

PHASE II: CONTRACT ADMINISTRATION

Activity 48: Administering Special Terms and Conditions

Government Property

Intellectual Property

Miscellaneous Terms and Conditions

Investigate reports or complaints of contractor failure to comply with contract labor law requirements.

Respond to contractor requests and resolve problems with respect to the payment of overtime premiums.

Investigate complaints and other reports of noncompliance with clauses on protecting the environment, maintaining a drug-free workplace, and protection of individual privacy.

Review and approve or disapprove contractor insurance plans and proposed changes thereto; investigate and resolve problems with insurance coverage.

Investigate and resolve problems with security.

Execute documents to provide for duty-free entry of contract-related shipments of supplies.

Conduct an analysis of the contractor's property management policies, procedures, practices, and systems.

Notify the contractor if the contractor's property management system does not comply with contractual requirements.

Notify the contractor, in writing, that failure to take the required corrective action may result in consequences.

Modify the contract when government property is transferred from one contract to another.

Monitor delivery of the government property as stipulated in the contract.

Ensure receipt of report of any loss or otherwise unaccounted for property from plant clearance officer.

Collect rents or assess penalties under the Use and Charges clause of the contract.

Identify, investigate, and resolve patent-related problems.

Identify, investigate, and resolve problems with data rights.