**Sample Post-Award Contract Administration Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor Name** | **Contractor Designee** | **Contractor Contact Information**  | **Date Prepared** |
| **State Agency Contract Monitor** | **CETS Contract Number**  | **Agency Contract Number** | **State Agency Contact Information** |

**Statement of Work Summary**

**Provide a summary of the contract work**

 **Contract Monitor Delegated Roles and Responsibilities**

**Identify specific roles and responsibilities on this contract**

* Vendor’s Reporting Requirements

**Contractor Reporting Requirements**

**Submission of Progress Reports**

**Submission of Status Reports**

**State Labor Requirements**

**Security Requirements**

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* Inspection

**Critical Contract Milestones**

 **Major deliveries that denote progress**

**State Property**

**Inventory Control**

 **Maintenance Requirement**

**Property Disposition**

**Communication Plan**

**Who needs information?**

**What information is needed?**

**How often will information be communicated?**

**How will communication take place**?

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* Inspection and Acceptance
* Performance Monitoring
* Vendor Performance Evaluation

**Payment Procedure/Fiscal Considerations**

**Invoice submission process**

**Criteria for approval**

**Timely payment**

 compliance

**Problem Resolution**

**Identify problem and dispute resolution process**

Payment Procedures\

Financial Monitoring/Funding Limitation

Problem Resolution

**Contract Change Management**

**Identify planned change management procedure**

**Performance Monitoring**

**Identify monitoring procedures and planned activities**

**Inspection and Acceptance**

**Identify acceptance criteria**

**Approval Authority Signature**

**Contractor Performance Evaluation**

**How will vendor be evaluated?**

**Contract Close-out Process**

**Identify your specific responsibilities for this contract proper closeout**

**Other**