# ROLE OF THE CONTRACT COORDINATOR (CC)

- **Contract Coordinator –Individual within a Division knowledgeable about DENR *contract processing guidelines* .**

- **Contract Coordinator will:**

  - Review contract request package for inclusion of the following:

    - Form 6000 and/or Form 6100
    - Scope of Work which should contain the following sections:
      - Introduction (brief description of required services)
      - Background (how services fit into agency's function, legislation or new initiatives that necessitate these services, other solutions tried in the past, etc.)
      - Scope of Work Specifications
        - Task(s) to be provided by Contractor
        - Timeline for task(s) completion
        - Milestone(s) to be met by Contractor
        - Deliverables/Products (draft and/or final) to be provided by Contractor
      - Environmental or Regulatory Constraints, state interfaces, etc.
      - Ownership of Equipment Purchased through the Contract (Federal and/or State limitations)
      - Payment Schedule (see Form 6100 for possible options)
      - Contract Period (*specific start & end date* or *number of months i.e., 12(?) mos. from date of award*)
    - Form 319 Employee/Employer Relationship Questionnaire (if *Personal Service contract is requested)*
    - Form I-9 US Dept of Justice Immigration & Naturalization Service Employment Eligibility Verification Questionnaire (if *Personal Service Contract is requested)*
    - Contractor's resume or vitae (if *Personal Service Contract is requested)*
    - Statement of Contractor's *unique qualifications* to perform desired services (if *Personal Service Contract)*
    - Rate charged per hour by Contractor & a total budget for Travel expenses, Materials/Supplies, etc. (if *Personal Service Contract is requested)*
    - Sole source documentation obtained from Contractor (when Contractor is the *only* provider of service)
  - Return package to Contract Administrator if deficiencies are detected in package
  - Assign Contract Number on Form 6000 and/or Form 6100
  - Input Contract information on Contract Tracking Log, as appropriate
  - Obtain Division signatures (Contract Administrator/Budget Officer/Division Director) on Form 6000 and/or Form 6100 as applicable
  - Determine appropriate reviewers & route Contract Request package to next reviewer as √'d on Form 6000
  - Receive one fully executed contract or amendment from DPS
  - Distribute copy of fully executed contract (or amendment) & *Role of the Contract Administrator* to the CA
  - Receive e-mail notifications from DPS of pending contract termination (90/60/30 day notifications)
  - Notify Contract Administrator of upcoming contract termination so that any necessary request for amendment can be submitted at least **60 days** prior to contract ending date