

## **Part I Chapter 54 Contact Person Responsibilities**

- A. Contract Management.** Contract management begins after a contract has been executed and does not end until the supply has been delivered and accepted or until final acceptance of the work effort has been accomplished and the contract closed with final payment to the contractor. The obligations accepted by the contractor are stated in the contract, however, that does not guarantee the contractor will perform to the agency's expectations. Monitoring and control are essential to ensure the contractor uses and manages its resources in a manner that will provide the agency exactly what it has contracted for in terms of quality, timeliness, and economy of cost.
- B. Review of Reports.** Reports required by the contract will assist the agency in monitoring the effort but cannot be relied upon to accurately measure contractor progress. The contact person designated in the contract performs the key role in managing the contract and monitoring the contractor's performance.
- C. Duties and Responsibilities.** The duties and responsibilities of a contact person include, but are not limited to the following:
1. Ensure the contractor is performing work as required by the contract.
  2. Ensure the contractor's personnel charged to the contract are actually working on the contract.
  3. Accept and evaluate the quality of deliverables.
  4. Compare moneys expended with percentage of completion.
  5. Perform administrative details concerned with the approval of subcontractors, etc.
  6. Alert appropriate agency personnel, including the contracting officer to any problems that may have a negative effect on the project.
  7. Immediately alert and obtain guidance from the contracting officer and purchasing agency counsel if contractor is not performing satisfactorily or if terms of the contract are being violated.
  8. Conduct on-site visits to observe work in progress.
  9. Coordinate any appropriate contract amendments.
  10. Before final payment, measure the work performed against the work statement. If performance does not meet contract requirements, it is incumbent upon the contact person to identify deficiencies and to advise the contracting officer so remedial action can be taken before final payment is made.
  11. Prepare a final evaluation of the contractor's performance and forward it for inclusion with agency's record copy of the contract.