ROADMAP THROUGH CONTRACT ADMINISTRATION

INPUT

Postaward Orientation

Performance Management

Modifications

Performance Assessment

Closeout

Lead	AQM	COR/KTR/AQM	AQM/KTR/AIL	COR/AQM/KTR	AQM/COR/KTR
Focus	Set the Stage	Execute Contract Requirements	Modify Contract Requirements	Report on Contractor's Performance	Finalize All Contract Actions
Tasks Specific acquisition types, contract values, and level of complexity of each requirement will drive the level of effort and administration during each of the roadmap phases	 Determine if Conference or Letter will be used Introductions and Establishing Roles/ Responsibilities Review of Contract Requirements Identify Actual Due Dates for Deliverables Ktr On-Boarding and Off-Boarding Requirements Program Management Kick-Off Finalize Transition to Contract Administration Team 	 Receive and Accept Ktr's QCP Make Changes to QASP, as necessary Ensure Compliance with AQLs/SLAs Ensure Other Deliverables are Received Timely and Meet Required Standards Ensure Compliance with Information and Personnel Security Ensure Timely Review and Approval of Invoices 	 Identify Need for REA or Other Modification Develop Adjusted Requirements Develop IGCE Obtain Funding For Options, Provide Notification of Intent Coordinate with AIL, when required Submit to Ktr for Review and Signature Execute Modification Distribute Modification Identify Changes to Ktr's Key Personnel 	 COR and CA Identify Ratings and Draft Narratives in CPARS CO Validates Assessment and Forwards to Ktr Ktr Reviews and Concurs/Rebuts Rebuttals are Reviewed by Level Above CO Assessment is Finalized in CPARS Assessment Automatically Feeds into PPIRS Used for Other Source Selections 	 Final Deliverables Received, Inspected and Accepted Final Invoice Paid COR Confirms Contract Completion Ktr Confirms Contract Completion AQM Verifies Funding If Deobligation is Required, a Modification will be Executed Contract Files are Tracked for Retention and Destruction COR will Maintain COR File IAW File Plan
Deliverables	Clear Understanding	Satisfactory Performance	Revised Contract	Assessment in PPIRS	Closed Contract



AIL: Administrative and Internal Law
AQL: Acceptable Quality Level
AQM: Acquisition Management
CA: Contract Administrator
CO: Contracting Officer
COR: Contracting Officer's Representative
CPARS: Contractor Performance Assessment Reporting System
Gov"t: Government
IAW: In Accordance With

IGCE: Independent Government Cost Estimate
KTR: Contractor
PPIRS: Past Performance Information Retrieval System
QASP: Quality Assurance Surveillance Plan
QCP: Quality Control Plan
REA: Request for Equitable Adjustment
SAM: System for Award Management
SLA: Service Level Agreement

