

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

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

2:30 p.m. – 3:00 p.m. **Case Study: Navigating Red Tape**
Breakout Groups: Examine a contract related challenge
and propose solutions

3:00 p.m. – 3:15 p.m. *Break*

3:15 p.m. – 4:15 pm **Guest Speaker: Green Tape**
Leisha Dehart Davis, PhD
Professor of Public Administration and Government
Director, Local Government Workplaces Initiative

Day 2: Thursday, May 15, 2025 – Legal Frameworks for Contracting and Contract Design

8:00 a.m. – 8:55 a.m. *Breakfast & Networking*

9:00 a.m. – 9:45 a.m. **Section 6: Legal Foundations of Contracting**
Overview of Legal Frameworks Governing Contracts
Risk Management in Government Contracts

9:45 a.m. – 10:30 a.m. **Section 7: Understanding Pricing Structures**
Payment Structures
Contract Types

10:30 a.m. – 10:45 a.m. *Break*

10:45 a.m. – 11:15 a.m. **Section 8: Contract Terms & Drafting**
Key Contract Clauses and Legal Pitfalls

11:15 a.m. – 12:15 p.m. **Guest Speaker: Technology & Contract Design**
Julia Faircloth
Assistant Deputy Chief Financial Officer
Cape Fear Public Utility Authority

12:15 p.m. – 1:15 p.m. *Lunch*

1:15 p.m. – 2:00 p.m. **Section 9: A Well-Designed Contract Depends on the Scope**
Defining Clear Scope & Performance Metrics
Writing a Strong Statement of Work (SOW)

2:00 p.m. – 2:10 p.m. *Break*

2:10 p.m. – 3:00 p.m. **Case Study: Activity**
Breakout Groups: Writing a Strong Statement of Work

3:00 p.m. – 3:15 p.m. *Break*

3:15 p.m. – 4:15 p.m. **Guest Panel: Procurement Professionals**
Shaun Mizell, Town of Clayton
Garland McDowell, Harnett County Schools
Lauren Davis, City of Durham

Day 3: Friday, May 16, 2025– Contract Administration & Monitoring

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