



Systech International

Contract Management Services

Systech International provides responsive, high quality services to contractors, supporting them in the delivery of complex and challenging construction, infrastructure and energy projects on time and to budget.

We are the leading global provider of services to contractors with a 25 year track record of success working over the full lifespan of projects - from bid to handover - from our 27 offices across Europe, the Middle East and Africa, Asia Pacific and the Americas. Our consultants work together under a single point of responsibility to provide a fully co-ordinated and seamless service avoiding the abortive work that often arises when using multi-party advisors.

The Role of the Contracts Manager

A hands-on pro-active role over the full duration of a project – pre-commencement, project delivery and post completion claims and disputes.

Responsible for all contractual matters, cost control, change management, commercial administration, subcontract management, payments, claims and dispute resolution. Specific tasks to be performed include:

Pre - commencement

- Contract advice particularly on bespoke and high risk terms
- Contribution to risk management planning
- Subcontracting strategy
- Identification of employer and other third party obligations
- Identifying cost baseline [including cost analysis breakdown] against which project performance and change management will be ascertained
- Support the project planner in establishing time/programme baseline against which project performance and change management will be ascertained
- Supporting the project execution start-up
- Establishment and implementation of commercial strategy/plan including project specific commercial procedures, particularly regarding claims, correspondence, insurance and notices
- Pre-commencement team training workshop to ensure all aware of their roles, the project execution plan, key commercial issues and high risk matters

Project Delivery

- Advising on day to day contractual and commercial issues in relation to employer, third parties and subcontractors
- Ensure proper notices are given in line with contract requirements
- Review all correspondence to/from employer and drafting responses
- Advise on strategy in respect of potential areas of contention and sources of potential claims, particularly the impact of delaying events on the critical path
- Prepare/monitor records to ensure the contractor obtains the full cost and additional time entitlement under the contract as well as protection against claims from other parties
- Managing the procurement of subcontractors and ensuring that main contract provisions are suitably transferred to subcontract packages (back-to-back provisions)
- Overseeing the management of subcontract packages including day-to-day administration, change management and subsequent final accounts
- Attending site, project, interface and commercial meetings to safeguard the contractor's position including keeping and follow up of minutes of meeting and follow up correspondence
- Change management – identification and notification of change, evaluation of entitlement, preparation of supporting documentation, agreement and payment
- Support the development of project risk and opportunity management and input to project risk registers and plans
- Identification of staff training requirements – subsequent delivery or arrangement of external support
- Preparation of project reports
 - Weekly/monthly reports
 - Cost control reviews (including earned value analysis)
 - Risk management
 - Interface management
 - Budgets and forecasts
- Prepare and agree final account

Claims and Dispute Resolution

- Dispute avoidance – early identification of potential claim/dispute issues
- Managing claims/disputes up and down the line – to employer and subcontractors
- Strategic advice and resolution options
- Preparation, submission and negotiation of entitlement documentation
- Identify key legal questions and prepare papers for submission to external legal advisors to ensure a focused opinion is received
- Appointment of and liaison with external legal advisors
- Advice and support during hearings and tribunal



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