UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
END OF SEMESTER I EXAMINATION ACADEMIC YEAR 2024/2025

DEPARTMENT	**:**	**MANAGEMENT**
YEAR OF STUDY	**:**	**TWO**
PROGRAM	**:**	**PLM**
COURSE	**:**	**CONTRACTS MANAGEMENT & ADMINISTRATION**
COURSE CODE	**:**	**PLM 2102**
DATE	**:**	**SATURDAY 16TH DECEMBER, 2024**
TIME	**:**	**14:00-17:00 HOURS**
DURATION	**:**	**3 HOURS**

INSTRUCTIONS:

i. This paper consists of **TWO** sections, **SECTION A & B**
ii. Answer **FOUR (4)** Questions in all.
iii. Section A is **COMPULSORY**, Answer any **THREE** questions from **Section B**
iv. Credit will be given for the use of relevant examples and illustrations.
v. Mobile phones are **NOT** allowed in the exam room.
vi. **DO NOT** write anything on this question paper, rough work should be done in the answer booklet and cancelled through.
vii. Start a new number on a new fresh page.

SECTION A (THIS SECTION IS COMPULSORY)

QUESTION ONE

a) Outline four types of contracts used in procurement. **(04 marks)**
b) List four duties performed by a contracts manager. **(04 marks)**
c) Distinguish between a project and a standard business operation. **(04 marks)**
d) Define the following terms as used in contract management
   i. Project Management **(02 marks)**
   ii. Program Management **(02 marks)**
   iii. Portfolio Management **(02 marks)**
e) State four disadvantages of Cost-Reimbursable contracts. **(04 marks)**
f) Give four examples of evaluation methodologies used in procurement. **(04 marks)**
g) Differentiate between the following contract pricing alternatives;
   i. Lump sum and Unit price **(04 marks)**
   ii. **Cost reimbursable** and cost sharing **(04 marks)**
h) Outline three factors considered in selection of a pricing method. **(03 marks)**
i) Identify three administration problems associated with procurement contracts. **(03 marks)**

SECTION B (ATTEMPT ANY THREE (3) QUESTION HERE)

QUESTION TWO

The success of contract management greatly depends on the background of the contract and the circumstances under which it is implemented. Based on this background,

a) Identify the key issues in contract management. **(10 marks)**
b) Summarize the challenges of contract management. **(10 marks)**

QUESTION THREE

a) Describe the project life cycle. **(10 marks)**
b) Explain the factors necessary for achieving the primary project objects. **(10 marks)**

QUESTION FOUR

Procurement contracts can be categorized in terms of their monetary values and risks involved in them. Based on your knowledge on procurement contracts;

a) Using the Contract-Value Matrix categorize procurement contracts. **(10 marks)**
b) Discuss the factors contracting agency should consider in selecting contract type. **(10 marks)**

QUESTION FIVE

The content of solicitation documents varies from one organization to another and according to the procurement method and complexity of the requirement. As a student of contract management;

a) Identify the contents of a solicitation documents. **(10 marks)**
b) Give five (5) reasons why procurement personnel should use standard documents. **(10 marks)**

QUESTION SIX

The criteria used for selection of suppliers must be appropriate, relevant and proportionate to the particular procurement and must concentrate on the general suitability and capability of the supplier for the project, as opposed to the specific means by which the supplier would perform the contract. Based on the above statement.

a) Give five examples of commonly used supplier selection criteria **(10 marks)**
b) Describe the stages in the supplier evaluation process. **(10 marks)**

QUESTION SEVEN

a) Explain the following types of procurement projects,
   i. Traditional procurement projects **(04 marks)**
   ii. Repeated change procurement projects **(04 marks)**
   iii. Radical change procurement projects. **(04 marks)**
b) State five administration problems associated with procurement contracts. **(08 marks)**

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