

PHASE II: CONTRACT ADMINISTRATION

Activity 30: Contract Administration Planning

Determine the extent of contract surveillance.

Determine what contract administration functions (if any) will be delegated.

Delegate contract administration functions, as applicable.

If required, develop a contract administration plan.

Identify qualified personnel (as authorized and necessary) to represent the contracting officer in administering contract requirements.

Notify the contractor of personnel authorized to represent the contracting officer in the administration of contract requirements.