



# DWS Administrative Support CONTRACT PROCESS

For links to procedures, forms, and resources, see the Contracts page on the DWS Intranet

## INITIATE



### NEED?

**Program Manager**

- Need funding?
- Need to purchase a good or service?
- Need to share data?
- Need to collaborate?

*Yes, then you need a contract*



### FUNDING?

**Contract Owner**  
**Program Manager**  
**Grants Manager**

#### Consider

- Funding sources
- Allowable costs
- Budget amount
- Availability of funds



### PURPOSE?

**Contract Owner**  
**Program Manager**

#### Purpose

- What is this contract about?

#### Outcomes

- What do you wish to accomplish?

#### Responsibilities

- Who is involved and what will they be doing?



### CONTRACT REQUEST

**Contract Owner**

1. **Contract Request (Form 501)**
  - Information used by managers and EDO to make the decision
  - Fill out completely
  - Be clear and concise
2. Route for approvals



### REQUEST APPROVAL

**Manager, Director, EDO**

## DEVELOP

Solicitation



### RFQA/RFP SOLICITATION



### PRE-BID CONFERENCE (optional)



### APPLICATION SUBMISSION



### EVALUATION



### AWARD



### NEGOTIATION



### DOCUMENT DEVELOPMENT

Non-solicitation

#### Examples

- Non-standard
- Service grant
- MOU
- Interagency agreement



### NEGOTIATION

**Contract Owner**   **Contract Analyst**   **Legal**   **Finance**



### CONTRACT APPROVED & SIGNED

## ADMINISTER



### CONTRACT EXECUTION

**Contract Technicians**



### CONTRACT ORIENTATION

**Contract Owner**  
**Contract Analyst**  
**Grant Manager**



### INVOICE PAYMENT

**Contract Owner**  
**Grant Manager**  
**Accounts Payable**

**Contract Payment Approval Checklist**



### MONITOR

**Contract Owner**  
**Program Manager**  
**Auditor**  
**Contract Analyst**



### CONTINUE AMEND or TERMINATE

**Contract Owner**  
**Contract Analyst**  
**Program Manager**

**Contract Request (Form 501)**