

# SELECCIÓN DE PERSONAL PARA PROYECTOS

## PERFILES DE ADMINISTRADORES DE CONTRATO

### **Mgr Contract Admin 2 MS / 093397**

#### Description:

The Defense Systems Division (DSD) of Northrop Grumman Space & Mission Systems Corp. has an immediate opportunity for a senior level Contracts professional to perform as a Contracts Manager supporting the contractual and proposal operations in the DLS Operating Unit located in Herndon, VA. The successful candidate will be able to provide responsible advice and counsel on a wide range of contractual, financial and business issues and perform as an expert in all matters involving the interpretation and application of company contracting policies and procedures. The successful candidate is also responsible for:

- All aspects of portfolio from the business development phase, delivering customer satisfaction, building customer relationships and timely responses to both external and internal customers.
- Assessing situations and making appropriate recommendations and/or taking appropriate actions.
- Ensuring that contractual risks are identified and mitigated with appropriate **contract** provisions.
- Serve as key business advisor to the Program Team on contractual, proposal and operational matters.
- Planning and executing successful **contract** negotiations and achieving targeted profit rates, as well as, favorable terms and conditions to assist DSD in meeting profit and cash goals.
- Negotiating skillfully in difficult situations, producing sound **contract** terms and conditions, teaming agreements, **contract** amendments/modifications, which are expected to mitigate/minimize company risks for highly complex contracts.
- Responsibility includes being able to make decisions in a timely manner under tight deadlines and pressure, offers guidance and works cooperatively with a multitude of organizations ranging from technical, program, finance, subcontracts, pricing and security for seamless **contract** administration. Bachelors with 18 years of experience in **Contract** Administration Thorough knowledge of pricing principals and FAR/DFARS and associated Federal Contracting regulations a must. Ability to apply sound judgment to proposal strategy, **contract** formation and customer relationships. Exceptional organizational, verbal and written communication skills Assets: Self Starter, Problem Solver and multi-tasker Process improvement oriented International contracting and business experience.

### **Chapter 11**

#### **CONTRACT ADMINISTRATION**

PAM Revision 2 - December 2004

#### **Table of Contents**

[Overview](#)

[Introduction](#)

[Contents](#)

[Topic 1 - Contract Administration Principles](#)

[11.1.0 What's in a name?](#)

[11.1.1 Buyers remain involved](#)

[11.1.2 Expectations of the contract administrator](#)

[11.1.3 Establish the fundamentals](#)  
[11.1.4 Communication is key](#)  
[11.1.5 Post-award orientations](#)  
[11.1.6 Post award orientation activities](#)  
[11.1.7 Consider departments' processes](#)  
[Topic 2 - The Do's and Don'ts of Contract Administration](#)  
[11.2.0 Contract administration do's](#)  
[11.2.1 Contract administration don'ts](#)  
[Topic 3 - Ethical Decision Making and Contract Administration](#)  
[11.3.0 Work behaviors and awareness](#)  
[11.3.1 Review contract principles](#)  
[11.3.2 Ethics review](#)  
[Topic 4 - Record Retention and Contract Administration](#)  
[11.4.0 Good record keeping](#)  
[11.4.1 Setting up a contract file](#)  
[11.4.2 Record retention requirement](#)  
[11.4.3 Recommended IT and administrative retention periods](#)

## **Overview**

Contract administration concentrates on the relationship between the department and the supplier from contract award to contract closeout ensuring the supplier delivers the product and/or service in conformance with the purchase document requirements. The contract administrator must completely understand all aspects of the purchase document. This chapter describes the DGS/PD requirements and recommended practices associated with contract administration activities.

This chapter contains the following topics:

[Topic 1 - Contract Administration Principles](#)  
[Topic 2 - The Do's and Don'ts of Contract Administration](#)  
[Topic 3 - Ethical Decision Making and Contract Administration](#)  
[Topic 4 - Record Retention and Contract Administration](#)

## **Topic 1 - Contract Administration Principles**

### **11.1.0 What's in a name?**

Personnel assigned to perform supplier performance and contract administration activities are often referred to as a "contract manager" or "contract administrator". This chapter will refer to the person assigned to perform all contract administrative functions as a contract administrator.

### **11.1.1 Buyers remain involved**

Although contract administration assignments may be determined by departmental policies and procedures or the magnitude of the contract, it is critical that the buyer remains involved in the post award contract activities, including acting as the department's contract manager or as a liaison between the contracting parties and DGS/PD as warranted.

### **11.1.2 Expectations of the contract administrator**

Regardless of the title used, the person assigned contract administration functions must be made aware of the expectations and requirements of the position. A contract administrator must:

- Have sufficient knowledge of contracting principles as it relates to their responsibilities in administering the contract.
- Communicate with both the buyer and supplier on contractual issues.
- Maintain records or logs to turn over to the procurement office at the completion of the contract.

### **11.1.3 Establish the fundamentals**

Once a purchase document has been executed, the contract administration responsibilities should be reviewed with the person assigned to the role. Any additional contract administration activities specific to the transaction should also be reviewed.

### **11.1.4 Communication is key**

A key factor in successful contract administration is communication. It is essential for contract administrators to understand the provisions of the purchase document, have the ability to communicate contract obligations to all parties involved, and maintain control over the contract performance.

### **11.1.5 Post-award orientations**

Buyers, prior to turning over contract administration functions, determine whether or not a post-award orientation with assigned contract administrators, project managers, and suppliers is warranted to achieve a clear and mutual understanding of all contract requirements and to identify and resolve potential problems prior to any contract performance.

### **11.1.6 Post award orientation activities**

Post-award orientations should include the following activities:

- Providing a complete copy of the authorized purchase document with all attachments to the involved parties.
- Identifying the key department and supplier personnel contacts and their responsibilities and authority.
- Reviewing any internal policies and procedures with all parties.
- Reviewing any contract reporting requirements with the contract administrator and/or the supplier.
- Reviewing the contract payment process, including review time and processing time requirements to avoid payment penalties.

- Reviewing any acceptance criteria and review process as required by the contract.
- Reviewing the process for requesting an amendment.
- Reviewing the communication process for resolving disputes or any other contract issue.
- Reviewing documentation requirements for the purchase document audit files and retention.

### **11.1.7 Consider departments' processes**

In addition to information contained in the PAM, departments are encouraged to develop contract administration policies and procedures that are unique to their department's business needs or processes.

## **Topic 2 - The Do's and Don'ts of Contract Administration**

### **11.2.0 Contract administration do's**

Effective contract administration activities include:

- Notifying the contractor to begin work.
- Monitoring contract activities for compliance with:
  - Work progress to ensure services are performed according to the quality, quantity, objectives, timeframes and manner specified within the contract.
  - SB and DVBE contractors and/or subcontractors to ensure attainment of approved contract participation goals.
  - Review progress reports, status reports, and timesheets as required.
- Approving the final product/services by submitting a written document accepting the deliverables.
- Providing any documentation to the department's procurement office when contract administrator activities are not assigned to the buyer.
- Monitoring expenditures, ensuring funding availability when contract extends over multiple years.
- Verifying accuracy of invoices and approving invoices for payment.
- Requesting amendments and/or contract renewals in a timely fashion as determined by departmental policies and complexity of the request (often three - six months in advance).
- Verifying all work is completed and accepted by the department prior to the contract expiration date.

- Performing contract close out activities:
  - Completing Contractor Evaluation Report (STD. 4) for consulting services or in accordance with department policies and procedures.
  - Notifying responsible parties when funds can be disencumbered.
- Reporting any contract disputes immediately to the department procurement office.
- Keeping an accurate auditable paper trail of contract administration.

### **11.2.1 Contract administration don'ts**

Contract administrators are *not authorized* to:

- Instruct the contractor to start work before the contract is fully executed.
- Change the scope of the contract without doing so through the formal purchase document amendment process.
- Direct the contractor to perform work that is not specifically described in and funded by the contract.
- Extend the time period of the contract without execution of an approved amendment.
- Allow the contractor to incur any additional costs over the limit set by the contract.
- Sign a contract as the department's authorized signator unless authorized in writing.
- Sign any contractor's contract form.

## **Topic 3 - Ethical Decision Making and Contract Administration**

### **11.3.0 Work behaviors and awareness**

Staff, other than buyers, that perform contract administration functions, not only need to understand how to administer a contract but are also expected to adhere to and conduct business by maintaining the same ethical standards as if they were a buyer.

#### **11.3.1 Review contract principles**

Buyers that are turning over the contract administration functions to a person unfamiliar with the procurement world should review with that person the principles of conduct governing the acquisition process and its impact to the role of the contract administrator.

Contract administrators must:

- Conduct themselves in a professional manner, refraining from mixing outside friendships with business.
- Accurately account for expenditures and property received.
- Be aware that perceptions can override reality.
- Involve the department's procurement and legal resources when questions arise regarding acceptable or unacceptable behavior when dealing with suppliers.

### **11.3.2 Ethics review**

Buyers and contract administrators are advised to review their department's statement of incompatible activities, SAM section 3504 on ethics and prohibited practices, and refer to [Chapter 2 - Procurement Planning, Section A, Topic 2](#) of this manual.

Additional information on ethics may also be found at <http://www.fppc.ca.gov/>.

## **Topic 4 - Record Retention and Contract Administration**

### **11.4.0 Good record keeping**

Departments are responsible for maintaining records in sufficient detail to allow anyone to review documentation and understand how the procurement was requested, conducted, awarded and administered.

Buyers shall provide contract administrators with the necessary instructions to maintain good record keeping activities and ensure the records are turned over to the procurement office at the completion of the contract term. The records maintained by the contract administrator are incorporated into the procurement file and retained for compliance and/or auditing purposes.

#### **11.4.1 Setting up a contract file**

Contract administration responsibilities may also include establishing the department's procurement file dependent upon the department policies and procedures as to who performs the contract administration duties.

Consequently, contract administrators should organize documentation according to department procurement processes in addition to DGS/PD recommendations.

DGS/PD recommends creating files by:

- Developing a user-friendly filing system. File by purchase document number or supplier name.
- Establishing a separate hard copy file for each purchase document administered.

- Developing a log sheet for a diary of activities. This may include dates and times of discussion and subject matter discussed.
- Developing spreadsheets for tracking expenditures, invoices and/or timekeeping for the life of the transaction.
- Creating file dividers for:
  - Original purchase document and all amendments
  - Work Authorizations
  - Deliverables
  - Correspondence - acceptance letters, termination notices, etc.
  - Invoices

**Note:** The above information is specific to post award contract administration. Department purchasing authority transaction files will include all of the above as well as file documentation as referenced in Chapters 4, 5 and 6 dependent upon the specific purchasing category.

#### 11.4.2 Record retention requirement

Departments are reminded of the examination and audit requirements as described in GC section 8546.7 and identified in the General Provisions (both non-IT goods and IT goods and services) language requiring transaction documentation to be retained for three (3) years after payment of the last invoice unless a longer period is required in the contract.




#### 11.4.3 Recommended IT and administrative retention periods

CalRIM provides recommended retention periods for IT and administrative records that are common to most departments.

Refer to <http://www.pd.dgs.ca.gov/calrim/> for additional information regarding retention periods

### Chapter 11 - December 2004 - PAM Revision 2

The screenshot shows a website interface with a dark blue background. On the left, there is a logo for 'Learn 4G' featuring a graduation cap and a pen. Below the logo is a vertical list of links: [Bolsa de Trabajo en México, España, Peru, Puerto Rico, Chile, Argentina, Empleo en México, España, USA, Reino Unido, Argentina, Chile, Venezuela](#). To the right of this list are three small flags with corresponding language links: [Francés](#), [Alemán](#), and [Español](#). Further right is a search bar with the text 'Búsqueda de la Website' and a 'Go' button. Below the search bar are links for 'Cursos' and 'Site Map'. At the bottom of the page, there is a horizontal navigation menu with links: [Escuelas](#), [Cursos inglés](#), [Viajes](#), [Visa](#), [Foro Discusión](#), [Alojamiento](#), and [Hostales](#).

Candidatos	Búsqueda de ofertas de empleo por categoría » Ofertas de trabajo de Construcción » Egipto		Empresas											
<p>Correo electrónico <input type="text"/></p> <p>Contraseña <input type="password"/></p> <p><input type="checkbox"/> Recordar mi contraseña</p>	<p align="center"><b>Detalles del empleo</b></p> <table border="1"> <tr> <td data-bbox="448 412 624 450">Empresa:</td> <td data-bbox="628 412 842 450">Fair Recruitment</td> <td data-bbox="847 412 1182 817" rowspan="5">  </td> </tr> <tr> <td data-bbox="448 456 624 555">Título del empleo:</td> <td data-bbox="628 456 842 555"><b>Contract Administrator/A dvisor</b></td> </tr> <tr> <td data-bbox="448 562 624 645">Categoría del empleo:</td> <td data-bbox="628 562 842 645">Construcción</td> </tr> <tr> <td data-bbox="448 651 624 734">Localización del empleo:</td> <td data-bbox="628 651 842 734">Cairo - Egipto</td> </tr> <tr> <td data-bbox="448 741 624 817">Número de referencia del empleo:</td> <td data-bbox="628 741 842 817">CAE/21/09</td> </tr> </table>		Empresa:	Fair Recruitment		Título del empleo:	<b>Contract Administrator/A dvisor</b>	Categoría del empleo:	Construcción	Localización del empleo:	Cairo - Egipto	Número de referencia del empleo:	CAE/21/09	<p>Correo electrónico <input type="text"/></p> <p>Contraseña <input type="password"/></p> <p><input type="checkbox"/> Recordar mi contraseña</p>
Empresa:	Fair Recruitment													
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<p><a href="#">¿Olvidó su contraseña?</a></p> <p><a href="#">Registrar CV »</a></p> <p><a href="#">Buscar empleos »</a></p> <p><a href="#">Hojée Empleos »</a></p> <p><a href="#">Preguntas más frecuentes »</a></p> <p><a href="#">CV tips &amp; Ejemplos »</a></p>	<p>Descripción del empleo:</p> <p>Our client is one of the leading international construction organizations who have globally diverse activities, offering a full range of services in engineering and construction projects. The company's evolution out of Europe over the past 50 years is reflected in its continuing record of achievements performing major international civil, marine, industrial and electromechanical projects.</p> <p>Job description: Management of Projects contractual issues including third parties from commencement of contractual arrangements until settlement and final discharge of obligations. Measure, monitor and evaluate the performance of the Project with respect to financial and commercial issues and facilitate the monitoring and follow up.</p> <p>Responsibilities: To provide recommendations, advice and support to Project Management concerning all issues affecting the financial outcome of the Project and to coordinate the overall process of administration and control of subcontract agreements. Prepare and process contractual arrangements with third parties as per Company's procedures. Evaluate and interpret Main Contract, Sub Contracts and Supply conditions and obligations and advise Project team on liabilities and risks under the contractual arrangements. Manage and secure Projects interests with necessary bonds, warranties, insurances, undertakings, etc until final discharge of obligations. Detect Variations and Changes to the Contract in liaison with the Quantity Surveyor and prepare, demonstrate, negotiate and follow up of Final Accounts, Variations and Claims, until settlement. Develop and manage contractual issues related to time and cost implications, for all contractual arrangements</p>		<p><a href="#">¿Olvidó su contraseña? »</a></p> <p><a href="#">Registro »</a></p> <p><a href="#">Añadir empleo »</a></p> <p><a href="#">Empresas FAQs »</a></p> <p><a href="#">Curricula por lugar »</a></p> <p><a href="#">Buscar curricula »</a></p> <p><a href="#">Curriculums por lugar »</a></p> <p><b>Las mejores empresas:</b></p> <p><a href="#">Alere Recruitment Agency »</a></p> <p><a href="#">Recruit Gibraltar »</a></p> <p><a href="#">Archibat »</a></p> <p><a href="#">mori jungle sushi »</a></p> <p><a href="#">123animation »</a></p> <p><a href="#">Contract Resource... »</a></p> <p><b>Los mejores empleos:</b></p> <p><a href="#">Senior Plant Engineer »</a></p> <p><a href="#">Infrastructure... »</a></p> <p><a href="#">Facilities Engineer »</a></p> <p><a href="#">Lead Archivist »</a></p> <p><a href="#">Housekeeper/housemaid... »</a></p> <p><a href="#">Rooms Division... »</a></p>											



	<p>Control, administration and reporting of each sub-contract/supply on the project, to ensure that the sub-contract/supply is properly formulated, controlled and closed out. To agree and submit Monthly Applications for Payment to the Engineer/Employer, to handle project correspondence.</p> <p>Company offers: Permanent Employment Attractive Salary Accommodation, Catering, Transport (possible allowance in lieu) Full Medical Facilities Insurance Paid Holidays (airline tickets) Annual Bonus</p>
<b>Habilidades:</b>	<p>Experience in dealing with issues described above (minimum 10 years) Bachelor Degree in Civil Engineering (or equivalent) Conversant with Standard Methods of Measurement (SMM 7, CESSEM 3, POMI etc) Conversant with FIDIC Contract Conditions and EPC contracts. Computer literate with emphasis in spreadsheets and word processing Estimating and pricing experience.</p>
Requerimientos de idioma:	<ul style="list-style-type: none"> <li>• Inglés-Avanzado</li> </ul>
Tipo de empleo:	Tiempo completo
Sueldo:	No especificado
Día del anuncio:	2009-10-09
<b>Formación y experiencia laboral</b>	
Nivel de estudios:	Licenciatura
Experiencia:	10 o 15 años
<b>Información de contacto</b>	
Empresa:	Fair Recruitment
Nombre de contacto:	Fair Recruitment
Número de teléfono de contacto:	+48 12 430 09 07
Número de fax de contacto:	+48 12 430 09 08
Método de contacto preferido:	Ninguna preferencia
Preferred Language of Resume/Application:	English

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Correo electrónico

Contraseña

**Carta de presentación personal:**

La opción de solicitud en línea está sólo disponible si su CV es añadido a nuestra base de datos de CVs. De lo contrario, usted puede registrarse rápidamente, anuncie su CV y luego solicite un empleo en línea.

Escriba su introducción/carta de presentación personal en la casilla de solicitud en línea.

Adjunte documentos e imágenes aquí (si es necesario)

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« **Volver a los resultados de la búsqueda**

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Curricula:78430

Empresas:6810

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