

MODULE DESCRIPTOR

Module Title

Construction Procurement, Tendering and Contract Administration

Reference	SU3059	Version	1
Created	February 2024	SCQF Level	SCQF 9
Approved	July 2024	SCQF Points	30
Amended		ECTS Points	15

Aims of Module

To enable students to understand and apply the principles of routinely adopted procurement methods, along with contractual and tendering arrangements in the context of the built environment and provide them with the ability to understand and apply commercial and contract administration procedures using standard forms of building contracts.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Review traditional and contemporary procurement practices in the construction industry.
- 2 Discuss tendering arrangements and the evaluation of tenders submitted for construction work.
- 3 Explain the role of the Contract Administrator / Project Manager and other identified individuals within the context of Standard Forms of Construction Contracts.
- 4 Interpret Standard Forms of Contract in terms of common contract and commercial administration with a focus on time, financial and performance related issues.

Indicative Module Content

This module will explore the selection and use of alternative procurement strategies and tendering processes adopted within the built environment, including initiatives for sustainable practices and evaluation. It will also explore standard contract practices within the built environment associated with selecting the appropriate contractor, financial control and contract administration. An analysis of specific contractual terms, trends and developments will be studied as will issues of construction contract administration.

Module Delivery

This module is delivered via a blend of lectures, workshops, practical exercises and directed reading. There is a significant element of self-centered learning to allow the student to reflect on lectures before applying knowledge to scenarios presented in workshops. Students will enhance their experience of collaborative team working during this module.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	60	N/A
Non-Contact Hours	240	N/A
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	300	N/A
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type: Coursework Weighting: 100% Outcomes Assessed: 1, 2, 3, 4

Description: The module is assessed through a portfolio submission which comprises reports and contractual documentation compiled from a combination of group and individual work.

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The overall module grade is based on 100% weighting of Component 1 (Coursework). An overall minimum grade D is required to pass the module. Non-submission of either component will result in an NS grade

Module Grade	Minimum Requirements to achieve Module Grade:
A	A
B	B
C	C
D	D
E	E
F	F
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

- | | |
|---|--|
| 1 | Ashworth, A. and Perera, S. 2018. Contractual Procedures in the Construction Industry. 7th ed. Routledge: Oxon |
| 2 | Berry, C. 2011. The Sustainable Procurement Guide : procuring sustainably using BS 8903. BSi: London. |
| 3 | Eggink, E 2020. A Practical Guide to Engineering, Procurement and Construction Contracts. Routledge: Oxon |
| 4 | Broone, J 2021. NEC4: A user?s Guide ? 3rd Edition. Institution of Civil Engineers (Great Britain). |
| 5 | Hackett, M and Statham, 2016. G, The Aqua Group Guide to Procurement, Tendering & Contract Administration ? 2nd Ed Wiley Blackwell |
| 6 | Chappell, D 2017. Understanding JCT Standard Building Contracts ? 10th Ed Routledge: Oxon |
| 7 | RICS, 2010. E-Tendering, 2nd edition. |