



OREGON DEPARTMENT OF FISH & WILDLIFE POLICY

Administrative Services Division

Title: Contract Administration	ASD_231_PO
Supersedes: N/A	
Applicability: Applicable to all ODFW employees responsible for monitoring contractor performance under an ODFW issued contract.	
Reference: ORS 279A.159 ; OAR 125-246-0140	
Effective Date: July 1, 2018	Approved: <i>Anica Kleiner</i>

I. PURPOSE

The purpose of this policy is to set forth the Oregon Department of Fish and Wildlife's (ODFW) policy on contract administration. This policy applies to the administration of ODFW's goods, services, and public improvement/public works contracts with contractors. It does not apply to the administration of ODFW projects performed using federal Grant funds.

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 the contract requirements as well as the contract terms and conditions, and 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.

III. POLICY

It is the policy of ODFW to maintain the integrity of its contract management activities associated with monitoring the performance and obligations of ODFW contractors. As such, ODFW employees responsible for contract administration must have adequate education and training. This includes the requirement for all ODFW employees responsible for administering a contract with a value of \$150,000 or greater to complete a training course and obtain a DAS PS Contract Administration Training Certificate in compliance with ORS 279A.159.

Duties and Responsibilities:

A. Contract Services Manager/DPO

1. The Contract Services Manager/DPO is responsible for developing and maintaining procedures to ensure effective and efficient administration of ODFW's goods, services, and public improvement/public works contracts in compliance with applicable laws and best practices.
2. The Contract Services Manager/DPO is responsible for tracking ODFW contract administrator compliance with the certification and training requirements of ORS 279A.159.
3. The Contract Services Manager/DPO shall ensure ODFW contract and agreement templates include a space to identify the ODFW Contract Administrator.

B. Contract Administrators

1. ODFW employees responsible for administering contracts with a value of \$150,000 or greater shall complete a training course and obtain a DAS PS Contract Administration Training Certificate no later than December 31, 2018 or within 6 months of first assignment of contract administration duties as described above, whichever is later.
2. Contract Administrators shall keep their certification current as long as they continue to be responsible for administering contracts with a value of \$150,000 or greater.
3. ODFW employees shall conduct contract administration duties in accordance with the procedures developed by the Contract Services Manager/DPO.

C. Managers who designate individuals as Contract Administrators or otherwise assign contract administration duties to ODFW employees

Managers shall ensure all staff assigned contract administration duties, at any level, perform effective contract administration in accordance with ODFW Contract Administration Policy and Procedures, including completion of the required training and obtaining a DAS PS Contract Administration Training Certificate (when required).