
INTRODUCTION

This section gives an overview of the roles of contract administrator (CA)/program office and Bureau of Purchasing (BOP) staff, and the responsibilities that may go along with those roles. Note that not all responsibilities may apply to one role and not all responsibilities may be listed. For more information on specific subjects, please see that section of the Contract Policy Manual.

CONTRACT ADMINISTRATOR/ PROGRAM OFFICE

The responsibilities of the CA (central office or business service center)/program office may include, but are not limited to:

1. Develop service descriptions in conjunction with BOP contract analyst/buyer.
2. Prepare and process DHS-138-CPS, Request for Approval to Contract for Personal Services; see CPM 102.
3. Complete and submit agreement/purchase request form.
4. Assist contract analyst in developing Request for Proposal (RFP).
5. Review and approve RFP for posting to the Buy4Michigan website.
6. Compile questions from bidders during initial posting period. Prepare and submit draft Q & A's to contract analyst.
7. Assign evaluators.
8. Work with BOP evaluation committee chair to establish evaluation date, time, and place.
9. Complete and submit bid selection documentation.
10. Conduct criminal background check on the contractor if the contractor is an individual, as required.
11. Assist contract analyst in developing the contract.
12. Review draft contract, approve final contract.
13. Monitor contracts.

14. Complete and submit amendment requests.
15. Review and submit contractor's line item transfer requests; see CPM 301.
16. Complete CM-0005, Agreement Termination Request, and submit to OCP mailbox.

BOP/CONTRACT ANALYST

The responsibilities of BOP may include but are not limited to:

1. Provide technical assistance and training in the bid and contract processes.
2. Develop service descriptions in conjunction with CA.
3. Develop and maintain bid and contract templates, forms, and processes.
4. Complete CM-0041, Contract Planning Document.
5. Develop bid specifications in consultation with CA.
6. Prepare and review RFP documents and post to the Buy4Michigan website.
7. Receive draft RFP Q & A's, edit, revise, and post to the Buy4Michigan website.
8. Perform initial review of proposals to determine any disqualifications and send qualified proposals to CA.
9. Train the evaluators.
10. Distribute RFP's, Q & A's, and proposals to the evaluators.
11. Chair evaluation committees, complete fiscal reviews, prepare and maintain contract evaluation documents.
12. Prepare and post letter of award recommendation on Buy4Michigan and send copy to CA.
13. Perform debarment check on contractors.
14. Work with CA to develop contracts, send to CA for review and approval.

15. Review budgets and work with CA to revise and negotiate final budget.
16. Prepare County Board Memo and send to local office designee.
17. Prepare and submit State Administrative Board forms.
18. Obtain contractor and MDHHS signatures to fully execute agreement.
19. Maintain contract information on CTP.
20. Maintain contracts and amendments library.
21. Review line item transfer requests and recommend for approval or denial.