**Sample Contract Management Best Practices**

**Best Practices**

* READ THE CONTRACT!
* Develop a method to actively track project progress (milestones and deliverables). Your procurement team may have tools/templates.
* Engage in regular communication with the contractor. Provide feedback.
* Document any performance issues, including the names of involved contractor and agency/IHE staff, the nature of the issue(s), the necessary steps to resolve issue(s) and the timeline for resolution. Follow up with written confirmation as warranted.
* Hold the contractor accountable to the contract requirements. Work with your procurement team to amend the contract if requirements change.
* Timely respond to any contractor requests
* When reviewing contractor invoices, confirm that the work was billed at the contracted rates, was delivered, and is acceptable to the agency/IHE
* Maintain a contract file with contract documents, memos, reports, invoices
* Remind the contractor that goods/services performed outside the scope of the contract are not permitted and the agency/IHE will not pay for them.
* Contact your procurement team if you are not sure if goods/services are within the scope of work.
* Accept neither gifts nor gratuities from contractors or interested parties.
* Do not engage in any activities that could be considered a conflict of interest.
* Involve the procurement team with any contract related issues.

**Websites**

[State Purchasing & Contracts Office](https://osc.colorado.gov/spco)

[Office of the State Controller](https://osc.colorado.gov/spco)