

**DIPLOMA IN SUPPLY CHAIN MANAGEMENT LEVEL 6 YEAR ONE TERM TWO
PROCUREMENT CONTRACTS MANAGEMENT**

UNIT CODE: BUS/CU/SC/CR/05/6/A

SECTION A (40MARKS)

Answer all the questions in this section

1. Define procurement contract management and explain its success factors.(5marks)
2. Discuss the key elements of a procurement contract and their significance in ensuring successful project outcomes. (4 marks)
3. Identify three data collection tools that may be used in contract progress monitoring.(3marks)
4. Explain the role of a procurement officer in managing procurement contracts throughout the project lifecycle.(5marks)
5. List five documents that are required to support supplier's payment claims. (5marks)
6. Outline three members of the evaluation committee in a procuring entity. (3marks)
7. Enumerate the skills required for effective negotiation. (4marks)
8. Highlight the importance of clear communication and documentation in procurement contract management. (4marks)
9. How does risk management play a role in procurement contract management, and what strategies can be employed to mitigate risks. (5marks)
10. Explain the concept of contract performance evaluation. (2marks)

SECTION B (60 MARKS)

Answer Any Three Questions in this section

11.

- a. What are the main differences between fixed-price contracts, cost-reimbursement contracts, and time and material contracts? Provide examples of when each type would be appropriate. (10marks)
- b. Discuss the ethical considerations that procurement professionals should adhere to when managing. (10marks)

12.

- a. An evaluation committee has just completed its task. Highlight five contents of the report to be drafted by the committee. (10marks)
- b. Examine five benefits that may accrue to the organization from developing clear specifications in procurement operations. (10marks)

13.

- a. Elaborate the legal and regulatory considerations that should be addressed when managing procurement contracts. (10 marks)
- b. Explain the process of monitoring and evaluating contractor performance during the execution of procurement contracts. (10 marks)

14.

- a. Explain the role of procurement officers and contract administrators in managing procurement contracts. (10 marks)
- b. Mage Trading company intends to procure strategic items for its operations. As a procurement expert, advise the company on five sources of information for suppliers of such items. (10marks)