SAVE THE DATES
WEB VERSION OF OGC CONTRACTS TRAINING

WHAT: Seven webinars over the course of seven weeks! During these seven weeks, you will learn the Who, What, Why, Where, When and How of contracts. Each session will start at 10 a.m. and will last approximately 60 to 90 minutes. Note: this is a repeat of the October 23, 2019 training.

WHEN:

January 15- **Contract Law and Practice Overview**  
Presented by General Counsel Gary Cunningham

January 22- **Procurement**  
Presented by Assistant General Counsel Mary Al Balber

January 29- **Negotiation & Drafting Part 1**  
Presented by Assistant General Counsel Sarah McGee

February 5- **Negotiation & Drafting Part 2**  
Presented by Assistant General Counsel Sarah McGee

February 12- **Contract Management**  
Presented by Assistant General Counsel Daniel McCabe

February 19- **Form & Execution, Software Contract and Working with the OGC**  
Presented by paralegals Heidi Slegers and Amanda Bohnhoff

February 26- **Marketplace**  
Presented by Chief Procurement Officer Michael Noble-Olson

WHERE: These sessions will take place via Zoom.

Attorneys and paralegals from the Office of General Counsel and the Chief Procurement Officer will walk you through the contract life cycle over seven weeks. Participants will learn the basics of each stage of the contract life cycle through lecture and interactive exercises. There will be opportunities for questions and discussion at the end of each presentation. Attendees may also submit questions in advance of each presentation here.

Preliminaries & Fundamentals: What is a Contract; Why a Written Contract is Necessary; Forms; Independent Contractor vs. Employee; Risk; Decision Maker; Legal Review; Employee Code of Conduct
**Procurement Process**: Ways to Purchase; Role of Contract Administrator; Master Contracts; Supplier Diversity; RFP; Laws, Policies, Rules & Standards; RFP Evaluations

**Negotiation & Drafting**: Which Parts of a Contract are Up for Negotiation; How to Get the Best Deal for Your Campus; Importance of Contract Drafting; Drafting Rules and Tips; Improving Your Contract Drafting Through Exercises.

**Vendor Performance**: Recordkeeping; Performance Monitoring; Amendments; Managing Conflicts; Ending the Contract; Scenarios

**Marketplace**: Overview of contract creation and process in Marketplace and working with the Office of General Counsel in Marketplace - with Procurement Staff

Please check the [Office of General Counsel’s webpage](#) for updates and materials.