



Piedmont Virginia Community College

Section VII – Fiscal Policies and Procedures

VII – 3.1 Contract Administration Policy

Policy #:	VII – 3.1
Effective:	June 2007
Revised:	December 2024
Responsible Dept:	Business Office Office of Finance & Administrative Services

1. General Information

Contract administration begins after the awarding of the contract. Its purpose is to ensure that the contractors and agency's total performance is in accordance with the terms and conditions of the contractual agreement. Contract administration includes all actions taken by the state related to a specific contract after the award is made. Each agency in its implementing procedures should ensure that effective contract administration is included.

2. Contracting Officer

The President has the authority to designate a limited number of individuals to serve as Contracting Officers who are authorized to sign contracts for the College. At Piedmont Virginia Community College, the President has designated the Vice President for Finance and Administrative Services with contract administration. No other employees may sign contracts or enter into contract agreements on behalf of the College. Contracting Officers are responsible for reviewing contracts prior to signing. Questions regarding the specifics of a contract should be referred to the Vice President for Finance and Administrative Services prior to the contract being signed.

Contracts that require a legal review must be submitted through the Vice President for Finance and Administrative Services, who will coordinate with the Virginia Community College System Council, or the Office of the Attorney General as appropriate. Contracting Officers are not responsible for the day-to-day administration of a contract unless they have been designated as the Contract Administrator.

3. Contract Administrator

The Contract Administrator should be the end user of the contract or other college personnel who otherwise has responsibility for the contract. This individual will be responsible for the proper adherence to all contract specifications by the contractor. The Vice President for Finance and Administrative Services or the Purchasing Officer, as appropriate, will designate the Contract Administrator in writing.

Contract Administrator responsibilities may include:

- Day-to-day coordination of the delivery of services;
- Assurance that services are delivered in accordance with the contract terms and conditions;
- Obtaining and providing job estimates and verifying labor hours and classifications if required
- Certifying receipts of services billed were delivered in accordance with the contract terms and conditions;
- Prompt receipt of delivery failures or contractor performance problems to the Contracting Officer;
- Initiating "Complaint to State Vendor" form if required;
- Assuring that the contract amount is not exceeded without proper authorization from the Contracting Officer;
- Assuring that the contract terms and conditions are not extended, increased, decreased, or modified in any way without action through the Contracting Officer;
- Coordinating contract "start-up" activities with appropriate agency personnel (Building and Grounds, Business Office, Security, etc.);
- Recommending solutions to the Contracting Officer if performance problems or contract issues persist;
- Initiating necessary paperwork for vendor payment.

It is the responsibility of the Contract Administrator to make sure that the contract terms are followed.