



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, Va. 22030, Voice: 703.993.2580 | Fax: 703.993.2589

To: Regina Ryder, Employee Relations Consultant, HR & Payroll
From: James F. Russell, Director *JFR*
Date: July 16, 2019
Subject: GMU-1572-19, Internal Investigation Services

You are hereby designated as the Contract Administrator for the referenced contract. The scope of your authority includes managing all facets of the contract to assure that the Contractor's performance is in accordance with the contractual commitments and that the obligations of the Contractor under the terms and conditions of the contract are fulfilled. The following guidelines apply to your responsibilities as the Contract Administrator for this contract:

1. You are responsible for reviewing the proper documents to ensure that the contractor is strictly adhering to contractual pricing.
2. You will work with the Contractor throughout the contract's duration and provide instructions and/or answer questions in connection with the contract.
3. If you wish to initiate changes to the scope of work, submit requests to my attention so a formal written change order to the contract can be issued.
4. If deliverables are required you will be responsible for approving such deliverables under the contract. If such work is found to be incomplete, you have specific authority to require its correction.
5. Any problems or deviations from the contract should be promptly reported to me, if in your judgment, the scope of the contract is not being fulfilled. Depending on the seriousness of the problem, written documentation may be required so that adequate corrective action can be taken.
6. You may designate other personnel, in writing, to assist in the administration of this contract. If you do so please ensure a copy of the designation is sent to Purchasing.
7. Attached for your reference is the Contract Administration Training Manual.

Please contact me with any questions.