Contract Administration

1. Contracts for consultant services normally have some provision for other associated expenses such as parking, travel, and meals. What are some of the ways to control these associated expenses?

2. What experience have you had in contract negotiations?

3. You have been asked to determine if a piece of equipment is on warranty. The only information you have is the serial number and the name of the company from which the equipment was purchased. From what sources could you determine if the equipment is on warranty?

4. What questions should you ask prior to hiring a consultant?

5. Tell us about a contract dispute that you were involved in and what your role was in resolving the dispute.

6. In which situations would you use a fixed price contract versus a price and time contract?

7. How often do you prefer to receive progress reports and why?

8. What controls, if any, should be placed on the use of subcontractors?

9. What factors would you consider in determining the appropriate hourly rate on a contract?

10. Name some contract administration tools that you can use to monitor progress and payments on a contract?

11. Tell us about a contract that you have successfully administered.