



Project Management Institute
Willamette Valley Chapter
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 Salem, OR 97308

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Remember the next meeting is:
Friday June 15. (The third Friday of the month)
Location: McNary Restaurant
Time: 12 - 1 PM.

June 2001

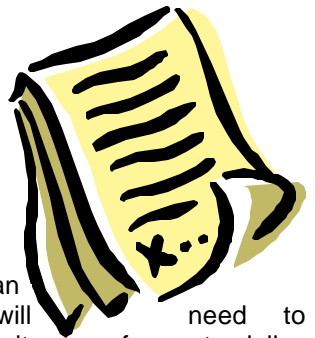
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The Role of the Contract Administrator

More and more project managers are assuming the role of contract administrator when a project involves procurements of either a product or services acquired through a contracting process.

The contract administrator's involvement varies from one organization to another. Generally a contract administrator is the person who is responsible for the administration of all actions after the award of a contract that must be taken to assure compliance with the contract. For example: timely delivery of products, acceptance of products, contractor payments, and closing out the contract at expiration.

These responsibilities typically fall to the contract administrator; however, these duties can be divided among several entities. In order to be a contract administrator the project manager will need to know whether they have the appropriate authority to perform certain tasks. Appropriate authority refers to a dollar level that an employee is allowed to spend. For instance if you have the authority to spend up to \$10,000 dollars, then you can approve and sign invoices, and accept products or services up to \$10,000 dollars only. If the project manager does not have the proper authority he/she may be a resource advising the contract administrator. Duties may include: (but are not limited to)



- (a) Follow the administrative rules for the division; (government)
- (b) May assist in the preparation of a contract;
- (c) Obtain necessary approvals; and
- (d) Maintain a record of the not to exceed amount under the contract in order to update the records on a fiscal year basis;
- (e) Maintain a complete file of the contracting records including:
 - The details for the development and administration of the contract;
 - A copy of the solicitation, findings for justification of Sole source, Emergency or other method of selection;
 - A list of prospective contractors notified of the solicitation;
 - Method used to advertise or notify prospective contractors;
 - A copy of each proposal that results in a contract award;
 - Method of evaluating proposals, the results of the evaluation, and basis of selection;
 - Record of negotiation of the statement of work and results;
 - All information describing how the contractor was selected, including the basis for awarding the contract; and
 - Resulting contract, if awarded.
- (f) The contracting agency shall maintain contract files, including all documentation, for a period not less than six (6) years. Contract files shall be made immediately available for review upon the division's request. (government)

In order to provide all the above duties successfully the contract administrator needs to be well informed of the contracting process, have a thorough understanding and ability to interpret the contract language, and successfully apply the administrative duties during the life of the contract through closure.

Linda Bell-Urbe, Project Manager
ODOT Information Systems, Motor Carrier Application Development