



Course Title & Number:	Contract Administration Strategies - 203
Delivery Method:	Web Based Training (WBT) - Self Paced
Contact Hours:	3 Hours
CEUs Available	Upon completion of all course requirements (described below), participants are eligible to receive .3 CEUs
Registration:	Price: FREE Log on to the Procurement U Learning Management System (LMS) to register, access the course and materials.
Course Contact:	Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. The NASPO staff will respond to you promptly.

Course Description:

The purpose of this course is to analyze post-award contract administration strategies by exploring the value of contract administration after award of the contract, quality assurance practices, subcontract management, contract changes, and contract closeout.

Goal(s):

To provide participants with strategies for conducting post-award contract administration as it pertains to public procurement.

Learning Objectives

Participants will be able to:

- Identify the role of the procurement officer in the post-award contract administration process.
- Analyze the processes involved to assure the quality of contract performance.
- Identify essential concepts of subcontract management.
- Explain the process for managing contract changes and termination.
- Discuss the processes involved in closing the contract.
- Analyze the relationship between the procurement officer and agency contract administrator.

Assessment of Learning:

The participant's learning will be assessed through the completion of a post-test at the end of the course. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post exam is required for the course to be considered complete and eligible for continuing education contact hours.

Universal Public Procurement Certification Council (UPPCC):

Certified Public Procurement Buyer (CPPB) Body of Knowledge _ IV Contract Administration
 Certified Public Procurement Officer (CPPO) Body of Knowledge _ IV Contract Administration

Course Direct Link:

[Contract Administration Strategies](#)

Course Technology Requirements:

- Internet Connection
- Ability to play and listen to audio through computer speakers or headphones
- Access to [Procurement U LMS](#)

Course Structure:

This is a web-based training (WBT) that is self-paced and not facilitated by an instructor. Participants determine when, where and at what speed they complete the training. In order to enhance engagement and learning, narration is provided throughout the course. Additionally, there are interactive elements and exercises incorporated into the course that require the user to apply their own knowledge and experiences.

Course Completion:

A certificate is available at the completion of the course and is found in the [Transcript](#) menu. Click on the “Download” button next to the course record to pull up your transcript. You can save to desktop and/or print it for your records.

Cancellation & Refund Policy:

All cancellations must be made in writing and emailed to procurementu@naspo.org. Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the end of the class. After the course has ended, no refunds will be issued. No-shows will not be refunded.

In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.

Proprietary Interest Policy:

Any subject matter experts and NASPO staff involved in the development of this course have no proprietary interest in any of the content, materials, activities, or resources used or referenced herein.

Privacy and Information Security Policy:

NASPO respects your privacy and is committed to protecting it through compliance with our privacy policy. NASPO has adopted this policy to govern the process of personal data collection and information sharing. This policy explains how NASPO may collect, use, share, and safeguard personal information, as well as release of learner records.

To review the privacy policy, please [click here](#).

References and Recommended Readings

NASPO. (2015). Chapter 14: Contract Management and Contract Administration. *State and local government procurement; A practical guide* (2nd ed.) (pp. 219-229).

NASPO. (2018). Contract Administration Guide. Available online at <http://www.naspo.org/ContractAdministrationBestPractices>

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- NCMA. (2018). Contract Management Standard. Retrieved from <https://www.ncmahq.org/discover-our-profession/what-is-contract-management/cmbok-standard>
- NIGP. (2018). Dictionary of Procurement Terms. Retrieved from <http://www.nigp.org/home/find-procurement-resources/dictionary-of-terms>
- North Carolina. (2018). State of North Carolina Contract Administration and Monitoring Guide. Retrieved from <https://files.nc.gov/ncdoa/pandc/Documents/Contract-Administration-and-Monitoring-Guide/Contract-Administration-Guide.pdf>
- Rumbaugh, M.G., & Wilkinson, J. (2018). Contract Management body of knowledge, (5th ed.), Ashburn, VA: NCMA.
- Texas. (2018). State of Texas Procurement and Contract Management Guide. Retrieved from <https://comptroller.texas.gov/purchasing/publications/procurement-contract.php>