



## ATTACHMENT A

### Contract Administrator Roles and Responsibilities

“Contract Administration” means all functions related to a given Contract between the Oregon Department of Corrections (DOC) and a Contractor from the time the Contract is awarded until the work is completed, accepted, and all payment has been made, or until the Contract is terminated, payment has been made, and disputes have been resolved.

#### Contract Administrator

DOC must appoint, in writing, a Contract Administrator as a DOC representative for each Contract. The Contract Administrator may delegate in writing a portion of the Contract Administrator’s responsibilities to a technical representative for specific day-to-day administrative activities for each Contract. A Contract Administrator must have completed all the DAS required training prior to assuming contract responsibilities and sign Attachment B for each contract under their responsibility.

The Contract Administrator's primary role is to **monitor performance throughout the life of the contract**. Contract monitoring is the process of identifying and tracking key aspects of the contract, and their impact on scope, schedule, and budget to ensure active administration of the contract to successful completion.

Contract Administrators are responsible for uniform administration of all DOC contracts which includes:

1. Authorize payments in accordance with the contract;
2. Submit statement of work and details for new contracts;
3. Submit amendment requests for current contracts, as needed;
4. Document compliance and performance issues;
5. Monitor Contractor performance and tracks payments;
6. Monitor expenditures and Not to Exceed amount;
7. Resolve payment or other account discrepancy; and
8. Take steps to correct/remedy any Contractor claims or disputes.

## **Documentation Requirements**

Contract Administration documentation and level of detail should be directly related to the dollar value and risk of the procurement. In accordance with OAR 731-146-0030 Procurement Files, documentation of Contract Administration is a part of the Procurement File, whether maintained with the Procurement file or at a separate location. The official file of record is maintained by the Contracts Unit. Upon the completion of the contract, consult with your contract staff to determine if any document should be maintained in permanent file.

### **Contract Administration documentation must include:**

1. An executed Contract, if maintained separate from the Procurement File;
2. The record of the actions used to administer the Contract;
3. Contact information for the Contractor;
4. The name and contact information for the Contract Administrator and any technical representative delegates, together with a description of duties delegated to any technical representative;
5. All executed amendments;
6. Claims related to the Contract;
7. Release of claims documents; and
8. Copies of invoices, project status reports, receiving records and Contract close-out documents, as applicable.