

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