

Active Contract Management Bootcamp Application

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Active Contract Management Bootcamp Application

Thank you for your interest in applying for the Procurement Excellent Network's Active Contract Management Bootcamp! This bootcamp is an exclusive opportunity for up to 10 governments/agencies to design a strategic contract management plan for a key contract. **This application has 4 main questions and should not take more than 15 minutes to complete.**

Bootcamp Schedule

During this multi-week bootcamp, participants are expected to attend a mandatory orientation, bi-weekly group training sessions, and weekly coaching calls. In addition, all participants should expect a time commitment of 2-3 hours per week of structured independent work designing and drafting your contract management plan for implementation.

Bootcamp Schedule	
Bootcamp Orientation	Tuesday, January 14 [3:00- 3:45 pm ET]
Cohort Training Session 1	Tuesday, January 21 [3:00- 4:30 pm ET]
Cohort Training Session 2	Tuesday, February 4 [3:00- 4:30 pm ET]
Cohort Training Session 3	Tuesday, February 18 [3:00- 4:30 pm ET]
Bootcamp Recap & Share-out	Tuesday, April 1 [3:00- 4:30 pm ET]

**Participation in all sessions is required.*

Who is eligible to apply?

All Procurement Excellence Network (PEN) members working in city, county, and state jurisdictions or agencies are welcome to apply. *If you are not yet a PEN member, [sign up here](#) to be considered for this free learning opportunity.*

We encourage teams of 2-4 people from each jurisdiction or agency to participate and collaboratively submit a single application of interest. More than one application can be submitted per jurisdiction if there are distinctly different teams and priority contracts.

The application deadline is Friday, October 25, 2024 by 8:00pm ET.

Please reach out to our team at gplpen@hks.harvard.edu with any questions.

Government or agency you work for

Example: "City and County of Denver, CO" or "Cuyahoga County, OH" or "State of New Mexico" or "Washington Metropolitan Area Transit Authority"

Primary Contact Information

(i.e. who should PEN reach out to if we have questions about the application?)

Full Name (4) _____

Job Title (5) _____

Email Address (6) _____

1. What does your team hope to gain from the Active Contract Management Bootcamp?

2. What are some upcoming high-priority procurements or existing contracts with performance challenges that you would like to apply an active contract management approach to?

3. Procurement and contracting can be a very complex process. We are interested in understanding your specific challenges related to contract management, if any, you experience within your organization.

Please select all that apply.

- Navigating a “culture of compliance” where the focus is primarily on verifying whether contract deliverables are completed, not necessarily whether outcomes were achieved (1)
- Limited staff capacity to proactively manage contract performance and engage regularly with vendors (9)
- Limited contract management training or capacity building for internal staff to improve their understanding of effective contract management principles (10)
- Lack of clarity on roles and responsibilities for all stakeholders (internal and external) involved in the contract (11)
- Fragmented and/or tense relationships with current vendors that make communication and collaboration challenging (12)
- Insufficient measures to enforce compliance and deliver performance feedback for underperforming vendors (13)
- Lack of adherence of contract requirements or expectations from vendors (i.e., timely reporting, robust data tracking, etc.) due to their organizational constraints (14)
- Other (2) _____

4. Please elaborate on the specific challenges listed above that you would like to further address.

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Team Roster: Participant Information Jurisdictions or agencies should assemble a small team (between 2-4 members) that will participate in the bootcamp, ideally a combination of procurement staff and representation from other departments with direct oversight of the vendor relationship (program staff, legal, fiscal, etc.).

For each of the 2-4 participants from your government, please provide the following information:

Team Member #1

- Name (1) _____
- Job Title (4) _____
- Department (7) _____
- E-mail address (5) _____

Q9 Team Member #2

- Name (1) _____
 - Job Title (4) _____
 - Department (7) _____
 - E-mail address (5) _____
-

Team Member #3

Name (1) _____

Job Title (4) _____

Department (7) _____

E-mail address (5) _____

Team Member #4

Name (1) _____

Job Title (4) _____

Department (7) _____

E-mail address (5) _____

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