

Contract Administrator Responsibilities

Please notify Procurement if the Contract Administrator changes.

Contract Administrator Name, Printed _____

Contract Number _____ Date _____

This form must be signed and returned to Procurement.

This document gives simple rules for how to manage contracts. It explains what you should do and what you should not do. You have been named as the Contract Administrator in the attached contracts. Contract administration is the work that happens after a contract is awarded and it is an ongoing process. It helps make sure that the Contractor and Virginia Tech follow all the terms and requirements in the contract.

The Contract Administrator, or designee, is responsible for ensuring that all contract provisions are followed. The Administrator ensures quality, documents any nonperformance, facilitates problem resolution, and coordinates actions with Procurement (contract renewals, contract amendments, and contract terminations) or legal staff when necessary.

This includes:

- Monitoring the contractor’s performance and interfacing with the contractor’s representatives.
- Formally meeting on a periodic basis with the contractor to review performance.
- Verifying the invoices are consistent with contract terms, as applicable.
- Maintaining appropriate records, including documentation of any non-conformance or other issues that may have occurred with the contractor and resolution as a result thereof, including any significant events during the contract term.
- Contacting Procurement for any issues, complaints, or disputes that cannot be resolved at the department level.
- Serve as point of contact for departments across campus that may utilize the contract or have issues with the contractor, if applicable.
- Working with Procurement to determine if the contract should be renewed, if applicable.
- Avoiding conflicts of interest and maintaining appropriate standards of conduct.
- Spot checking and coordinating with other university units who are users of the contract, if applicable.
- Documenting receipt of revenue and rebates, if applicable.
- Annually requesting updated SOC 2 Type 2 reports for high-risk data systems, if applicable.
- Contact Procurement when contract contact information changes, with either Virginia Tech or the Contractor.

Some of these duties may be delegated to others in your organization or campus users. If this contract is being used campuswide, the expectation is that only invoices processing directly through your department are checked for accuracy. You need to be knowledgeable of the delegated process such as who is doing what and do they have the information necessary to accomplish their responsibilities.

All contracts require that any change to the terms of the contract be made in writing and be accepted by both the contractor and Virginia Tech before the change is binding. Contract Administrators are not empowered to make changes to the terms of the contract. For example, you are not authorized to change the price or add additional services. If there is a need to add or delete services, changes should be communicated to the Procurement Officer, who will prepare a written contract modification. The same applies for renewing contracts for additional time periods.

Thank you for your efforts to ensure this contract meets the needs of Virginia Tech. If you have any questions, contact the Procurement Officer assigned to this contract.

Procurement Signature _____ Date _____

Contract Administrator Signature _____ Date _____