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Contract Administration Guidance

A good contract administration program is essential to improving performance under university contracts. Contract administration is the day-to-day management of contracts made with the University of Alaska's vendors and contractors. The specific nature and extent of contract administration varies from contract to contract. It can range from the minimum acceptance of a delivery and payment to the contractor to extensive involvement by program, audit and designated procurement officials throughout the contract term.

It is the contract administrator's responsibility to ensure the contractor is performing pursuant to the terms and conditions of the contract, and to serve as the primary point of contact for reporting performance issues to the contracting officer.

The following is a list of primary responsibilities for contract administrators. This list is not all-inclusive, and additional responsibilities may fall on the contract administrator depending upon the type and/or complexity of the contract:

1. Read and understand the scope and terms of any contract you are assigned to administrate.
2. Ensure that your service as contract administrator does not create a conflict of interest as defined by the Alaska Executive Branch Ethics Act (AS39.52) or UA Board of Regents Regulation P04.10.010(C). NOTE: Even the appearance of a conflict of interest may require that another person serve as contract administrator.
3. Serve as the point of contact for disseminating instructions to the contractor. In many cases this will involve a regularly scheduled series of meetings with the contractor.
4. Monitor the contractor's performance to ensure that the contractor is providing goods and services that are of a level of quality that is compliant with the terms of the contract.
5. Verify contractor invoices to ensure that payments are made pursuant to the terms of the contract.
6. Review and approve the scope and pricing of contract changes submitted by the contractor to ensure they are fair and reasonable.
7. Ensure all special conditions of the contract such as background checks are performed, and conditions unique to the University of Alaska, such as our tobacco-free campus and protection of minors policies are shared with the contractor and their employees.
8. Ensure that all contract disputes and/or performance issues are clearly documented in writing and shared with the contractor and the appropriate contracting officer in your



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designated campus procurement office. NOTE: It is the contract administrator's responsibility to work with the contractor to resolve disputes and/or performance issues that do not require formal action under the terms of the contract, whenever possible. However, in the event that formal action is required, all supporting documentation and correspondence with the contractor needs to be provided to the appropriate contracting officer.

9. Inform University employees who may interact with the contractor that you, as the contract administrator, are their sole point of contact for any performance issues they may observe.
10. Confirm that any corrective action required by the University is taken by the contractor.
11. Assist your campus contracting officer with final acceptance and closeout of the contract. This process ensures that work is complete, all deliverables have been received and accepted, and a release of claims has been executed for any financial, intellectual or asset interests.

Thank you for accepting the role of contract administrator for the University of Alaska. Your participation in this process helps to ensure our focus is on obtaining supplies and services, of requisite quality, on time, and at fair and reasonable prices. These functions are essential to successful contract performance.

The Contract Administrator, by signing below, agrees that he/she has read and understand the responsibilities of the position, and is capable of performing the functions contained herein:

Contract Administrator Signature

Date

Name Printed

Contract Number