

D4/March 2018

## Diploma in procurement and supply

# Negotiating and contracting in procurement and supply

Date            Tuesday 6 March 2018

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Time            Start 14:00            End 17:00            Duration 3 hours

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## QUESTION PAPER

### INSTRUCTIONS FOR CANDIDATES

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This examination has **FOUR** compulsory questions worth 25 marks each.

1. Do not open this question paper until instructed by the invigilator.
2. All answers must be written in the answer booklet provided.
3. All rough work and notes should be written in the answer booklet.

## QUESTIONS

You are advised to spend 45 minutes on each question.

- Q1 (a)** Outline **FIVE** potential benefits of using key performance indicators (KPIs) as performance measures. **(10 marks)**
- (b)** Contract schedules provide additional or more detailed information than is provided in the main contract terms and can be referred to separately for details on particular supplementary areas.
- Explain the typical content and use of the following contract schedules:
- (i)** Health and safety requirements
  - (ii)** Non-disclosure agreements
  - (iii)** Use of subcontractors. **(15 marks)**
- Q2** Examine **FIVE** types of supplier relationships, within the 'relationship spectrum', that can impact commercial negotiations. **(25 marks)**
- Q3 (a)** Examine **FIVE** resources required for an effective face-to-face negotiation meeting. **(15 marks)**
- (b)** Suggest **FIVE** points that should be considered when preparing for a telephone negotiation compared with a face-to-face negotiation. **(10 marks)**
- Q4 (a)** Outline **THREE** elements of the opening stage of a negotiation. **(15 marks)**
- (b)** Explain the closure phase of a commercial negotiation. **(10 marks)**

**END OF QUESTION PAPER**



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