

- 1 (3) Review the contractor's insurance plans;
- 2 (4) Conduct post-award orientation conferences;
- 3 (5) Determine the allowability of costs suspended or
4 disapproved as required, direct the suspension or
5 disapproval of costs when there is reason to believe
6 costs should be suspended or disapproved, and approve
7 final payment;
- 8 (6) Issue notices of intent to disallow or not recognize
9 costs;
- 10 (7) Attempt to resolve issues in controversy;
- 11 (8) Determine the contractor's compliance with cost
12 accounting standards and disclosure statements, if
13 applicable;
- 14 (9) Negotiate price adjustments and execute supplemental
15 agreements;
- 16 (10) Ensure timely notification by the contractor of any
17 anticipated overrun or underrun of the estimated cost
18 under cost-reimbursement contracts;
- 19 (11) Monitor the contractor's financial condition and
20 advise the procurement officer, when it jeopardizes
21 contract performance;



- 1 (12) Issue work requests under maintenance, overhaul, and
- 2 modification contracts;
- 3 (13) Negotiate and assist the procurement officer in
- 4 executing contractual documents for settlement of
- 5 partial and complete contract terminations for
- 6 convenience;
- 7 (14) Negotiate and assist the procurement officer in
- 8 executing contractual documents settling cancellation
- 9 charges under multiyear contracts;
- 10 (15) Process and execute novation and change of name
- 11 agreements;
- 12 (16) Perform property administration;
- 13 (17) Perform necessary screening, redistribution, and
- 14 disposal of contractor inventory;
- 15 (18) Perform production support, surveillance, and status
- 16 reporting, including timely reporting of potential and
- 17 actual slippages in contract delivery schedules;
- 18 (19) Monitor contractor industrial labor relations matters
- 19 under the contract; apprise the procurement officer
- 20 and, if designated by the agency, the cognizant labor
- 21 relations advisor, of actual or potential labor



1 disputes; and coordinate the removal of urgently
2 required material from the strikebound contractor's
3 plant upon instruction from, and authorization of, the
4 procurement officer;
5 (20) Ensure contractor compliance with contractual quality
6 assurance requirements;
7 (21) Ensure contractor compliance with contractual safety
8 requirements;
9 (22) Perform engineering surveillance to assess compliance
10 with contractual terms for schedule, cost, and
11 technical performance in the areas of design,
12 development, and production;
13 (23) Evaluate for adequacy and perform surveillance of
14 contractor engineering efforts and management systems
15 that relate to design, development, production,
16 engineering changes, subcontractors, tests, management
17 of engineering resources, reliability and
18 maintainability, data control systems, configuration
19 management, and independent research and development;



- 1 (24) Review and evaluate for technical adequacy the
- 2 contractor's logistics support, maintenance, and
- 3 modification programs;
- 4 (25) Report to the procurement office any inadequacies
- 5 noted in specifications;
- 6 (26) Perform analyses of contractor cost proposals;
- 7 (27) Review, analyze, and submit comments and
- 8 recommendations to the procurement officer regarding
- 9 engineering and design studies proposed by a
- 10 contractor, as required;
- 11 (28) Review and submit comments to the procurement officer
- 12 regarding engineering change proposals for proper
- 13 classification, and, when required for need, technical
- 14 adequacy of design, producibility, and impact on
- 15 quality, reliability, schedule, and cost;
- 16 (29) Assist in evaluating and make recommendations for
- 17 acceptance or rejection of waivers and deviations;
- 18 (30) Approve the placement of subcontracts;
- 19 (31) Review, evaluate, and approve small business master
- 20 subcontracting plans, if applicable;
- 21 (32) Assign and perform supporting contract administration;



- 1 (33) Ensure timely submission of required reports;
- 2 (34) Issue administrative changes, correcting errors or
- 3 omissions in typing, contractor address, facility or
- 4 activity code, remittance address, computations that
- 5 do not require additional contract funds, and other
- 6 similar changes;
- 7 (35) Obtain contractor proposals for any contract price
- 8 adjustments resulting from amended shipping
- 9 instructions and review all amended shipping
- 10 instructions on a periodic, consolidated basis to
- 11 ensure that adjustments are timely made;
- 12 (36) Accomplish administrative closeout procedures;
- 13 (37) Support the program, product, and project offices
- 14 regarding program reviews, program status, program
- 15 performance, and actual or anticipated program
- 16 problems; and
- 17 (38) Monitor the contractor's environmental practices for
- 18 adverse impact on contract performance or contract
- 19 cost, and for compliance with environmental
- 20 requirements specified in the contract.



1 (c) Any additional contract administration functions not
2 specified in subsection (b), or not otherwise delegated, shall
3 remain the responsibility of the head of the purchasing agency.

4 §103D- Contract administration. (a) The policy board
5 shall adopt rules for the administration of contracts, which
6 shall include:

7 (1) Functions the procurement officer may delegate to the
8 contract administrator;

9 (2) Oversight responsibilities and inherently governmental
10 duties; and

11 (3) Contractor performance evaluation procedures and
12 contract performance information."

13 SECTION 2. The state procurement office shall submit a
14 progress report on the implementation of this Act, including any
15 proposed legislation, to the legislature no later than twenty
16 days prior to the convening of the regular session of 2022.

17 SECTION 3. New statutory material is underscored.

18 SECTION 4. This Act shall take effect on July 1, 2021.

19

INTRODUCED BY:  _____

JAN 25 2021



H.B. NO. 849

Report Title:

Contract Administration Office; Functions; Procurement

Description:

Establishes the functions of the contract administration office. Requires the procurement policy board to adopt rules for the administration of contracts. Requires the state procurement office to submit a progress report to the legislature.

The summary description of legislation appearing on this page is for informational purposes only and is not legislation or evidence of legislative intent.

