PHASE II: CONTRACT ADMINISTRATION

Activity 35: Performance Management

- Monitor contracting officer's representatives (CORs) and other government support personnel.
- Respond to contractor requests for approval or other government action.
- Perform duties related to first article testing (if applicable).
- Obtain feedback on contractor performance or deliverables.
- Verify and document evidence of actual or potential performance problems, constructive changes, or other breaches.
- Investigate potential or actual delays (if any).
- Obtain and verify evidence of delay in contract performance.
- Determine whether or not to issue a stop-work order.
- Order the contractor, in writing, to suspend the work.

Contractor-Caused Delay

- Identify the type of delay.
- Identify any potential or actual delays caused by the contractor.
- Estimate the time period that work must be stopped (i.e., period of delay).
- Determine whether or not to issue a stop-work order.
- Determine whether an adjustment should be made because of an unreasonable delay, suspension or interruption of the contract, and modify the contract accordingly.
- Take appropriate action to resolve the stop-work order.
- Ensure that the contracting officer's representative (COR) maintains adequate records for the suspension.
- Identify a potential need to stop work.
- Estimate the time period that work must be stopped (i.e., period of delay).
- Determine whether or not to issue a stop-work order.
- Order the contractor, in writing, to suspend the work.
- Determine whether an adjustment should be made because of an unreasonable delay, suspension or interruption of the contract, and modify the contract accordingly.
- Take appropriate action to resolve the stop-work order.

Government-Caused Delay

- Identify the type of delay.
- Identify any potential or actual delays caused by the government.
- Determine whether or not to issue a stop-work order.
- Determine whether an adjustment should be made because of an unreasonable delay, suspension or interruption of the contract, and modify the contract accordingly.
- Take appropriate action to resolve the stop-work order.
- Ensure that the contracting officer's representative (COR) maintains adequate records for the suspension.
- Identify a potential need to stop work.
- Estimate the time period that work must be stopped (i.e., period of delay).
- Determine whether or not to issue a stop-work order.
- Order the contractor, in writing, to suspend the work.
- Determine whether an adjustment should be made because of an unreasonable delay, suspension or interruption of the contract, and modify the contract accordingly.
- Take appropriate action to resolve the stop-work order.

Maintain documentation in record of file.