ROADMAP THROUGH CONTRACT ADMINISTRATION
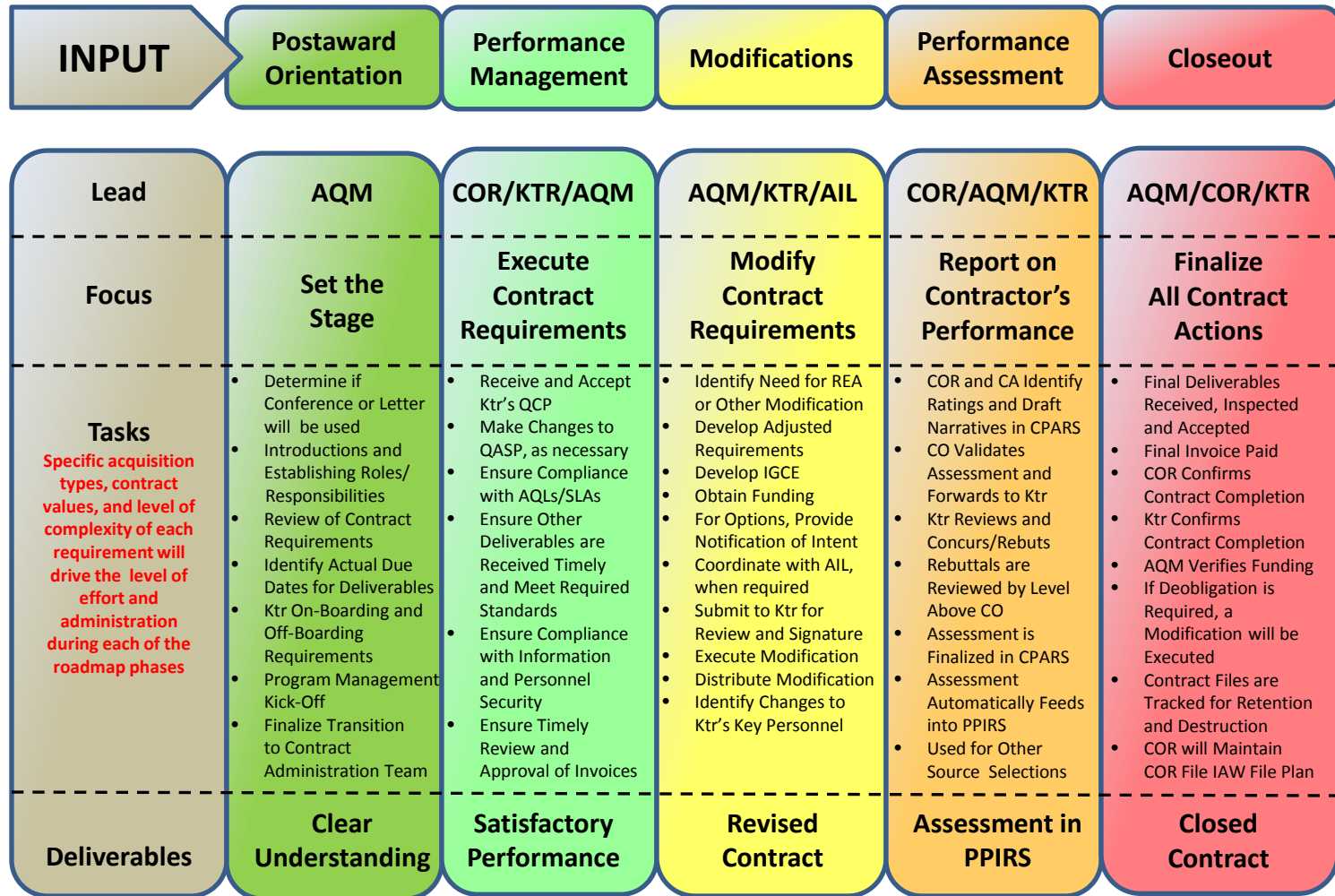
INPUT →	Postaward Orientation	Performance Management	Modifications	Performance Assessment	Closeout
Lead	AQM	COR/KTR/AQM	AQM/KTR/AIL	COR/AQM/KTR	AQM/COR/KTR
Focus	Set the Stage	Execute Contract Requirements	Modify Contract Requirements	Report on Contractor's Performance	Finalize All Contract Actions
Tasks Specific acquisition types, contract values, and level of complexity of each requirement will drive the level of effort and administration during each of the roadmap phases	• Determine if Conference or Letter will be used • Introductions and Establishing Roles/ Responsibilities • Review of Contract Requirements • Identify Actual Due Dates for Deliverables • Ktr On-Boarding and Off-Boarding Requirements • Program Management Kick-Off • Finalize Transition to Contract Administration Team	• Receive and Accept Ktr's QCP • Make Changes to QASP, as necessary • Ensure Compliance with AQLs/SLAs • Ensure Other Deliverables are Received Timely and Meet Required Standards • Ensure Compliance with Information and Personnel Security • Ensure Timely Review and Approval of Invoices	• Identify Need for REA or Other Modification • Develop Adjusted Requirements • Develop IGCE • Obtain Funding • For Options, Provide Notification of Intent • Coordinate with AIL, when required • Submit to Ktr for Review and Signature • Execute Modification • Distribute Modification • Identify Changes to Ktr's Key Personnel	• COR and CA Identify Ratings and Draft Narratives in CPARS • CO Validates Assessment and Forwards to Ktr • Ktr Reviews and Concurs/Rebuts • Rebuttals are Reviewed by Level Above CO • Assessment is Finalized in CPARS • Assessment Automatically Feeds into PPIRS • Used for Other Source Selections	• Final Deliverables Received, Inspected and Accepted • Final Invoice Paid • COR Confirms Contract Completion • Ktr Confirms Contract Completion • AQM Verifies Funding • If Deobligation is Required, a Modification will be Executed • Contract Files are Tracked for Retention and Destruction • COR will Maintain COR File IAW File Plan
Deliverables	Clear Understanding	Satisfactory Performance	Revised Contract	Assessment in PPIRS	Closed Contract