Overview

The Contract Administrator (CA) role is assigned to an individual within a PVAMU department who is responsible for managing a specific contract or portfolio of contracts. The CA should be identified at the initiation of the contract process and is named on the contract coversheet. Based upon the size and complexity of the contract, the Contract Administrator may be assisted by others who participate in contract administration/management if applicable.

Responsibilities

The primary responsibilities of the Contract Administrator include:

- Participation in developing the scope of work and solicitation documents to include drafting the sample contract.
- Assist in evaluating proposals from vendors/contractors, as necessary.
- Assist with managing evaluation team to assure that requirements such as answering proposer questions, reviewing and evaluating written proposals and making award recommendations are completed on a timely basis.
- Review and become familiar with assigned contract scope, terms and conditions and deliverables.
- Serving as the University's official point of contact for the contractor upon execution of the contract.
- Receiving and responding to communications between contractor and University.
- Validate contractor personnel have required licenses, certifications, and security clearances as required by the contract. Forward copies to the PVAMU Contract Office to be included in the Central Contract File.
- Consulting with the HUB Office regarding HUB Subcontracting Plan (HSP) changes, Progress Assessment Report (PAR) submissions and HUB reporting.
- Managing and documenting all amendments and addenda to the contract and obtaining required signatures from the contractor and authorized University Contract staff. **ALL** recommended changes must be reviewed and approved by the PVAMU Contract Officer.
- Maintain appropriate contract records.
- Document significant contract events.
- Monitoring contractor's progress and performance of the SOW to ensure goods/services conform to contract requirements.
- Exercising appropriate contract remedies when contractor's performance is deficient.
- Inspecting and approving the final goods/services. Approval should be documented in writing.
- Monitoring budgeting and accounting processes to assure sufficient funds are available to pay contractor.
- Verifying accuracy of invoices and authorizing payments consistent with contract terms.
- Performing contract close-out process, including ensuring the contract file contains all necessary contract documentation.

NOTE: Contract Administrators *do not* have authority to:

- Instruct contractor to start work before the contract is fully executed (signed by both parties).
- Change the terms or scope of the contract without a formal amendment or addendum.
- Direct contractor to perform work that is not specifically described in the SOW and funded by the contract.
- Extend the term of the contract without a formal written amendment.
- Allow contractor to incur costs in excess of the cap or limit set by the contract.

Procurement and Disbursement Services
P. O. Box 519; MS 1311
Prairie View, Texas 77446
Phone (936) 261-1902   Fax (936) 261-1958

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![Prairie View A&M University logo]

PRAIRIE VIEW A&M UNIVERSITY
A Member of the Texas A&M University System

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Phone (936) 261-1902   Fax (936) 261-1958
Email: contracts@pvamu.edu

PREVIOUS VERSIONS OF THIS FORM WILL NOT BE ACCEPTED.

CONTRACT ROUTING AND APPROVAL COVERSHEET

The fields below require completion as appropriate, and the completed form must be submitted with the contract/agreement to the Contract Office for review and execution. Contracts must be submitted in a timely manner to allow a 10-30 days review and execution process. If it is determined that bidding is necessary during the contract review process, an additional 21 days to 30 days may be required to complete the bid process.   Contracts exceeding $10,000.00 will require award justification. The Office of General Counsel (OGC) must review all contracts/agreements over $200,000. This may take up to an additional 30 days.   **NOTE**: **Any incomplete section of this form may cause the form to be returned to the originator**.

Brief Scope of Work: _____

_____

Contract Name: _____   Contract No. (if applicable): _____

Originating Department: _____

Department End-user/Contract Administrator: _____   Job Title: _____
See page 1– Contract Administrator Overview

Email: _____   Phone: _____

1.) Is this a new contract or a change to an existing contract/agreement?

☐ New   ☐ Amendment to an Existing Contract/Agreement   ☐ Extension or Renewal of Existing Contract/Agreement

Contract begin date _____ (may not precede date of full execution);   Contract end date _____

2.) **Budget Information** – Please note that if funds are not encumbered in the stated account or the account does not have sufficient available funds (procurement card purchases), the contract will be returned to the originator.

FAMIS Account #: _____   Requisition#: _____   Procard: ☐   Travel Card ☐
Required Field – Enter N/A if not applicable

Full Contract Value: $ _____   Annual Dollar Amount(s): $_____ (complete for PO or Procard purchases)

3.) **Contractor**:

Company Name: _____   Address: _____

Company Contact, Name/Title: _____   City, State/Zip: _____

Email: _____   Phone: _____   Fax: _____

4.)
Date Contract was received by Originating Department: _____

Date of Event: _____   Is a Deposit Required?   ☐ Yes   ☐ No   If "Yes" enter the due date & amount of the deposit

Date: _____   Amount: _____

5.)
Is Vendor required to be insured?   _____   (Yes / No) Contact Risk Management Review   https://www.tamus.edu/risk/

6.) Basis of Award to this Vendor. Supporting documentation must be included for review and approval. (e.g., Emergency, Sole Source or Best Value Justification forms).
_____

Department Head/Budget Authority's signature below certifies that he/she has read and understands their responsibilities regarding the deliverables of this contract and agrees to ensure compliance. Other signatures listed below serve to track additional routing information.

SIGNATURES and ROUTING

Department Originator Signature: _____   Date: _____
                                  Signature   Printed Name

Department Head/Budget Authority/VP: _____   Date: _____
                                      Signature   Printed Name

Additional Approvals
  ISO/Export Controls/RMS/Campus Planning/Marcom etc. _____   Date: _____
                                      Signature   Department

Contract Reviewer: _____   Date: _____

Executive Director, PDSV/Director of Procurement & Contracts: _____   Date: _____

Final Signatory (CFO/CAO/CEO): _____   Date: _____

TO BE COMPLETED BY PVAMU Contracts Office	
Date sent to OGC for Review: _____	OGC Return Date: _____
TEC Form 1295 Certification # _____ *If applicable*	Date Nepotism Form Rec'd: _____ *If applicable*
Date Received Fully Executed Contract: _____	Initials: _____