

# Minnesota NIGP presents...



## Effective Contract Writing

Date: April 12-13, 2012

Location: Metro Airports Commission  
6040 28<sup>th</sup> Ave South, Minneapolis MN

**Contact Hours:** 16 hours  
**UPPCC Re-Certification Points:** 2  
**Instructor:** Mike Kolodisner

### General Description:

Many purchasing professionals are required to organize, write and interpret contracts. This session is designed to cover the structure and meaning of enforceable contracts. Contracts have a logical sequence and specific contract provisions. By learning the basics and rules for improvement, the principles become manageable. The seminar will offer tips and tricks on the language that can be used when writing contracts for any entity.

### Objectives:

- Define what a contract is
- List the format of a contract
- Discuss Specific Contract Provisions

### Course Outline:

#### Day 1:

- Basic Contracting Principles
- Contract Organization
- Nuts & Bolts of Writing

#### Day 2:

- Specific Contract Provisions
- Special Topics (Grammar, language, design, case studies)
- Specific Contract Provisions
- Strategies to Practice and Improve

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**Registration Fees\*\*:** NIGP National Members: \$460; Non-Members: \$650

\*\* Receive a \$25 early registration discount by registering 60 or more days in advance of the course. A late fee of \$50 will be assessed for those registrations received within 30 days of the course.

**To Register** Visit: [www.nigp.org](http://www.nigp.org) **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

**To Register Online** please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

**MN NIGP Seminar Coordinator:** Heidi Solheid, CPPB;  
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**For questions regarding registration**, please contact Patrice Freeman at the NIGP national office, email: [registrationinfo@nigp.org](mailto:registrationinfo@nigp.org) or call: 1.800.367.6447 ext. 276.

