accordance with contract approval authorities.

The Contracting Officer is responsible for negotiating the contract document. The contract is the only administrative tool that governs how the work is to be performed and provides applicable terms and conditions to perform this work. The contract document takes precedence over any other written or verbal arrangements before contract award.

When the clients receive a copy of the contract, they should review it to ensure that the document fully meets their needs and expectations, and to understand their contractual rights and obligations.

4.6 Contract Administration

Throughout the contracting process including contract administration, the client is responsible for the management of the technical aspects of the work. To do so, the client must be in regular communication with the contractor, to ensure the work is progressing satisfactorily. The client must report immediately any performance concerns to the Contracting Officer to determine appropriate corrective measures required to resolve performance problems.

In this final phase, the Contracting Officer in consultation with the client carry out contract administration duties, such as:

1. Monitoring contract delivery deadlines, costs and contractor performance;

2. Verifying milestone progress payment claims to ensure claims are in accordance with the terms of the contract and progress of the work;

3. Following up on contractual problems, mediating contractual disputes and ensuring timely solutions;

4. Processing client changes or supplier deviations from contract terms and conditions, and preparing contract amendments accordingly;

5. Negotiating contract terminations or settlements for those cases where Contractors are in a performance default situation or where government programs are cancelled, etc.

In summary, clients are invited to consider the following factors to simplify and accelerate the Contracting Process, and to ensure value for money is achieved in the contracting of their requirements: