



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	
Effective Date: November 1, 2020	Approved: 

I. PURPOSE

The following procedure applies to the administration of ODFW's Public Contracts and agreements for Goods, Services and Public Works/Public Improvements.

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.

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.

CONTRACT ADMINISTRATION:

The act of monitoring activities that occur during a contract to ensure compliance with contract requirements, contract terms and conditions, and also including 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 Administrative Services Division Deputy Administrator.

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. 2. Ensure staff responsible for administering contracts with a value of \$150,000 or greater complete all required iLearn contract administration training modules and obtain a DAS PS Contract Administration Training Certificate prior to first assignment of contract administration duties as described above. 3. Ensure staff keep their DAS PS Contract Administration Training Certificate current for as long as they are responsible for administering Contracts over \$150,000. 4. Ensure staff assigned components of contract administration for Contracts with a value less than \$150,000 complete the specified iLearn contract administration training modules as defined in the attached "Contract Administration Duties and Training Guide".
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. Administer assigned contracts according to ODFW Contract Administration Policy, Procedure, and Contract Administration Duties & Training guide. 2. Administer assigned contracts according to DAS PS Policies, Procedure, and State and Federal laws. 3. Return Contract Closeout sheet to assigned Contract Services staff upon expiration or termination of the Contract.
Contract Services Staff	<ol style="list-style-type: none"> 1. Provide guidance and assistance to Contract Administrators as needed during the term of the contract. 2. File the Contract Closeout sheet in Contract file upon termination or expiration of the contract.