

Participating in a Post-Award Orientation Conference

Preparing To Attend

- Request a copy of the agenda in advance of the meeting.
- Ask who will be present at the meeting.
- (The first two steps above will help you prepare for the meeting and make arrangements for your appropriate personnel to be present.)
- Have a pre-meeting, just like the Government does, involving key personnel who will be involved in fulfillment of the contract.
- Any differences of opinion should be reconciled in advance.
- There should be iron-clad agreement on who the contractor's chief spokesperson is and how meetings will be conducted with Government representatives.
- Think about any issues (not on the Government's agenda) that may need clarification.
- Review the agency's *Post-Award Conference Record* (e.g., the DoD uses DD Form 1484) to identify standard orientation topics such as:
 - Omissions or Conflicting Provisions,
 - Certificate of Current Cost or Pricing Data,
 - Special Procedures for Foreign Suppliers,
 - Program Designed to Facilitate Subcontracting to Small Business,
 - Use of Government Facilities and Tooling,
 - Warranties,
 - Allowability of Certain Costs

Typical Agenda Items

- Communications practices between agency and contractor personnel, as well as the contract administration process.
- Responsibilities of the parties.
- Post-award communications.
- All terms dealing with deliverables, reports, acceptance, and payment.

Tips for Attending

- Take notes and compare them with the Government's written record of the meeting.
- Suggest performance assessment/measurement/surveillance standards.

Outcomes

- Any commitments or directions given during a post-award conference by the contracting officer must be within the scope of the contracting officer's authority and are to be put in writing and signed, whether or not they change the contract.
- Any commitment or direction given during the conference that changes the contract requires a contract modification.
- *Bottom line:* Don't act on Government commitments, directions, and changes unless they are in writing.