



CHECKLIST

CONTRACT ADMINISTRATION TRAINING CERTIFICATE

According to Procurement Training Law, performing contract administration duties requires staff to be adequately trained. If you are named the contract administrator in a contract, or perform the tasks listed in the first section below, you must obtain the Contract Administration Training Certificate. If you perform any of the duties in the second section below, talk to your manager to find out what training you may need.

1 Contract administrator tasks

- I signed a Director's Verification Form.
- I am listed as the contract administrator on procurement file paperwork or in the contract.
- I manage day-to-day communications and performance with the contractor to ensure goods or services are rendered in accordance with the contract, provide technical direction to the contractor, and recommend corrective actions.

If you checked any of the above, stop here. You are involved in contract administration and must obtain the Contract Administration Training Certificate. If you didn't mark any boxes, proceed to the next section.

2 Contract administration duties

Contract administration duties may be delegated, but authority and responsibility stay with the contract administrator. **Mark the tasks below that you perform, or are responsible for:**

- Conducting inspections for compliance with what was specified under the contract.
- Accepting or denying goods or services.
- Reviewing delivery of goods/services for compliance with what was promised under the contract.
- Receiving and verifying invoices, or paying or submitting for payment.
- Resolving disagreements between the contractor and agency.
- Requesting or recommending contract amendments or change orders.
- Participating in the development of or carrying out the Contract Administration Plan (CAP).
- Communicating with vendors or contractors.

If you checked any of the above, contact your manager to discuss what training you may need to take.