

# CONTRACT MANAGEMENT IN LOCAL GOVERNMENT COURSE AGENDA

UNC School of Government  
Knapp-Sanders Building  
Wednesday, May 14 – Friday, May 16, 2025

## Pre-Recorded Material

### Welcome to the Contract Management in Local Government in Padlet

- *Pre-Recorded Introductions by Faculty (Required)*  
Teshanee Williams, Ph.D. *Assistant Professor of Public Administration and Government*  
Crista Cuccaro, J.D. *Teaching Assistant Professor of Public Law and Government*
- *Personal introduction by Participants in Padlet (Required)*
- *Pre-Recorded Lecture: Legal Requirements for Procurement (Recommended)*

## Live In-Person Sessions

### Day 1: Wednesday, May 14, 2025 - Foundations of Contracting and Decision Making

<b>8:00 a.m. – 8:55 a.m.</b>	<b><i>Breakfast &amp; Networking</i></b>
9:00 a.m. – 9:15 a.m.	<b>Welcome &amp; Course Overview</b> Learning Objectives Course Structure
9:15 a.m. – 9:45 a.m.	<b>Section 1: Introduction to Government Contracting</b> History and Prevalence of Government Contracts New Public Management: Justification and Goals of Contracting
<b>9:45 a.m. – 10:00 a.m.</b>	<b><i>Break</i></b>
10:00 a.m. – 10:30 a.m.	<b>Section 2: Key Contracting Trends in Government</b>
10:30 a.m. – 11:00 a.m.	<b>Section 3: Make or Buy Decisions</b> Determining When to Contract vs. In-House Services Decision-Making Frameworks
<b>11:00 a.m. – 11:10 a.m.</b>	<b><i>Break</i></b>
11:10 a.m. – 12:00 p.m.	<b>Case Study: Make or Buy Decisions</b> Breakout Groups: Examine real-world scenarios to determine the best approach
<b>12:00 p.m. – 1:00 p.m.</b>	<b><i>Lunch</i></b>
1:00 p.m. – 1:45 p.m.	<b>Section 4: Managing the Challenges of Contracting</b> The Hollow State & Re-Municipalization Managing Performance Expectations Communication Strategies in Contracting
<b>1:45 p.m. – 2:00 p.m.</b>	<b><i>Break</i></b>
2:00 p.m. – 2:30 p.m.	<b>Section 5: Handling Administration</b> Managing Red Tape in Contracting Understanding Bureaucratic Hurdles Strategies for Streamlining the Process

2:30 p.m. – 3:00 p.m.	<b>Case Study: Navigating Red Tape</b> Breakout Groups: Examine a contract related challenge and propose solutions
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3:00 p.m. – 3:15 p.m.	<b>Break</b>
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3:15 p.m. – 4:15 pm	<b>Guest Speaker:</b> Green Tape <b>Leisha Dehart Davis, PhD</b> Professor of Public Administration and Government Director, Local Government Workplaces Initiative
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**Day 2: Thursday, May 15, 2025 – Legal Frameworks for Contracting and Contract Design**

<b>8:00 a.m. – 8:55 a.m.</b>	<b>Breakfast &amp; Networking</b>
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9:00 a.m. – 9:45 a.m.	<b>Section 6: Legal Foundations of Contracting</b> Overview of Legal Frameworks Governing Contracts Risk Management in Government Contracts
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9:45 a.m. – 10:30 a.m.	<b>Section 7: Understanding Pricing Structures</b> Payment Structures Contract Types
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<b>10:30 a.m. – 10:45 a.m.</b>	<b>Break</b>
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10:45 a.m. – 11:15 a.m.	<b>Section 8: Contract Terms &amp; Drafting</b> Key Contract Clauses and Legal Pitfalls
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11:15 a.m. – 12:15 p.m.	<b>Guest Speaker: Technology &amp; Contract Design</b> Julia Faircloth Assistant Deputy Chief Financial Officer Cape Fear Public Utility Authority
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<b>12:15 p.m. – 1:15 p.m.</b>	<b>Lunch</b>
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1:15 p.m. – 2:00 p.m.	<b>Section 9: A Well-Designed Contract Depends on the Scope</b> Defining Clear Scope & Performance Metrics Writing a Strong Statement of Work (SOW)
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2:00 p.m. – 2:10 p.m.	<b>Break</b>
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2:10 p.m. – 3:00 p.m.	<b>Case Study: Activity</b> Breakout Groups: Writing a Strong Statement of Work
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<b>3:00 p.m. – 3:15 p.m.</b>	<b>Break</b>
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3:15 p.m. – 4:15 p.m.	<b>Guest Panel: Procurement Professionals</b> Shaun Mizell, Town of Clayton Garland McDowell, Harnett County Schools Ashley Bennett, Carteret County
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**Day 3: Friday, May 16, 2025– Contract Administration & Monitoring**

<b>8:00 a.m. – 8:55 a.m.</b>	<b><i>Breakfast &amp; Networking</i></b>
9:00 a.m. – 9:45 a.m.	<b>Section 10: Contract Administration &amp; Monitoring</b> Key Responsibilities of Contract Administrators Workflow Process of Contract Administration
<b>9:45 a.m. – 10:00 a.m.</b>	<b><i>Break</i></b>
10:00 a.m. – 10:30 a.m.	<b>Section 11: Tools for Managing Contracts Effectively</b>
10:30 a.m. – 11:00 a.m.	<b>Discussion Session:</b> Resolution Strategies
<b>11:00 a.m. – 11:15 a.m.</b>	<b><i>Break</i></b>
11:15 a.m. – 12:15 p.m.	<b>Guest Speaker: Best Practices in Contract Administration</b> Rachel Kaplan Manager, Procurement Services City of Greensboro
<b>12:15 p.m.</b>	Course Wrap-Up,