaluation, Negotiation and Contract Award Course

Ref: 582_144804 **Date:** 2 – 6 May 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Advanced Bid Evaluation, Negotiation and Contract Award Course is a five-day advanced course for procurement, sourcing, tender, commercial, project, technical evaluation, and finance teams who leave with a Bid Evaluation, Negotiation and Award File. Participants connect solicitation planning, bid custody, compliance screening, technical scoring, commercial normalization, negotiation, and award governance in one defensible decision chain. Agile Leaders Training Center presents bid evaluation, negotiation, and contract award through documented controls.

Who Should Attend

- Teams responsible for competitive sourcing and solicitation planning
- Committees screening, scoring, and ranking supplier submissions
- Functions analyzing commercial offers, cost drivers, and bid risks
- Groups preparing negotiation positions and award recommendations
- Personnel approving procurement decisions and maintaining audit trails

The course assumes participants already contribute to competitive bidding or contract award decisions and leaves out legal advice, professional certification, and jurisdiction-specific procurement rulings.

Departments and Industries

The course supports departments and industries that evaluate offers and govern supplier selection.

- Procurement, strategic sourcing, and contract management
- Projects, construction, engineering, and infrastructure
- Manufacturing, logistics, transport, and supply chains
- Technology, professional services, and outsourced operations
- Energy, utilities, facilities, and asset services

Learning Objectives

By the end of this course, participants will be able to:

- Build evaluation criteria, weightings, and governance controls
- Apply compliance screening and technical scoring methods
- Analyze commercial bids through normalization and total-cost comparison
- Evaluate bid risks, qualifications, and clarification needs
- Prioritize negotiation objectives, concessions, and approval requirements



- Build a Bid Evaluation, Negotiation and Award File

Course Agenda

Day 1: Solicitation and Evaluation Governance

- Procurement Requirement and Solicitation Strategy Map
- Evaluation Criteria and Weighting Design Matrix
- Tender Committee Roles and Conflict Register
- Bid Receipt and Custody Control Checklist
- Evaluation Plan and Audit-Trail Index

Day 2: Compliance and Technical Evaluation

- Bid Compliance Screening Checklist
- Mandatory Requirement Deviation Log
- Technical Evaluation Scoring Guide
- Evaluator Calibration and Consensus Record
- Clarification Question and Response Register

Day 3: Commercial Evaluation and Comparison

- Commercial Bid Normalization Worksheet
- Total-Cost Comparison Model
- Pricing Assumption and Qualification Register
- Bid Risk and Sensitivity Matrix
- Integrated Technical-Commercial Ranking Table

Day 4: Negotiation and Award Governance

- Prenegotiation Objective and Walk-Away Matrix
- Negotiation Issue and Concession Register
- Approval and Delegated-Authority Check
- Award Recommendation Decision Record
- Supplier Debrief and Handover Checklist

Day 5: Integrated Bid-to-Award Practice

- Exercise: Design Criteria and Governance Controls
- Exercise: Screen and Score Technical Bids
- Exercise: Normalize Commercial Offers and Risks
- Exercise: Prepare Negotiation and Award Decisions
- Capstone Exercise: Bid Evaluation, Negotiation and Award File

Practical Exercises

The course uses suggested activities to connect evaluation evidence with negotiation and award decisions.

- Suggested activity: design evaluation criteria, weightings, committee roles, and conflict controls for an outsourced service tender.
- Suggested activity: screen and score technical submissions for an engineering procurement using a calibration record.
- Suggested activity: normalize commercial offers, compare total cost, and test pricing assumptions for a logistics contract.
- Suggested activity: assemble an award file with negotiation positions, approvals, recommendation, debriefing, and handover records.

FAQs

Who suits bid evaluation, negotiation and contract award training and what does it assume?

Bid evaluation, negotiation and contract award training suits professionals who already contribute to solicitations, evaluations, negotiations, approvals, or award decisions and need a controlled method for documenting those decisions.

How does bid evaluation and contract award differ from general procurement training?

Bid evaluation and contract award concentrates on screening, scoring, commercial comparison, clarification, negotiation, approvals, and defensible selection records, while general procurement training may cover a broader purchasing lifecycle.

How should bid evaluation criteria and weightings be designed?

Bid evaluation criteria and weightings should reflect stated requirements, decision priorities, measurable evidence, proportional risk, consistent scoring guidance, and the basis communicated in the solicitation.

How can commercial bids be normalized for comparison?

Commercial bids can be normalized by aligning scope, quantities, assumptions, exclusions, payment terms, lifecycle costs, currencies where applicable, and risk adjustments before comparing totals.

What makes a contract award decision defensible?

A contract award decision is defensible when published criteria, evaluator evidence, clarifications, scoring rationale, commercial analysis, negotiation records, approvals, conflicts, and the final recommendation form a traceable audit trail.



Conclusion

Participants take back a Bid Evaluation, Negotiation and Award File that links criteria, evidence, scores, commercial comparisons, risks, negotiation positions, and approvals. The file makes supplier-selection reasoning visible and repeatable. It supports controlled award decisions while reserving legal interpretation and jurisdiction-specific rulings for qualified advisers.