



Board of County Commissioners
Office of Purchasing
Title: Contract Administration

Effective Date: 5/20/04 Supersedes Date: 12/9/03

Procedure No: PP-221

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I. Purpose

The efficient administration of contracts and purchase orders through a decentralized approach to contract administration where the combined resources of procurement, risk management, the County Attorney, and the technical expertise of client department are maximized.

II. Scope

Contract Administration encompasses all contracts, contract amendments, purchase orders, change orders, beginning with the purchase requests and continuing through the procurement cycle.

III. Objectives

The objectives of the Office of Purchasing are to insure the complete and successful culmination of the purchasing cycle while protecting the interests of Escambia County, Florida.

IV. Definitions

Contract Administration is the management of all actions, after award of a contract that must be taken to assure compliance with the contract; i.e., timely delivery, acceptance, payment, closing contract, etc. by such person or position (Title) designated in writing by the Contracting Officer or in lieu of a designee, the purchasing professional that developed the solicitation/contract.

Contracting Officer is the County Administrator of Escambia County Florida.

Owner's Representative is that person or position designated in writing by the Contracting Officer in all matters relating to Contract Management and Contract Administration. Under those circumstances which a person or position is not designated in writing by the Contracting Officer, the Purchasing Manager or his/her designee shall serve as the owner's representative.



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V. Responsibility

A. Overview

Escambia County's Contracting Program is based on the more common "combination model" of "centralized" and "decentralized" contract administration models. Whether they function as centralized, decentralized or a combination model, all contract administration teams have the same goal: to work with contractors to develop and maintain an environment in which the contractor can succeed.

B. Centralized Contract Administration

This model utilizes a single Owner's Representative as the responsible person for contracts utilized by several departments, such as the case with the Office of Purchasing with its County Wide Master Term Contracts Program. The Office Supply Contract is a good example of this.

The Owner's Representative is responsible for handling and processing the contractual business relationship with the Contractor (negotiations, changes/amendments, settling disputes and assuring that both parties meet the terms of the contract). Additional responsibility includes coordinating the activities of the different staff members involved in administering the contract.

The Owner's Representative is also responsible for issuing all notices relating to the contract with the exception of those notices, which shall require prior approval of the Board of County Commissioners.

C. Decentralized Contract Administration

In County contracts for specific projects peculiar only to one department, expertise driven by one department or stand-alone projects, the client department director is usually delegated by the Contracting Officer (County Administrator) the responsibility for contract management and contract administration.

The term Project Manager is used to describe the Department Technical Project person(s) who is/are responsible for the technical and daily oversight to make certain that the contractor performs according to the technical requirements of the contract and keep the Contracting Officer informed of significant events involving the Contract. In this model, the department team draws on the resources of the legal, purchasing and finance departments for technical direction.



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VI. Procedure

Client departments are advised to develop their own standard operating procedures for day-to-day contract administration. Contract administration begins with a good scope of work. Client departments preparing scopes of work should consider:

- A. Introduction and General Information
 - 1. Purpose or Objective
 - 2. History and Background
 - 3. Contact person
 - 4. Bidding method
 - 5. Pre-Bid Conference
 - 6. Contractor qualifications
 - 7. Calendar of Events
- B. Task Description
 - 1. Work to be done by the contractor
- C. Constraints on the Contractor
 - 1. Work site conditions
 - 2. Ordinances
 - 3. Security control
- D. Contractor Personnel Requirements
 - 1. Qualifications of Key Personnel
 - 2. Employee Identifications
 - 3. Additional Personnel Responsibilities
- E. Contractor Responsibilities
 - 1. Quality control program
 - 2. Source complaints
 - 3. Emergency assistance
 - 4. Work schedule
- F. Local Government Responsibilities
 - 1. What the local government must do or provide to the contractor.



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- G. Evaluation of Contractor Performance
 - 1. Performance Standards
 - 2. Evaluation Forms
 - 3. Incentives
 - 4. Liquidated Damages
- H. Reporting Requirements and Procedures
 - 1. Contractor's reporting scheduling and responsibilities
- I. Special Conditions
 - 1. Payment Procedures
 - 2. Insurance and Bonds
 - 3. Alternative Surety
 - 4. Contract extension and renewal
- J. Price Ranking of Bidders
 - 1. The method of ranking bidders by price
- K. Exhibits
 - 1. Technical Reports
 - 2. Maps
 - 3. Drawings
 - 4. Schedules
 - 5. Photographs

NOTE: Departments should develop internal operation procedures for contract administration based on the information provided.