

**Information and Communications Technology Industry Training Advisory Committee  
Software Products and Software Services (SW) branch  
Unit of Competencies**

1. Title	Award Contract	
2. Code	ITSWPM524A	
3. Range	Award contract for successful vendor and ensure its proper start-up [Project Management – Project Procurement and Contract Management]	
4. Level	5	
5. Credit	4	
6. Competency		<u>Performance Requirement</u>
	6.1 Prepare the contract to the successfully bidder	Be able to draft a contract to the outsourcing project with legal bindings as well as to ensure the contract language describes the project well for satisfying the needs identified
	6.2 Arrange signing the contract	Be able to prepare a contract signing by the appropriate person who can sign agreements on behalf of the organization with the successful bidder
	6.3 Assign procurement liaison between both parties	Be able to include procurement staff as the point of contact for project for delivering plans, assumptions, review schedule; incorporating comments and recommendations into project plan
	6.4 Arrange kick off of the project	Be able to ensure the project start up in time
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) ensure a proper contract is signed for legally bound between both parties; and (ii) kick off the project in time with appropriate level of liaison supports.	
Remark		