

FAP 111-51-00

CONTRACT ADMINISTRATION

1. **General:** The Office of Material and Procurement Services shall rely on the using agency to ensure the contract is being completed or executed as written. If any post-contract problem, deviation, change, or delay arises that is not provided for in the contract, the matter shall first be handled between the using agency and vendor. If the using agency cannot reach a satisfactory resolution with the vendor, the agency shall refer the matter to the Office of Material and Procurement Services in accordance with the provisions of FAP 111-42-00, Vendor Complaints.
2. **Authorities:** An using agency shall not allow any change to the terms of a contract without proper authorization from the issuing agency. Agencies shall document problems that may require contract changes, price adjustments, quantity variations, alternate items or delinquent deliveries, and forward the documents to the issuing agency. The issuing agency shall then initiate any necessary action or contract change with the vendor.

(KRS 45A.035)