

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



Statement of Work
<ol style="list-style-type: none"> <li>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</li> <li>Confer with Procurement Services to review SOWs and help throughout negotiations</li> <li>Use the right documentation and ensure it is signed by a UConn official with signature authority</li> <li>Ensure compensation for the SOW is consistent with the method of calculating compensation specified in the contract</li> <li>Do not start work before parties agree to the SOW</li> </ol>



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"> <li>Be required to provide vendor with physical space, data, resources, or other items</li> <li>Need to abide by certain restrictions (i.e. how and who may use purchased software)</li> </ul>

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