

# Procuring services using the NEC4 Professional Service Contract



Course code: NEC4\_PSC\_PROC\_17

## Summary

This training course focuses on how to establish a contract strategy and the preparation of contract documents required for the procurement and successful delivery of professional services using the NEC4 Professional Service Contract (PSC4).

## Format and programme

Virtual classroom: one day or as 5 separate modules each lasting 90 minutes.  
Face to Face classroom: one day

## Course skill level

Intermediate/advanced

## Who is the training for?

The training is suitable for anyone involved in the pre-contract planning, preparation and procurement stages of services to be delivered using the PSC4. The training will also be useful for those involved in the management of the contract during management of the service. Those that will benefit from the training include:

- Clients
- Procurement teams
- Finance teams
- Service Managers
- Consultants
- Designers
- Architects
- Contractors
- Quantity Surveyors
- Commercial Managers

## What will you learn?

Participants will learn the importance of choosing an appropriate strategy for a service contract and how to prepare the various contract documents required for the PSC. The training focusses on the appropriate allocation of risk and the importance of good contract preparation with practical advice on how to ensure that Contract Data and Scope is drafted in a clear and unambiguous manner.

## Topics covered

- Common objectives of NEC contracts
- Overview of the different NEC4 forms
- Choosing the right NEC contract
- The PSC contract documents
- PSC Main Options
- Secondary X and Y Options
- Dispute resolution
- Contract Strategy
- Preparing Contract Data
- Writing the Scope
- Programme
- Pricing the service
- Payment terms & the Construction Act
- Allocation of risk with the PSC
- Writing additional conditions of contract (Z clauses) and additional compensation events
- Limitation of liability
- Insurance
- Undertakings to the Client and Others - collateral warranties
- Third Party Agreements
- Transfer of Rights (IPR)
- Assessing tenders and contract award

## CPD Points

6 hours

## Training approach

We work hard to create a workshop-type environment to stimulate involvement and questions from all participants. This course combines instructor-led training with scenario based questions designed to promote group discussion and a collaborative approach to learning. Our courses are not delivered as lectures or webinar broadcasts.

## Virtual classroom training

### How does the virtual classroom work?

The virtual classroom replicates the environment of a normal face to face classroom giving the trainer and participants the same opportunity to engage with each other. We use a range of features to achieve this including:

- live video and audio conference,
- screen share of training materials,
- interpersonal conversations and Q&A using the “chat” facility,
- whiteboard,
- breakout rooms for group exercises
- poll/survey/multiple choice quizzes

The training is delivered “live” via Zoom meetings or MS Teams. However, we are happy to talk to you about using other platforms if required.

For the optimum learning experience we recommend the number of participants for virtual classroom training is between 8 and 12 but no more than 16.

### Virtual classroom programme

The course can be delivered in one full day or as five separate modules at times to suit client’s business operations and employee working arrangements.

### Hosting

DCMS will act as the host with participants accessing the training via a secure link sent to their email account. Access to training sessions may be controlled using pre-registration and “waiting room” entry.

## Face to Face Training

Our face to face training can be delivered in house or at a venue of your choice.

## Further information

If you would like a quotation or further information on this course please contact us by phone or email using the details below. If you are interested in any of our other courses or services please look at our website or contact us using the details below.

## Consultancy services

We also provide a range of NEC contract consultancy services including: procurement and contract strategy, preparing Contract Data, writing Scope/Work Information, drafting Z clauses, preparing invitation to tender documents, drafting Framework Agreements, Early Contractor Involvement and pre-contract reviews.

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