

Department of Administrative Services



Contract Administration Plans

Agenda

- 1 Introduction
- 2 Contract Administration
- 3 Contract Administration Plans



Presentation Goals



- Define Contract Administration Plan (CAP) Why?
- Describe elements of a CAP What?
- Strategies for obtaining buy-in by parties to the Contract. How?
- Incorporating risk management practices into contract administration. How?
- Connection between contract expectations and evaluation criteria.
- Schedule/timelines for meeting milestones and providing deliverables.



Introduction



What is Contract Administration?

What is a Contract?

Contract Manager vs. Contract Administrator





Contract Administration Best Practices

1. Maintenance of contract documentation
2. Kick-off meeting for contract start
3. Compliance with the terms and requirements of the contract
4. Completion of deliverables – documentation
5. Effective Communication
6. Resolution of contract issues or disputes
7. Contract Closeout



Contract Administration Plan



Purpose

Roles and Responsibilities

Scope and Deliverables

Communication Plan

Timeline

Risks





Contract Administration Plan Template

[Oregon's Contract Administration Plan template](https://www.oregon.gov/das/Procurement/Guiddoc/CAP.docx#:~:text=The%20Contract%20Administration%20Plan%20(CAP,as%20it%20relates%20to%20schedule)

[https://www.oregon.gov/das/Procurement/Guiddoc/CAP.docx#:~:text=The%20Contract%20Administration%20Plan%20\(CAP,as%20it%20relates%20to%20schedule](https://www.oregon.gov/das/Procurement/Guiddoc/CAP.docx#:~:text=The%20Contract%20Administration%20Plan%20(CAP,as%20it%20relates%20to%20schedule)



Contract Administration Plan Contents



- Intended Audience

Intended Audience and Document Purpose		
Users	Relevant Sections	Purpose
<i>Agency Executive Sponsor(s)</i>		
<i>Agency Project Manager</i>		
<i>Agency Contract Administrator</i>		
<i>Agency Designated Procurement Officer</i>		
<i>Risk Management Team</i>		
<i>Contractor Key Personnel</i>		



Contract Administration Plan Contents



- Administration Team's Roles and Responsibilities



Administration Team's Roles and Responsibilities		
Name	Role	Responsibilities
	Agency Sponsor	
	Agency Contract Administrator	
	Agency Project Manager	

- Support Team

Support Team's Roles and Responsibilities		
Name	Role	Responsibilities
	Technical SME	
	Finance SME	
	Procurement SME	
	Legal SME	
	Program SME	

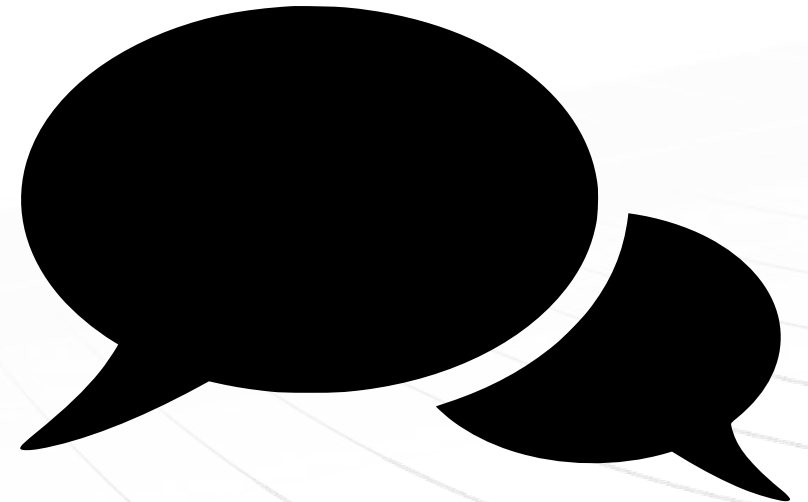


Contract Administration Plan Contents



- Communication Plan/Communication Register

Communication Register						
What	Who		When	How		
Information Requirement Description/Title	Provider/ Stakeholder	Recipient/ Stakeholder	Timeframe/ Frequency/Trigger	Format	Distribution Method	Disposition Method

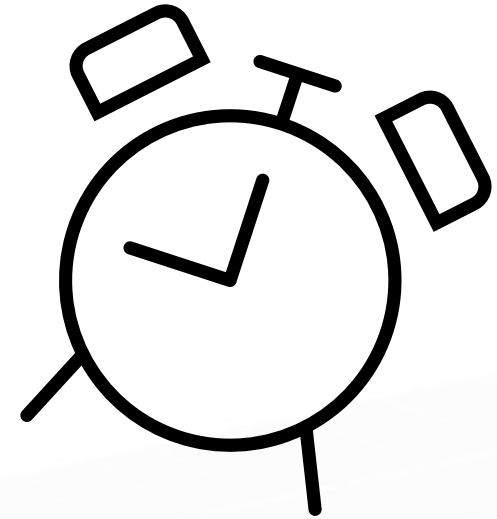


Contract Administration Plan Contents



- Schedule:

Schedule				
Task Identifier / Name	Responsible Party	Duration	Start	Finish
1.0 Parent Task	Name	No. Days	Start Date	Finish Date
1.0.1 Sub Task	Name	No. Days	Start Date	Finish Date
1.0.2 Sub Task	Name	No. Days	Start Date	Finish Date
1.1 Parent Task	Name	No. Days	Start Date	Finish Date
1.1.1 Sub Task	Name	No. Days	Start Date	Finish Date
1.1.2 Sub Task	Name	No. Days	Start Date	Finish Date
1.1.1 Sub Task	Name	No. Days	Start Date	Finish Date
1.1.2 Sub Task	Name	No. Days	Start Date	Finish Date



Contract Administration Plan Contents



- Deliverables:

Contract Deliverables				
Contract Clause/ Task	Deliverable	Responsible Party	Action Required	Due Date/ Frequency



Contract Administration Plan Contents



Risk/Issue Management Plan:

DAS Risk Management Tool found at <https://www.oregon.gov/das/Risk/Pages/Toolkitra.aspx>

Risk Management									
Risk Id	Description	P	I	S	Risk Response	Action	Responsible Party	Target Completion	Status
Risk Management Legend									
P - Probability		I - Impact		S - Severity		Risk Response			
1 – Improbable 2 – Probable 3 – Very likely		1 – Negligible 2 – Marginal 3 – Critical 4 – Catastrophic		1 – Low 2 – Medium 3 - High		Avoid – take action up front to reduce the probability, or impact (or both), to zero. Transfer - make someone else responsible for particularly risky portions of the project. Mitigate - take actions to lessen the impact or the probability that the risk will occur. Accept - the risk may be small enough (in impact or probability) such that the cost and effort of any preventative measures are out of proportion of the risk itself.			

Contract Administration Plan Contents



- Contract Performance Monitoring Plan

Scheduled Meetings		
Meeting	Date/Frequency	Facilitator
Contract Initiation/Kickoff	Once	
Weekly Section Team Meeting	Weekly	
Weekly Team Leads Meeting	Weekly	
Monthly Executive Meeting	Monthly	
Quarterly Executive Meeting	Quarterly	



- Contract Monitoring and Reporting

Contract Performance Reporting		
Document Name	Frequency	Approver
Weekly Status Report	Weekly	
Monthly Executive Status Report	Monthly	
Requirements Traceability Matrix	Monthly	

Contract Administration Plan Contents



- Risk Issue Management Reporting



Risk/Issue Management Reporting		
Report Name	Due Date/ Frequency	Approver

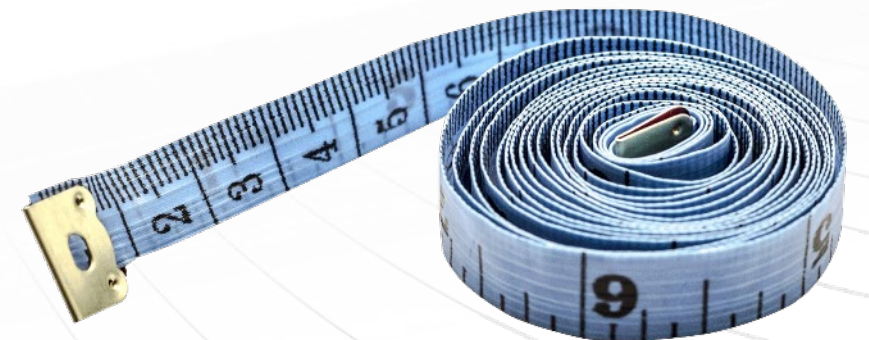


Contract Administration Plan Contents



- Performance Measures/Tracking

Performance Measures			
Performance Measure	Contract Reference	Method of Measure	Frequency of Measurement



Contract Administration Plan Contents



- Agency Obligations

Requirement	Asset Type	Controls and Management	Responsible Party
Agency shall ensure government controlled data systems can be securely accessed by contractor as needed to provide infrastructure support as described in section.	Agency will ensure the following systems are available to the contractor throughout the period of performance of this contract:<>	Agency will perform reviews of system utilization through:<>	Agency Project Manager

A hand holding a blue marker, writing the word "OBLIGATION" in large, blue, capital letters on a whiteboard. The word is underlined with a blue line.

Summary



Procurement develops contract/manages process

Procurement Administrator assures contract compliance,
satisfactory outcomes

Contract Administration Plan helps to assure consistency and
success



Questions? Need more information?

Contact information:

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- <https://www.oregon.gov/das/procurement/pages/index.aspx>

