

# Contract Management Checklist

## INSTRUCTIONS

Use this checklist to prepare a contract management plan. Familiarize with the contract terms and conditions.

### Monitoring Performance

- Specifications (technical and functional aspects of the goods/services)
- Date(s) of delivery, schedule
- What are the Agency's obligations to the contractor (in addition to payment)?
  - Testing, inspecting, approving, etc.
  - Meetings, emails, reviews, etc.

### Accepting Goods and Services (Testing/Inspection/Approvals)

- Tests or inspections?
  - By whom and when
- Who at the Agency approves?
  - Test or inspection results
  - Reports
  - Payments
- List the formal acceptance criteria here.
  - How will the Agency know that the goods/services met the functional or technical criteria (tests or inspections)?
  - Who at the Agency will formally accept that the goods/services met the criteria (is it the same person who approves the tests or the person who approves the invoice)?
  - At what point will the Agency formally accept the goods/services?
    - When goods are received or when they are shipped?
    - When the services are "complete" (as defined in the contract)?
    - After tests or inspections?
- Note: Tests and inspections can delay the approval and formal acceptance process. Be sure to communicate timing to the contractor to avoid potential delivery delays.

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## Metrics

- Is the Agency measuring anything, such as “on-time delivery?”
  - How is the Agency collecting that information?
  - How is the Agency going to use the information?
- What are the shipping terms and conditions for goods?
- What are the delivery terms and conditions for the services?
- What is the method to return damaged goods at the time of receiving the goods?
- Is there a warranty for defective goods discovered after accepting the goods?  
How long and what conditions?
- What is the method for addressing non-conforming services?

## Compliance

- Are there any regulations, laws or policies associated with this purchase?
- Who at the Agency needs to verify compliance?
- Does the contractor or its staff need special qualifications?

## Invoicing and Payment

- How is the payment calculated?
  - Fixed Price or Lump Sum
  - Fee for Service
  - Cost Reimbursement
  - Time and Materials
- Payments:
  - For units delivered (quantity)?
  - All at once or over a time period (Per item, per shipment, at full shipment)?
  - When meeting milestones or completion of phases?
- How often can the contractor invoice? (Note: this is critical to ensure that the contractor does not overcharge the Agency.)
- Does the invoice match the contracted price and method of calculation? (Prices can change over time but in a fixed price, lump sum or fee for service contract the contractor agrees not to increase the price.)

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- Are all the shipping charges correct and according to the shipping terms?
- Are there taxes or duties to account for?
- Are there any surcharges, late fees, fuel charges, etc.? Are they outlined in the contract?

### Personnel Roles

- Looking at the list above, what are my personal responsibilities (Contract Manager) to the contractor?
  - Are you personally formally accepting the contractor's deliverables?
  - Are you personally approving anything (reports, payments etc.)?
- What are Agency colleagues' responsibilities to the contractor in the list above?
  - Formally accepting the contractor's deliverables?
  - Approving anything (reports, payments etc.)?
- What contract requirements do I (Contract Manager) need to communicate to Agency colleagues?
- How should those duties be communicated (meeting or email)?
- What should I (Contract Manager) do to ensure that all Agency personnel continue to perform their obligations throughout the contract? (This is part of your project plan or spreadsheet.)