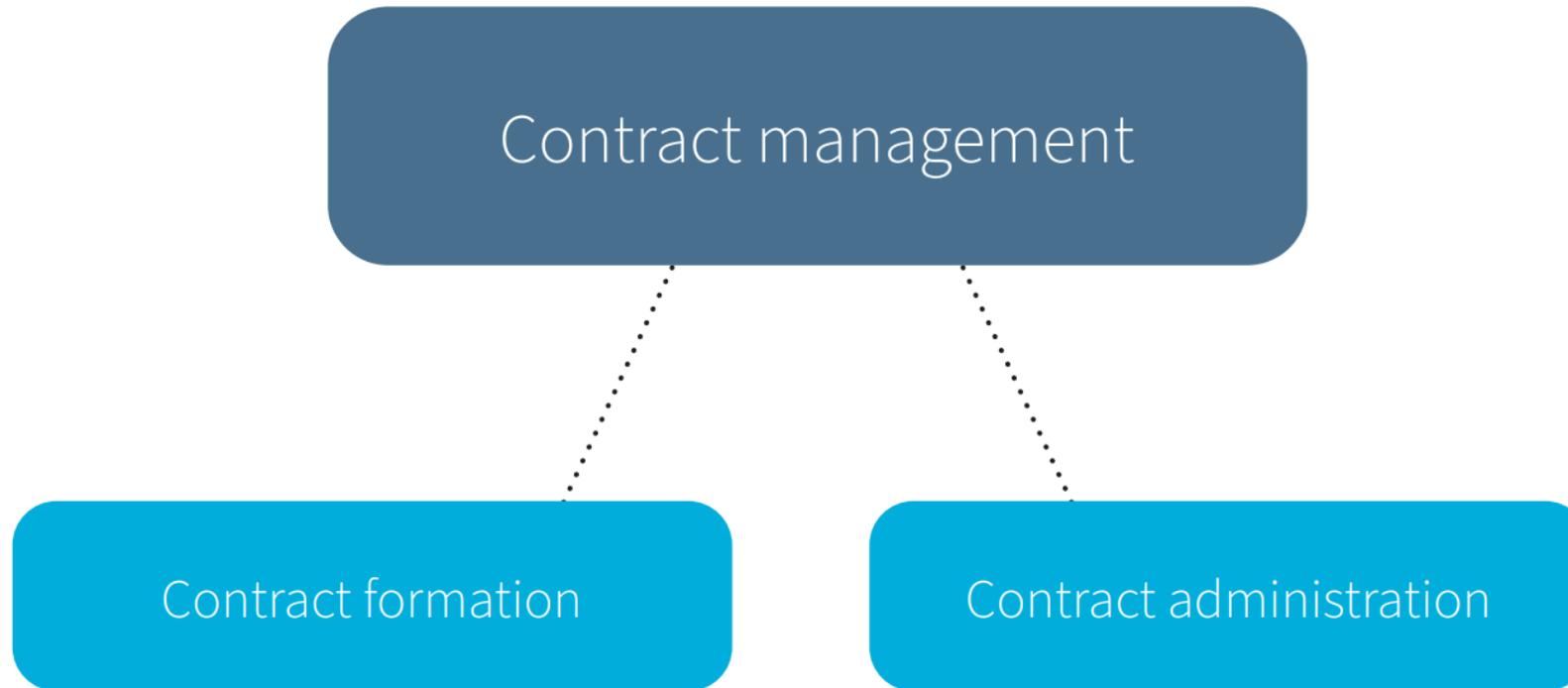


Contract administration best practices

January 30th, 2023

Contract management



Role of procurement team

- Maintain the contract
- Assist end-users/clients in managing the contract terms
- Determine level of involvement



Role of contract administrators

- Communicate with end-users/clients
- Complete a contract administration plan
- Communicate with business partners

Communicating with clients

- Attend team meetings
- Utilize technology platforms
- Go on listening tours
- Be available



What would you do if you had
more time in your day?

Cooperative purchasing

- What is cooperative purchasing?
- How does it work?
- When do I use a cooperative?
- What do I do next?



Procuring what you need

You have two decisions

- What are you going to buy?
- How are you going to buy it?



Cooperative purchasing benefits

- Provides competitively solicited and awarded contracts
- Creates efficiencies and savings
- Get what you need, when you need it
- Enables you to work with local supplier



Types of cooperative organizations

- Government cooperative model
- Lead-agency model



Cooperative purchasing users

- State and local government entities
- Public and private education
- Nonprofits (tax-exempt organizations)



How does
cooperative
purchasing
work?

Cutting procurement in half

Purchasing process

- Identify need
- Discuss with procurement
- Develop scope
- Advertise
- Proposal opening
- Evaluation
- Award contract
- Protest period
- Issue a P.O.
- Receive goods/services

Purchasing process with a cooperative

- Identify need
- Discuss with procurement
- Use a cooperative contract
- Issue a P.O.
- Receive goods/services

Making a purchase



Decide what
you need



Choose suppliers
and request quotes



Work directly
with local
supplier dealer
or representative



Make purchase

Case study

Greater collaboration

Greene County Parks and Trails



Contract administration plan

- Management tool
- Provides a strategic framework
- Emphasis on process, output, and outcome



Contract administration plan topics

- Critical milestones and delivery dates
- Testing, inspection, and acceptance
- Warranty provisions
- Special terms and conditions
- Insurance
- Process for managing change and issue resolution



Does your agency have a formal contract administration plan?

Communicating with business partners

- Establish key contacts
- Review contractual agreements
- Schedule business reviews
- Set goals and expectations



What hurdles do you have in contract administration?

Final thoughts

- Communication
- All hands-on deck
- Utilize a CAP
- Ongoing process



Thank you!