



CONTRACT ADMINISTRATOR

OFFICE OF CONTRACTING AND PROCUREMENT



CONTRACT ADMINISTRATOR RESPONSIBILITIES



- The Contractor Administrator acts as the eyes and ears for the Chief Contracting Officer
- The Contract Administrator (CA) is responsible for monitoring contractor performance to ensure the submission of deliverables in accordance with the specifications contained in the contract.
- The CA is the day-to-day communicator with the contractor and the overseer of successful performance of the contract.
- The CA is responsible for documenting any issues and the outcomes on an ongoing basis throughout the life of the contract.

CONTRACT ADMINISTRATOR RESPONSIBILITIES (CONTINUED)

- The CA shall summarize the project on a weekly basis to note any potential changes, delays or problems in contractor performance and submit to the contracting officer.
- CA shall note when deliverables have been received, reviewed, and accepted.
- Once the deliverable has been accepted, the invoice must be reviewed for compliance with the SOW, terms, conditions and pricing as specified in the contract to initiate the payment process.
- The CA shall keep the Chief Contracting Officer fully informed on any major problem areas concerning the contractor's performance, costs, or adherence to terms of the contract.



CONTRACT REQUIREMENTS CHECKLIST

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CONTRACT PACKAGE REQUIREMENTS

1. Justification for services (Justification Form)

- *Department overview and reasons for requested services*

2. Detailed statement of work (SOW)

- *Contractor shall...*
 - Provide...*
 - Review...*
 - Recommend...*

CONTRACT PACKAGE REQUIREMENTS (CONTINUED)

3. Recommendation for proposed contractor/consultant (Justification Form)

- *(Reason for recommending this contractor/consultant)*

4. Contractors profile/capability statement OR resume

CONTRACT PACKAGE REQUIREMENTS (CONTINUED)

5. Term of Contract

(start - month/year. end - month, day, year)

6. For contracts using restricted funds only, see below: *(for all grant, MOU, MOA-funded contracts)*

- *OSP routing form must be signed prior to sending requisition to OCP as applicable*

CONTRACT PACKAGE REQUIREMENTS (CONTINUED)

7. Recommendation of Contract Administrator (CA)

8. Signed Contract Routing Form with required signatures (as applicable) from Human Resources, IT, OGC

9. Contractor One Card Access and IT requests (via Contract Routing Form) *(requestor must send a justification to cabinet-member or their designee and receive approval prior to a contractor receiving a UDC one card or IT requests)*



CONTRACT ROUTING FORM

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CONTRACT ROUTING FORM

- **Contract Routing Form must be forwarded to OCP with the package if applicable**

CONFLICT OF INTEREST DISCLOSURE INFORMATION

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CONFLICT OF INTEREST DISCLOSURE INFORMATION

**Conflict of Interest Disclosure Information Form must be
completed and sent with the package if applicable**

DO'S AND DON'TS FOR CONTRACT CA

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DO'S FOR CONTRACT ADMINISTRATOR (CA)

- Remember that the CA is an agent of the University and only has the authority delegated by the Contracting Officer (CO).
- Read the contract for a clear understanding of the scope of work (SOW) and deliverables. Keep a log of contract activity.
- Get the names of contractor's personnel authorized to represent the contractor. Know who is working on the project.
- Report any potential conflict of interest to CO or anything that may impact the integrity of the contract.
- Ensure work is being performed in accordance with the SOW and the deliverables are timely
- Contact the CO for clarification of any contract concerns.
- Review invoices for accuracy of information, PO#, date of service, what service was performed or delivered.
- Prepare evaluation of contractor's performance.

DON'TS FOR CONTRACT ADMINISTRATOR (CA)

- Make any decisions beyond your authority concerning the contract terms and conditions without communicating with the Contracting Officer.
- Accept less than what is required by the SOW.
- Disclose information regarding the contract to anyone you are not familiar with without notifying CO.
- Accept unethical or improper actions.
- Accept goods or services without a complete inspection.
- Make any changes, modifications, deletions, or additions to the contract requirements. Instead, work through the Contracting Officer.
- Accept invoices without applicable description of services performed in accordance with the SOW and deliverables.



CONTRACTOR PERFORMANCE EVALUATION

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CONTRACTOR PERFORMANCE EVALUATION

Contractor performance evaluation will be completed after receiving the goods and or services

QUESTIONS AND ANSWERS

