**Contract Manager Agreement**

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| Contractor Name |
| Description of Contract |
| Program/Division/Unit | Contract Number # |
| This agreement is to formalize your role as Contract Manager for the above-mentioned Contract (“Contract”) on behalf of the [AGENCY].* I understand that it is my responsibility to read the Contract and any attachments in their entirety.
* **Statutory Requirements:** I understand and agree to perform my responsibilities as a Contract Manager as set forth in Colorado law as follows:
* **§24-106-107(3), C.R.S.,** Each governmental body administering the personal services contract shall, within existing resources of the governmental body, designate a contract manager with subject matter expertise within the governmental body responsible for day-to-day management of the contract, including performance monitoring.
* **§24-101-107, C.R.S.,** Procurement ethics.

Any person who is employed by a governmental body who purchases goods or services or is involved in the purchasing process for the state, any end users of such goods and services, any vendor or contractor that does business with the state, and any other interested third parties to the procurement process shall enhance the proficiency and stature of the purchasing process by adhering to the highest standards of ethical behavior.Violation of this rule by an individual acting on behalf of the state may result in removal of the individual as the Contract Manager and imposition of any applicable remedies. Violation of this rule by a vendor or contractor may result in that vendor’s or contractor’s disqualification from award of any contract that was impacted by the violation, the imposition of contractual remedies under any contract, and/or remedies available in article 109 of the code.* **Policy Acknowledgement:** I have read and I agree to comply with the requirements of the State’s Contract Management Policy.
* **Conflict of Interest Policy Acknowledgement:** I have read and I agree to the requirements of the State Purchasing and Contracts Office [Procurement Conflicts of Interest Policy and Conflicts of Interest Technical Guidance.](https://www.colorado.gov/pacific/osc/technical-guidance-and-policies-issued-state-controller)
* **Delegation of Contract Management Duties is Prohibited:** I understand and agree that I cannot delegate my duties as a Contract Manager.
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| Signature of Contract Manager | Date |

**Approved**

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| Signature of Supervisor | Date |
| Signature of Procurement Director | Date |