CONTRACT MANAGEMENT FLOW DOP-Issued Contract

Agency establishes its Contract Management Team: E.g. Project Manager (PM) & Technical Personnel (SMEs)

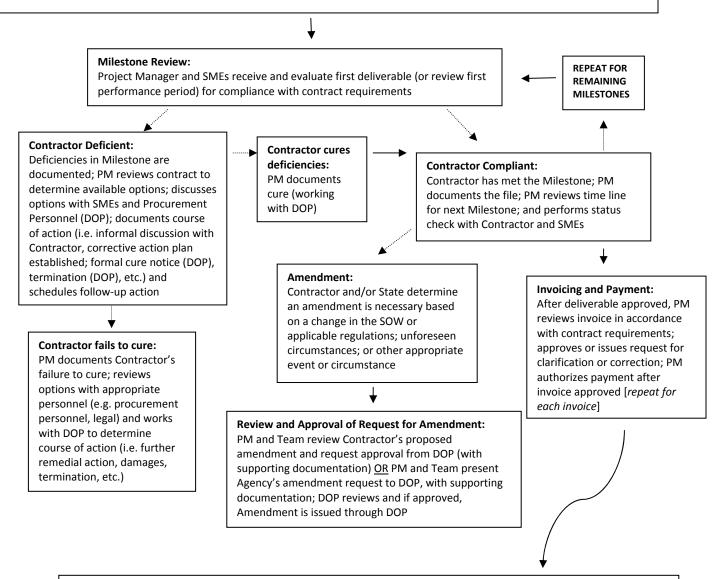
Initial Meeting:

Review objectives, time line, deliverables and expectations (including roles/responsibilities)
Ensure clarity on what will be accomplished when; how reporting, invoicing and payment will occur

Written summary of discussions for file/follow up correspondence to Contractor confirming understanding/next steps

Tickle: Milestones (service periods, scheduled reviews, deliverables); meetings; insurance expiration; notice dates; and end of Term Confirm First Milestone (deliverable or performance period) AND schedule next meeting

Confirm contact information (phone, fax, e-mail) and alternative points of contact



Contract Closeout:

File should be complete; all correspondence in chronological order; contract with most recent amendments on top Documentation of receipt and acceptance of all deliverables

State-owned material used by Contractor during contract term returned to the State

Project debrief complete: lessons learned, issues identified for future contracts, survey of contractor's performance