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## APPENDIX 27

### Sample Post Award Conference Agenda

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It should be clearly communicated at the beginning of the conference that the purpose of the meeting is to explain or clarify contract requirements and not to make changes to the contract or re-negotiate the contract terms. The post award conference agenda should cover the following:

- **Introduction.** Introduce all participants and identify agency and contractor key personnel.
- **Scope.** Discuss the scope of the contract (*i.e.*, what the agency is buying). Although this may seem overly simplistic, a thorough discussion by both parties of the agreed contract scope prior to the commencement of services reduces the likelihood of either party having unrealistic expectations during the course of the contract.
- **Terms.** Summarize contract terms and conditions, particularly any transaction-specific contract provisions. This can avoid any misunderstandings later on and allows the both parties to gain a better understanding of the terms prior to beginning work.
- **Requirements.** Discuss the technical and reporting requirements of the contract. The technical requirements may be discussed as part of the Scope. It is vital that the contractor and the agency understand their respective responsibilities under the contract regarding technical requirements. For instance, the contractor must understand the importance of any reports required under the contract and the importance of submitting them in accordance with contract requirements.
- **Administration.** Applicable contract administration procedures, including contract monitoring and progress measurement, should be discussed.
- **Rights.** The rights and obligations of both parties and the contractor performance evaluation procedures should be summarized, including that vendor performance will be reported to the Vendor Performance Tracking System. The agency should explain that the contractor will be evaluated on its performance both during and at the conclusion of the contract and that such information may be considered in the selection of future contracts.
- **Potential Problems.** Potential contract problem areas and possible solutions should be addressed.
- **Payment.** Invoicing requirements and payment procedures should be discussed, especially if the payment will be made according to milestones achieved by the contractor.
- **Authority.** The roles and responsibilities of the parties' contract managers, contract administrators, project managers, key personnel lead(s), and any other key staff should be identified. Agency personnel should explain the limits of their authority and obtain the same information regarding contractor personnel.

After the conference, the Contract Manager should prepare a summary of the meeting for the contract file which details the topics covered. The summary should include areas requiring resolution, a list of participants, and, in particular, those individuals assigned responsibilities for further action and the due dates for those actions. Copies of the meeting summary should be distributed to all conference participants.