

**THE DO'S AND DON'TS  
OF CONTRACT ADMINISTRATION**  
(May 2005)

**2692**

**CONTRACT ADMINISTRATION DO'S**  
(May 2005)

**2692.1**

Effective contract administration activities include:

- Notifying the contractor to begin work.
- Monitoring contract activities for compliance with:
- Work progress to ensure services are performed according to the quality, quantity, objectives, timeframes and manner specified within the contract.
- §B and DVBE contractors and/or subcontractors to ensure attainment of approved contract participation goals.
- Review progress reports, and status reports as required.
- Approving the final product by submitting a written document accepting the goods.
- Providing any documentation to the purchaser when contract administrator activities are not performed by the purchaser.
- Verifying accuracy of invoices and approving invoices for payment.
- Requesting amendments and/or contract renewals in a timely fashion as determined by departmental policies and complexity of the request (often three – six months in advance).
- Performing contract close out activities.
- Reporting any contract disputes immediately to Unit Purchasing Coordinator, Region BSO and Business Services Sacramento when necessary.
- Keeping an accurate auditable paper trail of contract administration.

**CONTRACT ADMINISTRATION DON'TS**  
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**2692.2**

Contract administrators are not authorized to:

- Instruct the contractor to start work before the contract is fully executed.
- Change the scope of the contract without doing so through the formal purchase document amendment process.
- Direct the contractor to perform work that is not specifically described in and funded by the contract.
- Allow the contractor to incur any additional costs over the limit set by the contract.
- Sign any contractor's contract form.

(see next section)

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(see Forms or Forms Samples)