

* * *S A M P L E * * *

TO: Contract Administrator
FROM: Purchasing Officer
DATE: May 1, 2002
RE: Responsibilities for Contract Administration

The contract referenced below has been awarded and services or performance may be commenced. You have been designated as the Contract Administrator for this contract and are assigned the following responsibilities. A copy of the contract and other related information are attached for your use. You should review this information carefully. If you have any questions, please contact me.

Contractor: _____

Contact Person for Contractor: _____

Contract Title: _____

Contract Number: _____

Period of Contract: _____ to _____

Renewals: _____ successive _____ year options

Contract Amount: \$ _____

As Contract Administrator, you are responsible for:

- Day to day coordination of the delivery of this service;
- Assurance that services are delivered in accordance with the contract terms and conditions;
- Obtaining and approving job estimates;
- Verifying labor hours and classifications;
- Certifying receipt of services (or goods) billed were delivered in accordance with the contract terms and conditions;
- Prompt reporting of contractor performance problems;
- Assurance that the contract amount is not exceeded without proper authorization from the Purchasing Officer;
- Assurance that the contract amount is not exceeded without proper authorization from the Purchasing Officer;
- Assurance that the contract terms and conditions are not extended, increased, decreased or modified in any way without action through the Purchasing Officer;
- Prepare and complete any required forms or documents as outlined in the contract terms and conditions;
- Serve as the college contact person with the contractor;
- Coordinate any contract activities with other appropriate agency personnel as required;
- Recommend solutions to the Purchasing Officer if performance problems or contract issues persist.