
Effective Contract Management

Scope of Work Importance

Must be Detailed as Possible

Must Anticipate the Unknown or Alternative Scenarios

Must be easy to follow, easy to explain, easy to defend

Three Areas of Contract Management:

Administrative Review

Fiscal Review

Delivery of Service Review

Meeting with Vendors/Handling Performance Issues:

Meeting at your choice of location or service site

Bring specs and SOW – 1 copy for you and 1 copy for them

Vendor should bring site manager or supervisor

Professional and Firm

Vendor Performance Report:

Time/Date/Details

Accompany with a conversation

Deadline to rectify situation

Filing

Don't Get Surprised!

Establish or Update Files – Everything should be in there!

Year of Contract and Expiration Date?

Frequency of Contact with Supplier – at least 1x per year

Have a backup plan

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Thou Shalt NOT:

Allow the contractor to start work before signed contract or PO issued

Unilaterally change any terms or conditions of the contract

Direct the contractor to do work not specified in the contract

Sign the contract as the Agency's authorized signator unless authorized

Authorize payment for any work not performed

Extend the time period past the expiration or extend the budget