

COMPLIANCE CLIPS

Resource Companion

MANAGING YOUR VENDORS: DIRECTING WORK AND MONITORING PERFORMANCE

End User Department Responsibilities	Directing Work	Pre-Approving Personnel or Subcontractors
<ul style="list-style-type: none"> Accountable for managing their vendor relationships, including settling business terms, ensuring compliance, directing work, monitoring performance, and reviewing invoices Ensure all parties meet their responsibilities and vendors provide value to UConn Should contact Procurement Services for assistance 	<ul style="list-style-type: none"> Involves instructing vendors on the “who and what” of the work If details can’t be provided during contract negotiation, provide careful and thorough direction to the vendor during the engagement Note: Do not direct work before a contract is in place 	<ul style="list-style-type: none"> Determine whether proposed personnel or subcontractor is qualified to perform services Ensure vendors are not hiring affiliated companies as subcontractors Obtain hourly rates for subcontractors or personnel that will be billed to UConn hourly Procurement Services can assist with researching subcontractors on request



Statement of Work
<ol style="list-style-type: none"> Thoroughly document it, including work required from vendor, expected deliverables, resources UConn is expected to provide, a schedule for work and deliverables, and a payment schedule Confer with Procurement Services to review SOWs and help throughout negotiations Use the right documentation and ensure it is signed by a UConn official with signature authority Ensure compensation for the SOW is consistent with the method of calculating compensation specified in the contract Do not start work before parties agree to the SOW



Changes and Amendments
<p>A “Change” or “Amendment” is used when the agreed upon scope needs to be altered for some reason</p> <p>A “Change” is generally used when the alteration is temporary</p> <p>An “Amendment” is generally used when the alteration to the scope is permanent</p> <p>As with SOW’s it is important to document change or amendment thoroughly, confer with Procurement Services, use the right documentation, watch the compensation, and not start the work prematurely</p>



Monitoring Performance
<p>Ensure services are performed to proper standards and on schedule</p> <p>Note: Contact Procurement Services if vendor is not performing as required</p> <p>Ensure UConn meets contractual commitments. Remember, UConn may:</p> <ul style="list-style-type: none"> Be required to provide vendor with physical space, data, resources, or other items Need to abide by certain restrictions (i.e. how and who may use purchased software)

For more detailed information on this topic visit: <https://contracting.uconn.edu/contracting-process/>