

CONTRACT ADMINISTRATION GUIDELINE (rev. Jan 2012)



Table of Contents

General. Contract administration begins after award of the co

files are open to the public in accordance with the *Virginia Freedom of Information Act* and should be made available for review after the award has been made.

a 0250301j 011371 (6) 4585.024d a43 hb.5181 0 Td

4 **Delivery of Goods.** Generally, the policy of the University is to request to

unit.

Annex A

CONTRACT ADMINISTRATION “TIPS”

- a. Provide for administration of all service and term contracts/purchase orders. The ones you ignore may cause trouble!
- b. Identify the “stake holders”

Annex B

**CONTRACT ADMINISTRATION MEMO
(Agency Letterhead)**

DATE:

TO: *Name*
 Department

FROM: *Buyer*
 Title

SUBJECT: *Contract Administrator Designation*
 Contract #
 Description

You have been officially designated as the Contract Administrator for the above referenced contract. As the University's appointed Contract Administrator, you will be responsible for ensuring that yo @Tfc 0 Tf w 1.783 0 Td ()2.916.001 Tc 0.002 Tw 0.265 0 Td [(r)- -0.00

- You will be responsible for seeking guidance and approval from Procurement Services in those instances where the referenced policies and specified guidelines are “silent”. Failure to do so will not relieve you of any potential violations that and subsequent disciplinary action(s) that may occur because you were unclear on how to proceed.
- The Procurement Officer and/or the Department of Procurement Services must rely on you to ensure the contractor remains in compliance with the provisions of the contract, and that a complete file of all records related to the contract be maintained. Any problems or deviations from contract requirements must be promptly reported to Procurement Services.

o

Annex C

CONTRACTOR PERFORMANCE EVALUATION SURVEY

o

Contract Title: _____

Contractor Number: _____

Contractor: _____

o

Evaluator: _____

Period of Evaluation: _____

o

RATE CONTRACTOR'S PERE (12)-9((R)2(O11 (DC))TJ63.72 6.773 0 Td (ETW 0.004 Tcj 0.002)Tj 0.28(65)-1pII)-1(A)-2(C))TJ 0

7. Comments: _____

Signature _____ Date _____

Title _____

NOTE: Any Score of 3 or less must be described in detail in the Comments section (#7), what action was taken to remedy the Contractor's poor performance and what steps the Contractor took to correct the deficiency cited. (Continue on a separate sheet, if necessary).

Annex D

CONTRACT MODIFICATION AGREEMENT

(University Letterhead)

Date: Contract

No: Modification

No:

Issued

FOR USE ONLY	File Date:	Status:	File No:
	Action/Date:		

Contact Name:	Title:
Signature:	
Phone No:	



Agency/Vendor Name:		
Address:		
City:	State:	Zip Code:

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Annexes F, G, H, and I:

NOTICE TO USERS

The following four letters are sample Cure, Default, Request for Payment, and Default and Request for Payment letters.

Annex F CURE

LETTER
(Agency Letterhead)

Date

Contractor's Name and Pa3012 TAPa3012 OF A(ht3 Tcy075859.647j324 Td)Ily683 Il.080 if d ((@)72(50974)0Tc 0 T(0d 0(e an)8505T (0

Annex G
DEFAULT LE
