

Management Consulting Proposal

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Hiene,

Thank you for your time on the phone. Congratulations again on your expansion! Per our discussion, I have put together a proposal that should cover all your needs regarding your new location in Dallas.

Summary

This proposal from CV Consulting and Management (Dallas) details objectives and goals for the BistroServer project. The total project cost will be \$150,000 and will last approximately one year with a continued option, if needed.

Background

BistroServer has grown into a successful company in California by providing technical support tailored to the needs of local restaurants and chains. The company has found that many of these restaurants chose to expand to Texas. BistroServer would like to open a second location to be closer to these clients and reach a new market in Dallas. BistroServer plans to move one Project Manager and one Technician to Dallas but will need help with day-to-day operations as well as hiring local staff.

Project Scope

From November 2013 - November 2014, CV Consulting and Management will handle all management of BistroServer's Dallas office and prepare the new staff to run the business successfully after 2014.

Project Objective

To make BistroServer's Dallas office fully operational by December 2013 and able to run on its own by December 2014, with minor hourly consulting.

Deliverables & Process

Goal: Prepare Dallas office for opening in December 2013.

Strategy: Secure location, hire and train staff, open doors December 1, 2013.

Goal: Completely prepare current staff to run office without guidance by December 1, 2014.

Strategy: Train staff, promote managers, create training programs and implement easy to use day-to-day operations management software.

Allocation of Employees

- Hire and pay six employees (in addition to the project manager and technician)
- 2 management employees (Director of Operations and Location Manager)
- 1 sales rep
- 2 technicians
- 1 office secretary

At cost for company, salaries to be reviewed.

Annual contract - \$150,000 for full time management.

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Book Descriptions:

consultant contract administration manual

Currently, ADOT has six firms to assist in this effort. Projects identified by this office and the district engineer can be assigned for contract administration without advertisement for Statement of Qualifications. Assignments are small projects that take up a lot of the district personnel time or could be specialty projects that require other disciplines outside highway construction engineering. This type of contract is advertised ahead of time, negotiated and put in place for future use. Agreed negotiated rates are used for the life of the contract with the only rate changes being the cost of living allowed by the state. This type of contract allows the state to bring a full lab, including equipment and personnel, on board to assist ADOT districts' construction projects in remote areas where no ADOT lab is available. This agreement assists ADOT in meeting its materials sampling, testing and inspection obligations to the contractor constructing the project. This type of contract relieves ADOT of establishing a lab and relocating ADOT personnel. This oncall contract has not been as effective in its use as the state anticipated. However, where districts have used it, it has been a tremendous help. This type of contract has allowed the state to hire consultant firms with teams that have the necessary experience and expertise required to construct ADOT projects at a fair price. Work within this contract involves developing the scope of work, reviewing the work involved and establishing a realistic outlook of the staffing needs to construct the project. This contract is advertised a minimum of 90 days prior to the award of the construction contract, which allows ADOT to have a consultant team ready to begin work as soon as the contractor starts work. The consultant team awarded the construction administration contract carries the same responsibilities as if ADOT were doing it. Original design by Simple Themes. <http://vendsol.com/userfiles/99-zones-manual.xml>

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Continue acting safely to prevent the spread while supporting Alberta businesses. Find out how. The contents within the manuals form the basis of the department's expectations of service. Consultants working on Alberta Transportation projects should be familiar with the contents within each. Click the tabs above for different categories of information. For projects that do not involve federal funding, bidders shall possess the appropriate license in accordance with 107.03 before submitting a proposal. For projects that involve federalaid funding, bidders and subcontractors that are required to be listed in the proposal shall possess the appropriate license in accordance with 107.03 before the Department awards the contract. If the proposal forms for projects that do not involve federalaid funding require bidders to list subcontractors, the subcontractor shall possess the appropriate license in accordance with 107.03 and as stated above before the bidder submits a bid proposal. The Contractor, and any subcontractors, must possess the appropriate public works contractor license in accordance with Title 54, Chapter 19, Idaho Code, as amended. The Department requires Professional Service providers to have an appropriate professional license or certification in the State for the work performed on the project. The pages currently include a list of projects expected to be advertised within the next 90 days, a list of projects currently advertised for a bid, a list of recent bid results and bid abstracts, a list of recently awarded contracts, a description of the resources available through ITD's DBE Supportive Services office and a list of useful telephone numbers for contacting us. This report is intended as a planning tool only and will normally be updated the first week of each quarter. Actual advertisement dates may vary from those shown and are subject to change without notice. We will bid at a later date. <http://grandp.ru/userfiles/99-04-mustang-haynes-manual.xml>

Innovative contracting can decrease project delivery time, reduce construction time, improve safety, incorporate innovation, and reduce costs. Only the shortlisted proposers will be invited to continue on to the second step of the procurement process, the Request for Proposals RFP. In the RFP phase, the shortlisted proposers will be invited to develop and submit technical and price proposals to be later evaluated by the Department. The consultant work force is considered an extension of the Highway Division performing the same tasks and procedures as ITD personnel. All professional services agreements for project development and highway improvements connected to a highway project must be processed through the Consultant Services Section. Survey Services. Posted Date July 17, 2020. Due Date August 13, 2020 Project Development Services. District 5. Posted Date June 10, 2020. Due Date July 8, 2020 Posted Date September 16, 2019. Due Date October 16, 2019 Once an overhead rate has been established, it must be updated on a yearly basis. For additional information regarding requirements on establishing overhead rates, please refer to the Overhead Rate Policy located in Consultant Services Policies. It is recommended that a copy of the certified wage rate schedule be included with all cost estimates submitted for each negotiated contract. It should be submitted along with the negotiated manhour estimate and scope of work by both the prime consultant and each subconsultant. That form is located in Consultant Services Forms and Documents. No markup is allowed. This policy applies to all consultant agreements. Please check this site for updates to all policies throughout the year. Contractor information is as follows Estimates shall be delivered to the ITD in two formats. A hard copy of the Final Estimate generated from Estimator™ and an electronic Estimator™ file on a CD or DVD. Files shall be developed using the Estimator™ software, Version 2.12a or higher. The extension.

EST defines the file type to the computer software. An example of a file name is 04782.EST. Find out about procedures for consultant services. Consultants are required to fill out this form every month and submit it to the Agreement Administrator with their invoice. All consultants must fill out this form prior to working for the Department. It is the summary of the cost estimate, and should be submitted along with the negotiated manhour estimate. It is to be completed as part of the independent estimate. It is required for Overhead Rate Submittals. This form will be used to determine the DBE goal for the RFP. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity. The department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. It is essential for contract managers to understand of the principles of public contracting and the provisions of the contract. They must be able to communicate to all parties involved and maintain oversight over contract performance. The file provides a basis for settling claims and disputes should they arise. Contract files need to be well organized to allow someone to reconstruct and understand the history of the contract This is an opportunity to clarify the roles and responsibilities of both parties. The conference should be conducted by the contract manager. It allows the school or program to be aware of and address any developing concerns. Contract monitoring may be viewed as a preventive function and as quality control regarding the goods or services being provided.

However, that does not preclude the possibility of more detailed monitoring. Large dollar contracts may need little monitoring if the items or services purchased are not complex, and there is a low level of risk associated with the procurement. The amount of monitoring should be limited to achieve the desired result without unnecessarily increasing costs. Burdensome performance metrics or overmonitoring can interfere with the contractor's ability to accomplish the work and increase the cost. Different funding sources may have specific requirements for contract monitoring. The

contract manager must be familiar with these requirements and include them in the scope of work. If payment is based on a fixed price a negotiated amount regardless of incurred expenses, it is not necessary to verify contractor's expenses as they are not relevant to this type of payment methodology. If payment is based on a cost reimbursement, the school or program pays for the contractor's expenses to a set limit, plus an additional fixed fee. A good monitoring program is designed to focus on the most important requirements. Outcomes may include These changes can be minor, or they can substantively affect the time, scope or cost of the contract. Typically, the parties to the contract agree in writing to contract changes. An amendment involves changes that are significant enough that the contract, or parts of it, need to be replaced. Different contracts may have different thresholds for when the contract itself needs to be amended. These changes are typically executed via a unilateral amendment. Such changes generally require bilateral amendments agreement by both parties. Generally, a constructive change will require an amendment. Constructive changes may occur when school or program personnel It is critical to identify problems early and act accordingly to prevent a negative impact on the school, program, or district.

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A contract may be terminated via either of termination for convenience or termination for default, if provided for in the contract. The Purchasing Office generally advises against providing termination for convenience rights to the contractor. The notice of termination shall give the date of termination. If the contract is being terminated in part, the school or program must specify which parts are being terminated. The school or program will not be liable for payment to the contractor related to the terminated portion of the work or any work performed or costs incurred after the effective date of termination. A school or program is not required to terminate a contract even though the circumstances permit such action. Agencies may determine that it is in their best interest to pursue other alternatives; however, alternative actions must be provided for in the contract. Alternatives include extending the delivery or completion date, allowing the contractor to continue working or working with the contractor's surety if a performance bond has been provided in accordance with contract requirements to complete the outstanding work. Termination for default should be used as last resort and not as punishment. The purpose of a termination for default is essentially to protect the interests of SPPS. However, the contractor may not be financially capable of financing the repurchase, and requirement of this may result in protracted legal action. The request should include, both a reprourement plan and an interim plan identifying how the school or program's needs will be met until a new contract is in place. A cure notice is a letter provided to the contractor that provides them a period of time, not to exceed thirty calendar days to correct or "cure" the deficiency. Purchasing may provide example cure notices upon request.

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The notice of termination should contain the following In order to qualify as force majeure, the cause must be beyond the control, and without the fault or negligence of the contractor. Contract management and routine communication help avoid these problems. This is also why the contract manager should respond quickly and appropriately when problems are identified. In such cases it may be necessary to invoke certain remedies. It also includes the contractual functions such as change management documentation, funding and programmatic administration, and verification of contract terms such as insurance coverage, payroll documentation, and reporting requirements. The contract terms, references to state and federal regulations, policy manuals, and budgetary exhibits govern contract administration. Contract Administration Manual Contract Administration Manual provides Guidance to contracting. Description MnDOT Labor Compliance Date More Links Apparent Bid Results Bid Letting Bridges.Contract Administration Manual MnDOT authors a Contract Administration Manual CAM . Description MnDOT traffic engineering tools and guidelines for traffic engineers Date Description MnDOT job opportunities and resources, including student worker

positions and internships. Date Description MnDOT Consultant Services work types Date Specifications. All MnDOT Contract Administration Personnel should attend. Certification is valid for 3. Description MnDOT map and manual sales Date Contract administration Contract administration is an obligation to ensure that a contract. Description MnDOT Labor Compliance Date Description Accelerated Bridge Construction ABC information and contacts Date Paul, MN 551551800 6512963000 Tollfree 8006573774. For this website to fully function, JavaScript must be enabled in your web browser. Please follow these instructions for enabling JavaScript in your web browser. To experience the full features of this website, upgrade your web browser to the latest version.

We recommend using Google Chrome to browse the Internet. You can also access this website using your smartphone or tablet. The updated version of these documents is currently the Platinum Edition. However, various municipalities and contracts will still reference the Gold Edition. This volume is necessary for all parties involved in a project utilizing an MMCD contract. The MMCD Platinum Edition Volume II has since replaced this document and as such the demand for this document has significantly decreased. If you are looking for a copy of the document you can check with those in your office, contact your local municipality, or visit a local library that may have a copy on hand. We apologize for the inconvenience, however, due to a lack of demand for this product and the high cost of volume printing, we no longer are able to send another order to print. It is the designer's responsibility to exercise professional judgment on technical matters in the best interests of the owners and users of the infrastructure. Standards contained in these guidelines are provided to assist in making these judgments, but should not be used as a substitute. These documents are made available without representation by the MMCD or its members as to the appropriateness of their use in any particular situation and issued on the strict understanding that each user accepts full responsibility for their use. The Client also has responsibility to ensure that payments are made in accordance with NIGP payment terms. NIGP's payment terms are net 30. Cost Reimbursable plus Fee A. Target Cost E. Public Private Partnerships PPPs I. Service Contract II. Management Contract III. Lease Contract IV. Joint Ventures JVs and Partnerships V. Concessions and BOT VI. BOO and Divestiture A. Build, Operate and Transfer BOT B. Build, Operate and Own BOO C. Build, Operate, Own and Transfer BOOT D. Design, Build, Finance, Operate DBFO E. Design, Build, Operate and Maintain DBOM F.

Design, Build, Maintain and Finance DBMF G. Design, Build, Operate, Maintain and Finance DBOMF H. Build, Operate, Lease and Finance BOLF A. Compliance with contract D. Impartiality A. Legal and Institutional Arrangements for Contract Administration in Ghana I. Procurement I. Administration II. Operations III. Engineering and design IV. Document control office I. Procurement of Micro Contracts II. Procurement of Minor Contracts IV. Ghana Integrated Financial Management Information System GIFMIS 8. Administrators and HR Managers 9. Blanket Agreement 3. Planned Purchase Order 4. Blanket Purchase Agreements 1. Supplier Name Company Name 2. FEBRUARY, 2018 FOREWORD On 31st December 2003, the Government of Ghana enacted the Public Procurement Act, 2003 Act 663 which became operational in August, 2004. The Act provided a framework for the conduct of procurement in the Public Sector to guarantee best value for money in the context of poverty reduction, private sector development, good governance and anticorruption. The overriding aim of Act 663 is to ensure judicious, economic and efficient use of Public Funds with procurement being carried out in a fair, transparent and nondiscriminatory manner. The Public Procurement Authority PPA considers sustainable training a critical component of its efforts aimed at strengthening the public procurement systems and achieving value for money. The Public Procurement Authority, in 2007, developed twentyfive 25 Training Modules and Manuals for training of various categories of Stakeholders on the provisions of the Public Procurement Act, 2003 Act 663. Over 20,000 Public and Private Operatives have since benefitted from various training programmes on Public Procurement Act, 2003 Act 663 using these Modules. The Modules, however, were mainly on Procurement and did not cover Contract Administration.

To address this shortcoming, the PPA, in January 2015, commissioned the Ghana Institute of Management and Public Administration GIMPA with funding from the African Development Bank under the Ghana Institutional Support Project GISP to develop detailed Contract Administration Modules and to review the existing Manuals on Goods, Works and Services. These documents are to be used for the PPA's capacity development activities. The Contract Administration Modules and Manuals for Goods, Works, Consulting Services and Technical Services have come at an opportune time, given that in Ghana and other developing countries the procurement regime in the public sector has not been able to address most of the challenges of managing contracts in line with international best practices and standards. It is in the light of this that the Public Procurement Authority PPA of Ghana, with funds from supporting Development Partners, has developed these important Contract Administration Training Modules and Manuals which will go a long way to assist Procurement Entities in the Public Sector to manage contracts after contract award. These Training Modules and Manuals will also be useful for the Oversight Institutions like the Judiciary, Police, EOCO, Media and other AntiCorruption Agencies to monitor and manage Public Sector Contracts. It will also serve as reference literature for Lecturers and Students teaching and pursuing courses in Public Procurement Management and related courses. The remaining areas are Payment and Cost Control using GIFMIS System; Claims and Settlement of Disputes; Contract Termination; Contract Records Management; Contract Performance Evaluation and PostImplementation Tasks of Contract Administration. The Authority, therefore, anticipates that with the proper adherence to the principles espoused in these Manuals, procurement stakeholders will achieve value for money through the avoidance of time and cost overruns.

Public Procurement Authority Accra, Ghana January, 2018 ACKNOWLEDGEMENT The Public Procurement Authority PPA extends profound gratitude and appreciation to the Donors Department for International Development DFID, Deutsche Gesellschaft fur Internationale Zusammenarbeit GIZ who initially funded the preliminary development of the Procurement Manuals and the Guidelines. Special appreciation goes to the African Development Bank AfDB through its Ghana Institutional Support Project, which funded the development of the current Contract Administration Training Modules and Manuals for Goods, Works, Consulting Services and Technical Services together with the cost of facilitation and logistics involved in the training of some Procurement Stakeholders across the country. Special acknowledgement goes to the PPA Technical Working Group TWG that reviewed the initial Manuals and Guidelines which were prepared by Crown Agents, UK. Godfrey Ewool, Stephen Tackie, Nii Amasa Kotey and Jacqueline Angate. Our special appreciation also goes to the PPA Team and the External Consultants that reviewed the draft Contract Administration Manuals and Modules prepared by Ghana Institute of Management and Public Administration GIMPA, namely Yvonne Quansah, Minawara Adams, Andrew Baafi, Rhoda E. Appiah, Thomas K. Bondzi, Abraham Ablorh Mensah, Joseph Kuruk, Faustina A. Okuadjo, Hilda A. Agyemang, Prince AgyemangBadu, Edwina SafeeBoafo and. Miriam Osei; and External Reviewer, John Benson. It is worthy to acknowledge the pioneering role of Hon. Samuel SallasMensah, former Chief Executive Officer of PPA and David Bennin, former Director, Capacity Development of PPA in the development of these Manuals. Finally, the Authority wishes to thank the GIMPA Consulting Team of Messrs. N.S.K. Appiah, K.H OseiAsante, Michael Kofi Quashie and Paul Nartey, who eventually developed the final Contract Administration Manuals and the accompanying Training Modules.

Appreciation also goes to the following personnel of the GIMPA Consultancy Services, who assisted in finalizing the Manuals Dr. Kofi Fred Asiedu, former Managing Consultant, Julius HawksonAikins, Ag. Managing Consultant, Fred Appiah and Asafo Adjei, both Consultants. The Public Procurement Authority PPA wishes to record its appreciation for the time and effort devoted by all the abovementioned persons and organizations in the development of these documents. However, the ultimate responsibility for the form and content of the Manuals rest with PPA and GIMPA. Assignment The Consultancy Services defined in a consultants contract. Back Stopping Technical

and Administrative Support provided by the Consultants Office to field staff. Consultancy Services Services which are of intellectual and advisory nature provided by firms or individuals using their professional skills to study, design and organize specific projects, advise clients, conduct training or transfer knowledge. Contract An agreement, enforceable by law, between two or more competent parties legal entities to perform or not to perform a specific act or acts for a consideration.” Contract Administrator An individual appointed by the head of entity to administer a contract on behalf of the entity. Court Court of competent jurisdiction Contract package The logical assembly of items within a contract that takes into consideration timeliness, economies of scale, geographic distribution, etc. Contractor’s Equipment Machinery, equipment and vehicles brought temporarily to the site by the contractor to be used exclusively for the execution of the works. Economy Buying only what is needed for the project at the lowest evaluated price. TERM DEFINITION Efficiency Buying timely only what is essential to implement a project; e.g., do not buy a luxury automobile if all that is needed is transportation. Evaluation Procedure used to evaluate tenders or proposals in accordance with predisposed evaluation criteria.

Framework Agreement A longterm agreement with suppliers, contractors and providers of nonconsulting services technical services which sets out terms and conditions under which specific procurements call offs can be made throughout the term of the agreement. Framework agreements are generally based on prices that are either preagreed, or determined at the calloff stage through competition or a process allowing their revision without further competition. Force Majeure An event that interferes with the performance of a contract which an experienced supplier or contractor or consultant could not have foreseen nor reasonably made provision for, e.g., war, riot, and earthquake. Goods Objects of every kind and description including raw materials, products and equipment and objects in solid, liquid or gaseous form, and electricity, as well as services incidental to the supply of the goods if the value of those incidental services does not exceed that of the goods themselves. Guidelines Policies, practices, and procedures that guide the procurement of goods, works consulting services and nonconsulting services. INCOTERMS International Chamber of Commerce ICC definitions of international commercial terms used in trade and universally recognized and accepted. Indefinite Delivery Contract Framework Contract for oncall specialized services for which the extent and timing cannot be defined in advance. Joint Financing Cofinancier to participate in financing the project by providing funds that are pooled with other financiers funds to finance contracts awarded under a project. Long List List of Consulting Firms considered in preparing a short list. Management Contractor In construction, a management contractor usually does not perform the work directly but contracts out and manages the work of other contractors, taking full responsibility and risk for price, quality, and timely performance.

TERM DEFINITION Methodology Workplan, programme, schedule or method of operation to carry out a particular assignment. Overhead Consultants Administrative and Business cost not directly related to carrying out an assignment. Parallel financing Cofinancier agrees to finance specific contracts in a project and its procurement procedures apply for the items it finances. Perform To act on so as to accomplish or bring to completion; execute; carry out a task, process, etc.; meet the requirements Performance The act of performing; execution, accomplishment, fulfillment, etc. Performance Contract A contract between the procurement entity and a supplier, contractor or consultant resulting from procurement proceedings. Plant Any integral part of the works that have a mechanical, electrical, chemical, or biological function. Post review A review by the funding agency of awarded contracts and related procurement documentation below a stated contract threshold. Procurement plan The document prepared by each procuring entity annually to plan all procurement requirements necessary to perform the activity plan of the procuring entity. The plan shall indicate a contract packages, b estimated cost for each package, c the procurement method, and d processing steps and times. Reimbursable Assignment specific expenses that are reimbursed by the Client on the basis of the services performed. Responsive tender A tender that has been determined to be

substantially responsive to the tender documents and has the lowest evaluated tender price, provided that the tenderer has been determined to be eligible and qualified. Services “Service” means the furnishing of labour, time, or effort not involving the delivery of a specific end product other than reports, which are merely incidental to the required performance; and includes consulting, professional and technical services but does not include employment agreements or collective bargaining agreements.

Technical Services Services which are tendered and contracted on the basis of performance of a measurable physical output such as drilling, TERM DEFINITION mapping, aerial photography, surveys, seismic investigations, maintenance of facilities or plant and similar operations. Tender An offer to supply goods or works conforming to particular specifications. Tenderer A person who puts in a bid or offer in a procurement contract. Works Work associated with the construction, reconstruction, demolition, repair or renovation of a building or structure or surface and includes site preparation, excavation, erection, assembly, installation of plant, fixing of equipment and laying out of materials, decoration and finishing, and any incidental activity under a procurement contract. Despite these laudable efforts, the annual procurement assessment conducted by the PPA in the procurement entities reveal several challenges relating to the administration of contracts awarded by most entities. These challenges can be attributed to the absence of credible arrangements for contract administration. The observation has been that contract administration in most public procurement entities usually involve disjointed processes unfortunately resulting in poor supervision of contracts and compliance as well as missed opportunities for achieving value for money. As part of the means to address the above challenges, the PPA commissioned a firm to develop separate contract administration manuals for Goods, Works, Consulting Services and Technical Services. Purpose of the Manuals The purpose of the Contract Administration Manuals is to serve as reference material for Public Entities, Contract Administrators and Procurement Personnel as well as students pursuing courses in contract administration. There are four Manuals on contract administration. Manual 1 is on Goods, Manual 2 is on Works, Manual 3 is on Consulting Services and Manual 4 is on Technical Services.