



West Virginia Purchasing Division  
Contract Management

**POST AWARD CONFERENCE REQUIREMENT**

CONTRACT # \_\_\_\_\_

This contract is subject to contract management procedures in accordance with the *Code of State Rules 148CSR1*, §148-1-7.12.

***Post Award Conference***

**CSR §148-1-7.12.b.1** states:

The agency administrator responsible for administering the contract shall hold a post award conference with the contractor to ensure a clear and mutual understanding of all contract terms and conditions, and the respective responsibilities of all parties. The agenda for the conference shall include, at a minimum, the introduction of all participants and identification of agency and contractor key personnel, and discussion of the following items:

- (1) The scope of the contract, including specifications of what the agency is buying;
- (2) The contract terms and conditions, particularly any special contract provisions;
- (3) The technical and reporting requirements of the contract;
- (4) The contract administration procedures, including contract monitoring and progress measurement;
- (5) The rights and obligations of both parties and the contractor performance evaluation procedures;
- (6) An explanation that the contractor will be evaluated on its performance both during and at the conclusion of the contract and that such information may be considered in the selection of future contracts;
- (7) Potential contract problem areas and possible solutions;
- (8) Invoicing requirements and payment procedures, with particular attention to whether payment will be made according to milestones achieved by the contractor;
- (9) An explanation of the limits of authority of the personnel of both the agency and the contractor.

**These nine (9) points must be documented at the conclusion of the meeting and submitted to the Purchasing Division no later than one week after the post-award conference.**

**This report is mandatory for all contracts (except construction contracts) awarded for an amount greater than one million dollars.**

**Post Award Conference**

Date: \_\_\_\_\_

NAME

KEY PERSONNEL (check box if applicable)

**For the Agency:**

_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

**For the Contractor:**

_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

**1. Scope Statement**

**Scope Statement**

**2. Contract Terms and Conditions**

**Terms and Conditions**

*In addition to those standard Terms and Conditions printed on the Purchase Order:*

### 3. Technical and Reporting Requirements

#### Technical and Reporting Requirements

#### 4. Contract Administration

##### Contract Administration Procedures

#### 5. Rights and Obligations

##### Rights and Obligations of the Parties

**6. Contractor Performance**

<b>Contractor Performance</b>

**7. Potential Problems and Solutions**

<b>Potential Problem Areas and Possible Solutions</b>

**8. Invoicing and Payment**

Invoicing Requirements and Payment Procedures

**9. Limits of Authority**

Limits of Authority

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_