



**Designation and Responsibilities of Contract Administration**

TO: Ian Rogol  
FROM: Pat Canciglia  
DATE: June 17, 2016

DEPARTMENT: Athletics Department  
DEPARTMENT: Procurement Services

The contract referenced below has been awarded and services or performance may be commenced. You have been designated as the contract administrator for this contract and are assigned the following responsibilities. Please review this information; sign and date this original letter, confirming that you have read and understand your responsibilities as Contract Administrator, and return it to Procurement Services within five days to complete the contract file. If you have any questions, please contact the Contract Officer indicated above.

ANNUAL CONTRACT ADMINISTRATOR TRAINING REQUIREMENT COMPLETED? YES ☒ NO ☐

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

Date: 6/17/2016

CONTRACT NUMBER: UCPUMW 16-530 Drug Testing Services  
CONTRACTOR: Virginia Advanced Health Services dba Any Lab Test Now  
CONTRACT TITLE: Drug Testing Services  
PERIOD OF CONTRACT: 1 July 2016 – 30 June 2017 with ten one renewable options that if exercised will extend contract to 30 June 2027

View your contract on UMW Public Contracts Portal: <http://umw.cobblestonesystems.com/public/>

You, as contract administrator, are responsible for:

- Day-to-day coordination of the delivery of this service (or goods);
- Reviewing the Contractor Key and Badge Policy (if applicable) with the contractor and ensure the contractor fully understands this policy;
- Certifying receipt of services (or goods) were billed and delivered in accordance with the contract terms and conditions;
- Obtaining and approving job estimates and verifying labor hours and classifications if required (time and material contracts);
- Prompt reporting of delivery failures or contractor performance problems to the Contract Officer;
- Completing and submitting periodic evaluations of contractor performance, as requested, including contract renewals;
- Periodic meetings and reporting with contractor to ensure contract compliance;
- Assurance that the contract amount is not exceeded without proper authorization from the Contract Officer;
- Assurance that the contract terms and conditions are not extended, increased, decreased, or modified in any way without coordination through the Contract Officer;
- Coordinating contract "start-up" activities with appropriate agency personnel (e.g. facilities, security, IT, etc.);
- Recommending solutions to the Contract Officer if performance problems or contract issues persist; and
- Monitoring Contractor SWaM re-certification, if applicable.

*Note: Contract Administrator responsibility shall not be transferred except through Procurement Services.*

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS.