## Business Management
### Contract Management

**TSC Description**
Manage contract creation, evaluation, negotiation, and tendering to fulfill contractual requirements for the bidding organisation.

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<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
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<td><strong>SEC-LDR-3001-1.1</strong></td>
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<td>Collaborate with stakeholders to prepare contracts and tender documents</td>
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<td>Review contracts and tender documents to ensure alignment to business requirements and negotiated terms</td>
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<td><strong>SEC-LDR-4001-1.1</strong></td>
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### Knowledge
- Procedures and guidelines for contract and tender document formulation and amendments
- Industry standards for service agreements
- Relevant stakeholders involved in contract creation
- Definition of tender and tender specifications
- Tender process management
- Tender and quotation requirements
- Types of tenders
- Regulatory and organisational requirements for tenders
- Critical information in tender documents
- Stakeholders and their roles on assessment of organisational capabilities
- Types of components for computation of costs and to meet tender requirements
- Factors vitiating, terminating and breaching a contract
- Methods to assess stakeholders

### Abilities
- Analyse and document contractual and tender terms
- Collaborate with relevant stakeholders to ensure contract and tender formulation and amendments are compliant
- Report contract risks
- Analyse and document contractual and tender terms
- Identify scope of work, resources and service deliverables accurately for tender specifications.
- Assess organisational capabilities and determine if scope of work can be accomplished
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- Acquire relevant information or documents to guide in computation of costs
- Compute cost to cover resources and time required to accomplish the scope of work based on tender specifications
- Consolidate costs and prepare quotations accurately using prescribed formats and in accordance with instructions in tender specifications
- Collaborate and clarify with stakeholders to ensure contract and tender formulation and amendments are compliant
- Evaluate contract risks