

Contract Manger Tips after Contract Execution

* Ultimate goal of Contract Manager
  + Finish the project
  + Make sure the state gets what it agreed to
* Contract Manager’s job starts as soon as the contract becomes effective (contract effective date is the start date in contract or the last signature date whichever is later)
* Main tasks of Contract Manager
  + Completely understand the contract terms and workplan
  + Actively monitor progress
  + Document progress, events, and issues
  + Communicate regularly with team members and Contractor
  + Ensure timely payment of invoices
  + Review invoice in accordance with the budget and deliverables received
  + Negotiate contract changes using the amendment/change order process as stated in your contract
  + Resolve disputes in a timely fashion
  + Close the contract upon completion or termination
  + Submit report to Legislative Library, if applicable (additional information available at the following link)
    - <http://s-sp33/appnet/docpop/docpop.aspx?docid=1912224&client=activex>
  + Complete an evaluation form <http://s-sp32/appnet/UnityForm.aspx?d=5DqgNCsZynM%3d>
* 1st task
  + Read the Contract
  + Know the duties and deliverables
  + Set up a meeting with Contractor to make sure all parties start out on the same page
    - Can help to develop a good working relationship
    - A good time to discover differences in contractual expectations
* 2nd task
  + Monitor contractor performance
    - Contract management is an active, not passive job
    - Performance should always be checked against the workplan
    - When reviewing invoices, you should notify the vendor within ten days if an error is found
    - Review reports/deliverables (request corrections of inaccuracies immediately)
    - Record keeping is critical
* 3rd task
  + Dealing with contract issues
    - No such things as a perfect contract
    - Active contract management will allow many issues to be dealt with before they become serious performance problems
    - Contact a Contract Specialist to assist with contractor performance issues