

ACTIVE CONTRACT MANAGEMENT BOOTCAMP FREQUENTLY ASKED QUESTIONS (FAQ)

What is a PEN bootcamp?

Based on recommendations from our recent PEN member survey, we are launching “bootcamps” as a new targeted offering for more focused interactive workshops with smaller groups that tackle a particular procurement challenge.

What is the cost of the bootcamp?

Free! Our PEN members have exclusive access to opportunities to participate in select offerings. You must be a PEN member to participate in this bootcamp. If you are not yet a PEN member, [sign-up here](#).

How do you apply for the bootcamp?

All applications for the Active Contract Management bootcamp should be submitted through this brief [online form](#) by **8:00 PM EST on Friday, October 25, 2024**. This online form should not take longer than **15 minutes to complete**.

Who is eligible to apply?

All Procurement Excellence Network (PEN) members are welcome to apply. We welcome applications from a diverse spectrum of public organizations in our network including the following:

- Any city, county, regional, metro or state government
- Public colleges/universities
- Public school districts
- Transportation or utility authorities

Will everyone who applies be able to participate in the bootcamp?

Up to 10 jurisdictions will be selected to participate in this Active Contract Management bootcamp experience.

Why did PEN decide to have a bootcamp on the theme of “Active Contract Management”?

Traditionally, with so much on their plates, many organizations end up taking a “set it and forget it” approach to contract management, assuming that once a qualified vendor is identified they’ll be able to meet contract objectives. In contrast, *Active Contract Management* empowers procurement and program staff to work collaboratively with vendors to achieve the outcomes outlined in the original solicitation.

Through this bootcamp, we hope to increase exposure, enthusiasm, and adoption of Active Contract Management strategies across various jurisdictions and agencies, shifting the perspective and reframing what effective contract management can look like in the public sector.

Additionally, contract management is a topic that is top of mind for many of our PEN members; in fact, [The Contract Management Plan](#) is one of our most downloaded tools in our resource library!

What will I learn/achieve during this bootcamp?

The main goal is for your government team to develop a final draft of a strategic contract management plan that you can finalize soon after the bootcamp concludes. Through this bootcamp, participants will:

- Gain an understanding of active contract management strategies, adapting best practices as outlined in the [How-To Guide - Orienting Towards Outcomes: Results-Driven Approaches to Contract Management](#);
- Engage in a collaborative learning environment with other jurisdictions and agencies to openly discuss, share, and develop strategies to mitigate common contract management challenges; and,
- Develop a tactical contract management plan for a soon to be awarded high-priority solicitation or existing contract with performance challenges to implement within their jurisdiction or agency. This plan will help create structures to hold contract managers and vendors collectively accountable for delivering high-quality services to residents and achieve desired outcomes.

What are coaching calls and how will they enhance the bootcamp experience?

In between cohort training sessions, each participating government or agency will meet with their assigned Harvard Kennedy School Government Performance Lab coach for up to 3 sessions during the bootcamp to help review training content and workshop challenges to help support the development of their contract management plan. **These coaching sessions are mandatory.**

My organization is very large, and we have many PEN members. Are we able to submit multiple applications?

We encourage teams of 2-4 people from each government or agency to participate and collaboratively submit a **single application**. However, more than one application can be submitted per government or agency if there are distinctly different teams and unique high priority contracts.

My government participated in a previous PEN bootcamp offering, can we still apply?

Yes! This bootcamp is open to those who have participated in previous PEN offerings or programming with the Government Performance Lab.