



Contract Administration: Tools, Techniques and Best Practices

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This book would provides a comprehensive overview of the contract administration process within the public sector along with illustrations of the various methods available. The intent of this book is to help the reader develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. It shows the reader how to determine the appropriate contract administration method, prepare a relevant plan, participate in the process, and evaluate the success of the contract and evaluation procedures.

The following topics are covered:

- planning the administration of a contract
- conducting a post-award orientation
- monitoring a contractor's performance
- resolving problems that may arise
- applying remedies under the contract
- preparing contract modifications
- processing a dispute, claim or termination
- authorizing payments under a contract
- closing out a completed contract

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