

Contract Administration Designation & Responsibilities

Contract Administration Designation

The Contract referenced below has been either officially awarded through a competitive solicitation or sole source process, or has been completed under the University's Small Purchase Procedures, and services of 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 Procurement Services.

UMW CONTRACT/REFERENCE NUMBER:	UCPUMW 22-1291 / RFP 22-1291
CONTRACT TITLE:	Access Control System Integrator Services and Support
VENDOR NAME:	Architectural Products of Virginia
PERIOD OF CONTRACT:	4/6/2022 - 4/5/2027
RENEWAL OPTIONS:	five (5), one-year renewal options remaining

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

Contract Administration Responsibilities

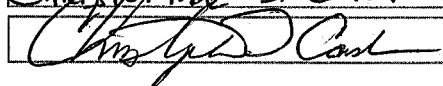
You, as the Contract Activity Administrator, are responsible for:

- The day-to-day coordination of delivery and certifying the receipt of these goods/services in accordance with the contract terms and conditions;
- Obtaining and approving job estimates and verifying labor hours/classifications (for time and materials contracts);
- Prompt reporting of any delivery failures or contractor performance problems to Procurement Services;
- Assuring the contract terms and conditions are not altered in any way - to include that:
 - Contract amount is not exceeded with authorization from Procurement Services
 - Terms and Conditions are not extended, increased/decreased, or modified in any way without authorization from Procurement Services (**CONTRACT ADMINISTRATOR HAS NO AUTHORITY TO AMEND, ALTER, OR NEGOTIATE WITH THE CONTRACTOR**);
- Assuring that the University is billed for these goods/services correctly in accordance with the contract terms and conditions;
- Coordinating any implementation or "start-up" activities with all appropriate UMW personnel (e.g. facilities, security, IT, Finance, etc.);
- Completing and submitting any contract renewal documentation sent from Procurement Services;
- Assuring that Contractors comply with any University policies and procedures (e.g. Contractor Key and Badge Policy, etc.)

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

Contract Administrator Compliance

CONTRACT ADMINISTRATOR TRAINING REQUIREMENT COMPLETED? YES ☒

NAME:	CHRISTOPHER D. CASIL	DEPARTMENT:	EMS
SIGNATURE:		DATE:	5/20/22

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS