

**Contract Administration Checklist**

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| Award the contract and post a notice of award on eVA. (If performance and payment bonds are required, be sure copies have been obtained and validity verified by confirming with surety underwriter prior to issuing the award.) |  |
| List contract on the agency’s master contract list or schedule to include period of performance and any renewal option(s) - this will allow for the planning of renewal or rebidding actions. |  |
| Appoint a contract administrator in writing outlining duties and responsibilities and any limitation of authority. Duties may include the following:   * Requirement for periodic evaluation reports of contractor performance and/or progress reports be furnished the purchasing office. * That maintenance manuals, parts lists and as-built drawing have been obtained prior to authorization of final payment or as required by contract terms. * A clear understanding of all contractor supplied warranties or bonding commitments. * The need to advise the purchasing office if changes to the contract, follow-up maintenance, or other services, etc., may be required. * Acceptance and approval of the receipt of goods and services and documenting the contractor’s invoices for approval of payment. |  |
| Be sure the user has encumbered funds to pay for services which overlap fiscal years. |  |
| Provide a copy of the contract and any subsequent changes to accounts payable for invoicing/payment action verification. |  |
| Establish and plot critical contract performance milestones required of contractor (e.g., checklist, progress reports or other written deliverables). |  |
| Compile a tracking report on payments made against the contract. |  |
| If the contract can be renewed be sure that price and all other requirements are based upon conditions of the basic contract. |  |
| If contractor’s performance or delivery is unsatisfactory, complete a Vendor Complaint Form. |  |