

Contract Manager Checklist

Getting Ready: gathering information

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|---|---|
| <input type="checkbox"/> Application/proposal or sole source letters
<small>(RFP, sole source letters from vendor and SHO)</small> | <input type="checkbox"/> Responsibility parameters (NOA) |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> Funding information |
| <input type="checkbox"/> Purpose | <input type="checkbox"/> Identify correct template (ACES Library) |
| <input type="checkbox"/> Effective dates | |

Prepare & Build

<input type="checkbox"/> Draft instrument. <ul style="list-style-type: none"> • Must be in Word format (not PDF) • Must apply "DRAFT" watermark 	<ol style="list-style-type: none"> 1. See ADPH document library for checklist of required forms. 2. See clause template.
<input type="checkbox"/> Vendor <ul style="list-style-type: none"> <input type="checkbox"/> Who is contact person? <input type="checkbox"/> How to send instrument draft & marketing package <input type="checkbox"/> Check on STAARS status – VSS (Vendor Self Service System) 	https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService
<input type="checkbox"/> Send instrument draft & marketing package to vendor	<ol style="list-style-type: none"> 1. Identify appropriate marketing package. 2. See ADPH Contract Website for marketing package; refer to Escalation Process if there are delays.
<input type="checkbox"/> Receive & review instrument draft & marketing package from vendor	Review for accuracy, consistency, and grammar.
<input type="checkbox"/> Remove "DRAFT" watermark from instrument and save.	
<input type="checkbox"/> Verify DUNS, make PDF, and attach in ACES	<ol style="list-style-type: none"> 1. If DUNS does not match, contact vendor. 2. https://www.dandb.com/advanced-search
<input type="checkbox"/> Identify state agency # (if applicable)	Recorded in contractor tab.
<input type="checkbox"/> Obtain Bureau Log #	See designee.
<input type="checkbox"/> Build/Enter in ACES	Sub-unit is division/program name
<input type="checkbox"/> "Check-in" for BU DIR Review	

Signed by: _____ Date: _____