

0510.37 Agency Contract Compliance Inspectors and Administrators – Pre-Award & Post Award

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PURPOSE

To identify the duties and responsibilities of a Contract Compliance Inspector (CCI) who serves as the agency's day-to-day manager of a contract awarded by the Department of Technology, Management and Budget; Procurement. This procedure applies to all purchases for commodities, services and information technology (IT) goods and services made by DTMB Procurement and where a contract compliance inspector is identified by an agency.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
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SUMMARY

To identify the duties of the Contract Administrators and Program Managers Pre-Award.

Additional policies can be found in Chapter 12: Contract Management of the Michigan Procurement Policy Manual (MPPM) located on [Purchasing Policies](https://stateofmichigan.sharepoint.com/teams/insidemmi/Purchasing/Pages/Purchasing-Policies.aspx) (<https://stateofmichigan.sharepoint.com/teams/insidemmi/Purchasing/Pages/Purchasing-Policies.aspx>).

APPLICABLE FORMS

None.

PROCEDURES

Program Manager/CCI Responsibilities – Pre-Award

- Participates in market research conducted by department during requirements gathering phase for development of the Statement of Work (SOW) (see Administrative Guide Procedure 0510.31 Statement of Work).
- Works with agency procurement and personnel staff to obtain Civil Service Commission approval via a revised CS-138, if conditions cited in the original CS-138 change before an award is made.

- Assists agency procurement personnel with completion of the Purchase Request Form (PRF) and Project Assignment Report (PAR) in iTRAC to be forwarded to DTMB Procurement to initiate the purchase or amendment.
- Completes the risk mitigation worksheet and reviews the project plan with DTMB Procurement Buyer/Contract Administrator (CA).
- Reads and understands the solicitation, including terms and conditions. This knowledge will assist the CCI and agency in identifying potential issues in the implementation of the contract before and after the project is awarded. Potential problems include: delivery capabilities, contract performance expectations, and corrective action options.
- Participates in pre-bid meetings, oral presentations and the evaluation team, if required (see Administrative Guide Procedure 0510.34, Evaluation Models Procedure), including attendance at vendor debrief, if requested).
- Participates in the solicitation, evaluation, selection and recommendation processes, as requested by DTMB Procurement Buyer or required by using agency (see Administrative Guide Procedures 0510.32, 0510.33 and 0510.35 for bid, evaluation and award).
- Reviews the awarded contractor's detailed work plan to insure that it will result in meeting the objectives and tasks stated in the contract.
