[](http://www.google.com/imgres?imgurl=http://nevada-history.org/images/seal.gif&imgrefurl=http://nevada-history.org/icons.html&h=441&w=436&sz=107&tbnid=AJv5czifzjIORM:&tbnh=90&tbnw=89&prev=/search?q=state+of+nevada+seal&tbm=isch&tbo=u&zoom=1&q=state+of+nevada+seal&docid=tVjzIlxMLQI2NM&hl=en&sa=X&ei=iGJGT7-1N8KftweVlJCvDg&ved=0CDwQ9QEwAg&dur=3379)

* **Checklist for Successful Contract Administration**

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| --- | --- |
|  | Read Contract Terms and Conditions |
|  | Complete Post-Award Contract Administration Plan |
|  | Conduct a project kick-off meeting |
|  | Identify and document roles and responsibilities |
|  | Maintain effective and open communications |
|  | Measure, monitor, and vendor’s performance |
|  | Comply with contract terms and conditions |
|  | Resolve problems and disputes promptly |
|  | Manage contract changes |
|  | Manage the invoice and payment process |
|  | Document and log all communication |
|  | Monitor work to ensure delivery |
|  | Verify work completion |
|  | Prepare contract closeout checklist |
|  | Document and communicate lessons learned |
|  | Evaluate vendor’s performance |
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