




OREGON DEPARTMENT OF FISH & WILDLIFE PROCEDURE

Administrative Services Division

Title: Contract Administration Procedure		ASD_231_01PR
Supersedes:	N/A	
Applicability:	Applicable to administration of ODFW Contracts	
Reference:	ORS 279A.159 ; OAR 125-246-0140	
Current Procedure Effective Date:	May 15, 2023	Approved: 
Original Procedure Effective Date:	July 1, 2018	

I. PURPOSE

The following procedure applies to the administration of ODFW's public contracts and agreements for goods, services and public works/public improvements contracts with contractors and outgoing grant agreements.

The goal of this procedure is to provide contract administrators the information and tools necessary to effectively manage the performance and obligations of contractors providing goods, services, and public works/public improvements to ODFW and grantees receiving state funds from ODFW.

II. DEFINITIONS

CONTRACT:

A written agreement between two or more parties that creates a legally enforceable obligation to do or not do a particular thing, and with requisite characteristics of competent parties, subject matter, a legal consideration, mutuality of agreement, and mutuality of obligation. The term "contract" in this policy applies to both contracts and outgoing grant agreements.

CONTRACT ADMINISTRATION:

The act of monitoring activities that occur during a contract to ensure compliance with the contract requirements as well as the contract terms and conditions. This includes managing and monitoring the performance and obligations of, and approving payment to, ODFW contractors. Administration occurs from the time the contract is awarded until all goods are received, all services are completed and accepted, final payment has been made to the contractor, any disputes have been resolved, and the contract is closed or terminated.

CONTRACT ADMINISTRATOR:

An ODFW employee who is assigned the duties of, and is responsible for, providing contract administration, either as a part of the employee's position description, or as assigned within a particular contract. A contract administrator may delegate in writing a portion of the contract administrator's responsibilities to a technical representative for specific day-to-day administrative activities, including communications with the contractor.

CONTRACT ADMINISTRATION TRAINING CERTIFICATE:

Training certificate issued by the Oregon Department of Administrative Services (DAS) Procurement Services (PS) required for all state employees responsible for administering a contract with a value of \$150,000 or greater.

DPO:

ODFW's Designated Procurement Officer. This is the Contract Services Manager.

OUTGOING GRANT AGREEMENT:

A contract under which ODFW provides money, property, or other assistance to a recipient for the purpose of supporting or stimulating a program or activity of the recipient.

III. PROCEDURE

Responsible Party	Action
ODFW Managers and Supervisors	<ol style="list-style-type: none">1. Identify staff who will be assigned contract administration duties. If the contract will include construction services, provide the individual's name to the Chief Engineer for approval to perform contract administration duties for construction services.2. Ensure staff assigned components of contract administration for Contracts with a value of less than \$150,000 complete the specified contract administration training modules in the state training system as defined in the attached Contract Administration Duties and Training Guide.3. Ensure staff responsible for administering a contract with a value of \$150,000 or greater complete all required contract administration training modules in the state training system and obtain a DAS PS Contract Administration Training Certificate prior to first assignment of contract administration duties.4. Ensure staff keep their DAS PS Contract Administration Training Certificate current for as long as they are responsible for administering contracts over \$150,000.
Contract Services Manager/DPO	<ol style="list-style-type: none">1. Track ODFW contract administrator compliance with the certification and training requirements of ORS 279A.159.2. Ensure ODFW contracts and agreements identify the ODFW contract administrator.
Contract Administrators	<ol style="list-style-type: none">1. Complete the required training specified in the Contract Administration Duties and Training Guide.<ol style="list-style-type: none">a. If administering a contract with a value of \$150,000 or greater, complete all required contract administration training modules and obtain a DAS PS Contract Administration Training Certificate prior to first assignment of contract administration

	<p>duties.</p> <p>b. Provide certificate of completion to Contract Services.</p> <ol style="list-style-type: none"> 2. Administer assigned contracts according to: ODFW Contract Administration Policy, Procedure, and Contract Administration Duties and Training guide; DAS PS Policies and Procedures; and State and Federal laws. 3. Contact assigned Contract Services staff as needed during the term of contract, especially in case of issues with contractor (e.g., performance or noncompliance) or if a contract amendment is needed. 4. Return Contract Closeout sheet to assigned Contract Services staff upon expiration or termination of the Contract.
<p>Contract Services Staff</p>	<ol style="list-style-type: none"> 1. For contracts over \$150,000, ensure contract administrator has provided a DAS PS Contract Administration Training Certificate to Contract Services prior to contract execution. 2. Provide guidance and assistance to Contract Administrators as needed during the contract term. 3. File the Contract Closeout sheet in contract file upon contract termination or expiration.