

CONTRACT ADMINISTRATION

CONTRACT PHASES

- o ACQUISITION
- o ADMINISTRATION
- o CLOSURE

PHASE I - ACQUISITION

NEW BUSINESS
ACQUISITION
SUPPORT

- Customer Interface
- Monitor Commitments
- Receive, Coordinate RFI's

REQUEST
FOR
PROPOSAL

- Distribute/Control Dissemination
- Coordinate Bid/No Bid Decision

INITIATE PRICING
ACTIVITY AND
SUBMIT PROPOSAL

- Issue RFE
- Prepare Proposal
- Transmit Proposal

NEGOTIATE
AND EXECUTE
CONTRACT

- Directs Negotiations
 - Execute Contract
- Boeing
if new
digitated*
- very limited
of people with
this authorization*

CONTRACT ADMINISTRATION AND YOU

- o KNOW WHAT YOUR CONTRACT REQUIRES
- o ESTABLISH A PERFORMANCE PLAN
- o EXECUTE AND COMPLETE

CONTRACT REQUIREMENTS

- o OBTAIN A COPY OF THE ENTIRE CONTRACT
- o READ IT
- o UNDERSTAND WHAT YOU, OR YOUR GROUP, MUST DO TO PERFORM YOUR REQUIREMENTS
- o UNDERSTAND WHAT OTHER ENGINEERING GROUPS, AS WELL AS OTHER FUNCTIONAL ORGANIZATIONS, MUST DO TO PERFORM THEIR CONTRACT RESPONSIBILITIES
- o MAKE SURE THE CUSTOMER AGREES WITH YOUR UNDERSTANDING OF HIS REQUIREMENTS

o WHEN?

before execution

discuss about PIDs & SIDs which are contractual interplay of

ESTABLISH A PERFORMANCE PLAN

o STATEMENT OF WORK (S.O.W.) TASKS

o SPECIFICATION DEMONSTRATIONS

o DATA REQUIREMENTS

o SCHEDULE

o PERSONNEL

o BUDGET EXPENDITURES

*Contract data requirements
- CDKL*

Contract requirements help with data

EXECUTE AND COMPLETE

- o MAKE YOUR PLAN WORK
- o STICK TO YOUR INTENDED COURSE OF ACTION
- o IF YOU HAVE TO CHANGE YOUR PLAN FOR SOME REASON, DO NOT KEEP IT A SECRET
- o MAINTAIN AN AWARENESS OF YOUR ENVIRONMENT (DO NOT WORK WITH BLINDERS ON)
- o DO ONLY THE WORK YOUR CONTRACT AUTHORIZES YOU TO DO
- o COMPLETE YOUR WORK ON TIME
- o DOCUMENT YOUR PERFORMANCE

(If the customer adds or modifies wishes, go through channels to get adjustments.)

EXTERNAL MANAGEMENT INTERFACES

