

Contract Manager/Administrator Responsibilities

Departments/Schools should ensure that all Saint Paul Public Schools and purchasing requirements are met prior to submitting a contract for review and signature. The Contractor should not be authorized to proceed, nor should payment be approved, until the contract is fully executed (signed by all parties).

As the manager/administrator for this contract, you are responsible for all aspects of the contract formation, terms and conditions in the contract and the managing of the contract and Contractor/Vendor. Your responsibilities also include, but may not be limited to, the following:

- Verifying that the Contract that you develop meets all terms of the funding source that are paying for the services or products in the contract. (verify special terms and conditions such as Federal requirements, Grant requirements, State requirements, etc.)
- Verifying that the Contractor /Vendor complies with all of the terms and conditions of the agreement.
- Obtain W-9 from Contractor or Vendor
- If hiring an individual complete the Independent Contractor vs. Employee form
- If any data sharing is required of the Vendor/Contractor, contract Research, Evaluation and Analysis prior to any agreement being done to ensure that data sharing is possible.
- Verify Contractor performance for purposes of payment.
- Determine acceptable performance levels.
- Develop schedule for Statement of Work.
- Have items in the contract that specific tasks be spelled out that state exactly what is expected of the vendor/contractor and upon completion of each task what the payment will be(progress payments)
- Monitor Vendor/Contractor performance on specified frequency.
- Meet with Vendor/Contractor on a regular basis to review progress, discuss problems, and consider necessary changes.
- Ensure that all services have been received to your specification prior to authorizing payment.
- Identify and document material breaches of contract.
- Ensure that all revenue generated pursuant to the terms of the business contract are paid to the Saint Paul Public Schools.
- Ensure the collection, review, and maintenance of any required certificates of insurance, worker's compensation insurance, and performance bond.
- Determine whether corrective action is necessary.
- Take action, if necessary

Regarding insurance requirements, the Vendor/Contractor should not be authorized to proceed until you have received and verified the accuracy and authenticity of current and adequate certificates of insurance, worker's compensation insurance, and a performance bond if required. The originals of these documents should be maintained in your departmental files. Procedures should also be established to track renewal dates in order to ensure that you receive evidence of renewals on a timely basis.

Contract Close-Out

A contract is completed when:

- All goods and services have been received and accepted.
- All reports have been delivered and accepted.
- All administrative actions have been accomplished.
- All institutional equipment and materials have been returned.
- Final payment has been made to the Contractor.

Additional Considerations:

- Verify that all parties to the contract have fulfilled their obligations and no responsibilities remain unperformed.
- Assess the success of the contract.
- Determine if there are lessons learned for future contracting.
- All deliverables (including reports) have been delivered and accepted.
- Final payment has been made.
- Any Contract Oversight issues have been resolved.
- Confirm:
 - All inventory and property ownership issues have been resolved (including disposition of equipment and licenses purchased under the contract).
 - Final acceptance of goods/services by the Institution's project manager has been received.
 - Plan for contract file maintenance has been developed.
 - Vendor/Contractor has been informed of records retention requirements.
 - Deficiencies found during Contract Close-Out are documented and communicated to appropriate parties.