

Project Award and Contract Administration

The Project Award and Contract Administration phase encompasses the contract development, contract award, and order to precede portion of procurement. Clarity of work task expectations spelled out within the contract can help avoid conflicts that could result in delay of the project. Some example expectations include: expected milestones and benchmarks, processes for change orders, and chain of command to be followed.

The Checklist below is intended to offer guidance through the Award and Contract Administration phase if a solicitation/bid was performed utilizing federal funding, it does not constitute full compliance. State and local procurement guidelines may supersede federal practices and should be reviewed for further compliance requirements.

Project Award and Contract Administration– Below are some standard processes that accompany the award and contract development phase of a federal procurement to the responsive responsible party. The following list is for reference purposes only for comparison, and may be superseded by more strict state and/or local requirements.	Check If Provided
Contract Type Determination – A determination of appropriate Contract Type to be used (i.e. Fixed Price, Cost Reimbursement, etc) and adherences that any applicable contract term limitations is complied with should be performed prior to contract draft.	
Contract (Draft Version) – Including Terms for initial review by all parties.	
Award Letter – Draft and send award letter with Draft Contract for review.	
Bonding – Project bonds secured (if applicable)	
Insurance – Proof of Insurance on File	
Finalize Contract – After all parties agree to terms, finalize Contract including: Task and Delivery Orders - Agreement to fulfill all actual requirements of designated activities.	
Order to Proceed – Order project to commence.	
Develop Project Milestones – based on project requirements, develop project milestones and benchmarks anticipated for the progression of the project.	

File Retention - is an important part of the federal procurement process. Building and retaining a comprehensive project procurement history file for future use is essential in situations of protest, conflict, and federal review processes.	Check If Complete
<i>All files have been retained</i>	

Approval to Proceed – As required (retain a copy for files)	Check If Received
<i>Received</i>	

THIS FORM IS INFORMATIONAL ONLY AND IS NOT TO BE CONSTRUED AS LEGAL ADVICE, NOR IS IT INCLUSIVE OF EVERY DETAIL THAT MAY BE INVOLVED IN THE HANDLING OF INDIVIDUAL PROCUREMENT MATTERS. IT IS RECOMMENDED THAT INDEPENDENT RESEARCH BE CONDUCTED AND ALL DOCUMENTATION CAREFULLY PROOFREAD IN EVERY PROCUREMENT MATTER.

**Upon Completion and Approval of the
“Project Award and Contract Administration”**

**You may proceed to the
“Progress Reports” Phase**