

Functional Area: Network Infrastructure & Operation (Planning & Design)

1. Title	Perform contract negotiation	
2. Code	ITCSNO519A	
3. Range	This UoC concerns with selecting the appropriate network equipment suppliers/vendors by contract negotiation. Negotiation of contract needs to consider many parameters, not just the lowest price, to ensure the right vendor is selected for a long term relationship so that no shortage of required component/part during the life span of the network.	
4. Level	5	
5. Credit	5	
6. Competency	<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Possess the knowledge in the subject area</p> <ul style="list-style-type: none"> • Experienced with identifying and formulating network equipment (voice, data, mobile, wireless) requirement specifications such as function, performance, size, etc. • In tune with new technologies and trends, network architecture, market pricing • Knowledgeable of vendor products, steps involved in planning, conducting, and documenting contract negotiations • Knowledgeable of local laws, IP (Intellectual Property) rights, contract laws • Experienced with business analysis and interpersonal skills • Possess extensive experience with various negotiation techniques, people management and effective personal communication techniques • Understand health and safety procedures, government regulations, compliances, etc. <p>6.2 Perform contract negotiation</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Comprehend the business goals and the objectives of the contract in preparation for the right level of the negotiation process • Perform analysis of terms and conditions, recognise potential risks and unacceptable terms • Plan the strategic and tactical (counter tactics) approach to telephone or face-to-face negotiation situations • Organise and coordinate the negotiation (make arrangement, schedule, set agenda, etc.) • Participate in the negotiations and formulation of agreements • Manage documentation and oversee the agreement signing and binding of the contract. • File the final signed contract and send to appropriate departments for filing. <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> • Know the limits of negotiation and well prepared for the negotiation task • Conduct the negotiation at a level matching the granularity of the contract • Always take into consideration and strike a proper balance among all related parties 	
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ol style="list-style-type: none"> i. determine the objective and importance of the contract so that a suitable negotiation strategy can be planned ii. negotiate the contract effectively to benefit the organisation by exercising flexibility and good judgments iii. complete the required documentation on the agreement, if successful and identify the possible areas of improvement for unsuccessful agreement 	
Remark		