



## CICCM

### Certified International Commercial Contracts Manager

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#### Program Introduction

The purchasing and supply management profession is clearly transitioning from placing purchase orders to establishing and managing comprehensive contracts with strategic suppliers. This has created a need for purchasing and supply managers to develop and refine contract preparation and contract management skills.

The Certified International Commercial Contracts Manager (CICCM) is designed for international business practitioners by The International Purchasing and Supply Chain Management Institute (IPSCMI), It is particularly appropriate for those individuals who wish to increase their commercial contracts management skills. A Certified International Commercial Contracts Manager (CICCM) certification demonstrates that you are knowledgeable about the practice of contracts management in the International commercial environment. CICCM is offered in Jordan through UITI – United Institute Training Intermediary the exclusive representative for the IPSCMI in Jordan.

#### Program Goals and Objectives

Completion of the CICCM program will enable the certified individual to:

- Demonstrate a basic understanding of contract administration concepts;
- Apply a type of contract appropriate to the contracting situation;
- Assure that the purchasing organization fulfills its part of buyer-supplier agreement;
- Assure that the supplier's progress and performance complies with the contract;
- Resolve any problems that may arise during the life of the contract (this protects the purchasing organization's interests);
- Ascertain when contract changes are necessary, negotiate fair adjustments, and determine whether increased costs of performance should be borne by the supplier;
- Keep complete and accurate records and documentation pertaining to the contract.



## **Who Should Attend?**

- Professionals in purchasing, contracts, materials, and supply chain management.
- Business and Contract Managers
- Import-export dealers
- International marketing and sales personnel
- Lawyers involved in support of the contracting process
- Anyone who wishes to be a CICCM or wants to be trained in international commercial contracts management

## **Examination**

This Certification Program is a core certification program of The International Purchasing and Supply Chain Management Institute (IPSCMI). This program offers the designation of CICCM (The Certified International Commercial Contracts Manager) to candidates who demonstrate their understanding of the fundamentals of the profession through the successful completion of rigorous professional certification examinations based upon the INTERNATIONAL COMMERCIAL CONTRACTS MANAGEMENT BODY OF KNOWLEDGE. (ICCMBOOK).

Completion of the certification program requires completion of a multiple choice examination. The examination is prepared by a Board of Examiners consisting of a range of Certified, Sustaining, and Educator Members within the International Purchasing and Supply Chain Management Institute (IPSCMI).

The examination is paper-based administered by UITI the only accredited examination center for the IPSCMI in Jordan.

## **Professional Designation**

Successful candidates are granted the designation of CICCM. This certification may be used just as similar recognitions which are employed in accounting, insurance, medicine, law, and other professions. Either the full expression or the initials may be used after the individual's name on business cards, stationery, etc.



## **PARTICIPANTS WILL LEARN:**

After completion of this course, the student should be able to explain the following contracting processes:

### **Contract Planning (Contract Initiation)**

- Description of Requirements
- Cost Benefit Analysis
- Sourcing Options
- Evaluation Criteria
- Market Research
- RFI Solicitation
- Govt vs Private Sector

### **Bid Phase**

- Procurement (Bid) Process and Rules
- Influence of Laws on the Bid Process
- Cost Identification
- Applying Evaluation Criteria
- RFP Preparation and Content
- RFP Management
- Contract Pricing Principles

### **Development Phase**

- Commercial Contract Types
- Contract Terms and Conditions Overview (CISG Drafting Guide for Managers and Counsels)
- Partnerships, Alliances Distributorships, and Consortia
- IT Procurement Contracts
- Performance Based Contracts (Including Service Level Agreements)
- Drafting Guidelines and Recommendations

### **Negotiate Phase**

- Negotiation Overview and Objectives
- Negotiation Styles (Strategies)
- Negotiation Techniques
- Tactics, Tricks, and Lessons Learned



## **Manage Phase**

Contract Administration (Four Lectures)

## **Advanced Topics**

Electronic Contracting

Risk Management

International Contracting

Outsourcing

## **Requirements for certification**

- AA degree OR more than three years of experience in business.
- Satisfactory completion of a 3 hour examination covering “the INTERNATIONAL COMMERCIAL CONTRACTS MANAGEMENT BODY OF KNOWLEDGE. (ICCMBOK)”.
- Completion of an application for certification and payment of all fees.