



OLD DOMINION UNIVERSITY

Procurement Services

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CONTRACT ADMINISTRATOR RESPONSIBILITIES

You have been officially designated as the Contract Administrator for the above referenced contract. As the University's appointed Contract Administrator, you will be responsible for ensuring that you and members of your staff that have any duties related to administering this contract, adhere to the guidelines and policies set forth in [University Policy 1002](#) and Article 6., Ethics in Public Contracting, as described in the Virginia Public Procurement Act, [Chapter 43 of Title 2.2 of the Code of Virginia](#), as well as those described in the Department of Procurement Services' "*Contract Administration Guidelines*". Additionally, per the Governor's Executive Order 33(2014), you are required to complete *Conflict of Interest Act* Training and to complete a *Statement of Economic Interests* form. For information on the training and completion of the *Statement of Economic Interests* form, please contact Nadine M. Faulcon-Johnson in Human Resources at 757-683-4237 or nfaulcon@odu.edu.

Violations by you and/or your staff having duties previously specified, and/or failure by same to adhere to and follow the aforementioned guidelines and may result in you being removed as the contract administrator, and depending on the nature of the violation, may result in further disciplinary action.

As the Contract Administrator, you are also responsible for the proper inspection, review and acceptance of all goods and services specifically related to this contract, ensuring that same are being provided in a timely manner and in accordance with the contract scope work and/or specifications and terms and conditions. Additionally, you shall be responsible for the review, approval and timely submission to Accounts payable of any and all invoices submitted for payment by the Contractor for any and all services related to the performance of this contract.

The following are to be used as guidelines that apply to your duties and responsibilities as Contract Administrator:

- You are required to maintain a complete and current contract file that includes at a minimum, (i) the solicitation and/or source document, (ii) the *Contract Administration* designation memo, (iii) a copy of the final contract agreement, (iv) all invoicing and payment records, (v) vendor performance, (vi) all contract modifications, and (vii) all contract renewal agreements, when applicable.
- Your authority is limited to requesting services based on the contract scope/specifications, and monitoring contractor performance as outlined in the contract scope of work and contract terms & conditions, including ensuring that the contract in use is valid with respect to contract term dates, and when applicable, any and all renewal clauses.
- If you wish to initiate any modifications or changes to the scope of work, specifications or terms and conditions that could affect price, quality, delivery, or cancellation of the contract, same must be submitted in writing to Procurement Services for review and final approval. All contract changes require prior authorization via a written modification or change order under the signature of the Director of Procurement Services, or his/her designee(s).
- Comments, both positive and negative, regarding contractor performance are strongly encouraged via copies of the *Procurement Complaint Form* so that we can maintain a record of the satisfaction level to which the Contractor is fulfilling its obligation under this agreement. Such comments will be maintained

in the procurement file and will be taken into consideration when contemplating future procurement actions involving the contractor.

- You will be responsible for seeking guidance and approval from Procurement Services in those instances where the referenced policies and specified guidelines are “silent”. Failure to do so will not relieve you of any potential violations that and subsequent disciplinary action(s) that may occur because you were unclear on how to proceed.
- The Procurement Officer and/or the Department of Procurement Services must rely on you to ensure the contractor remains in compliance with the provisions of the contract, and that a complete file of all records related to the contract be maintained. Any problems or deviations from contract requirements must be promptly reported to Procurement Services. Depending on the seriousness of any contract problem/deviation, a written report may need to be sent to Procurement Services to ensure adequate corrective action is taken.

As the designated Contract Administrator, you are required to develop a comprehensive Contract Administration Action Plan (“CAAP”) to assist you in monitoring both Contractor and University performance and adherence to the contract terms. The plan should include, at a minimum, those responsibilities and tasks associated with the successful performance of the contract, as follows:

- Responsibilities of both Contractor and University;
- Contractor deliverables, to include any:
 - Schedules, i.e., startup dates, deadlines for deliverables, and contract expiration date;
 - Performance milestones; and
 - Reporting requirements;
- University Tasks:
 - Monitoring of schedules;
 - Reconciliation of services with associated invoices and payments;
 - Vendor performance, both positive and negative;
 - Monitoring and reporting non-compliance with terms and conditions of contract

Additionally, as part of Procurement Services’ continuing effort to maintain awareness and compliance with the Commonwealth’s and the University’s requirements for managing contracts, as an officially designated Contract Administrator, you must complete an initial and annual “refresher” training. Procurement Services will send an email reminder annually to all designated Contract Administrator’s, with instructions on how to access and complete the required online training. If you are currently the designated Contract Administrator for another contract(s), the annual “refresher” training for same will cover the required training for said contract(s).

To complete the initial Contract Administration Training in Canvas, please click on the link below, and then login via your MIDAS account. Once you are logged in, click on *Contract Administration Training*. Please be sure to watch the entire video and when finished, click the *verification* link to record completion.

<https://canvas.odu.edu/enroll/CMDDND>

If you have any questions regarding your duties and responsibilities, please contact Procurement Services at procurement@odu.edu.
