

CONTRACT ADMINISTRATION

For the second straight year, the number of contracts processed increased dramatically compared to the previous year. The Office of Contract Administration managed the procurement processes for and made an award of a total of 498 contracts in the 2007-2008 fiscal year (FY08) compared to 400 the previous year.

Professional Services (Architectural, Engineering, & Consulting) contracts, and Service Orders on Consulting Term Contracts, numbered 349 for a total of \$27,458,089 compared to 302 contracts the previous year for \$15,255,009. There were 58 associated Professional Service Change Orders processed with an additive value of \$4,763,038 and a deductive value of \$655,797, for a net additive value of \$4,107,241.

The Construction side of the Office handled 149 procurements for a total of \$192,116,373 compared to 98 procurements the previous year for \$108,640,694. There were 303 associated Construction Change Orders processed with a value of \$7,448,151.

During the year the Office issued a total of 72 Requests for Proposals (RFP's). The number of Professional Services RFP's executed reached 14, the same as last year's almost record setting pace. The Construction side of the operation executed a record shattering 48 RFP's compared to 26 the previous year. The increase was due to a shift to Competitive Negotiation type procurements including the majority of the CM Agency Emily Couric Cancer Center project Trade Packages that were issued as RFP's.

During this fiscal year several staffing changes were implemented. We added an Office Manager, a Contract Administrator for Construction for Academic projects, and we moved the former Professional Services Contract Administrator to the Construction side as an additional Contract Administrator for Construction – Medical Center. We added an additional position for Professional Services and hired two new staff members to fill those two resulting vacant Professional Services positions. The work demands as indicated in the statistics above have shown that the additions were just in time for a record volume year.

We continue to team with the Director of Diversity and his staff to strategize and plan for increased diversity in Trade Contractor spending through recruitment of small, women, and minority-owned firms (SWaM). In addition the following new SWaM initiatives were put in place in FY08:

- 1) Director of Diversity in addition to participating as an Advisor to the Selection Committees for Construction RFPs for projects over \$10 million, is now assisting in the scoring strategies for SWaM on Competitive Negotiations of all sizes;
- 2) The dedicated SWaM Contract Administrator was transferred to the Purchasing Department to work directly for the Director of Diversity mainly to assist in Facilities Management procurement strategies and reporting. With the increased emphasis on SWaM participation in Facilities Management's procurements over the last few years under the guidance of the Director of Diversity, the aspirational goal for SWaM for FM has been accomplished. We have significant increases in all categories of SWaM with indications that the numbers are still on the rise; and

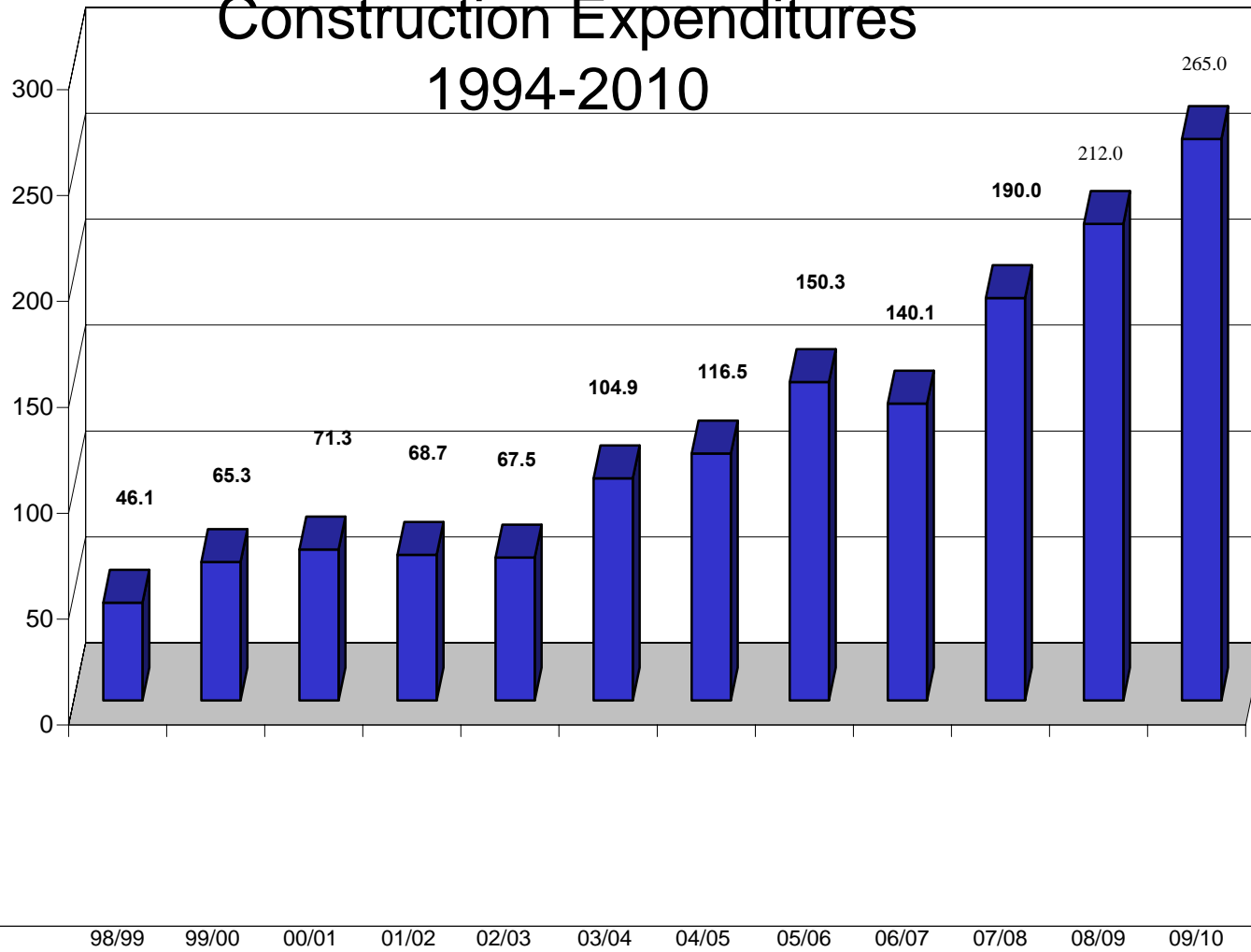
- 3) The Senior Contract Administrator for the Medical Center continues to promote SWaM participation in our procurements. He also participated in many SWaM conferences including: the National Minority Supplier Development Counsel Seminar (NMSDC), the SWaM Fest III, and the Emily Couric Clinical Cancer SWaM outreach. The Director and the Manager of the Office of Contract Administration were presenters for the excellently attended SWaM Fest III on the topics of Construction Bonding and Procurement Delivery.

The Director of Construction Services and Contract Administration continues to spearhead considerable efforts to enhance and expand the Contract Administration website, the "Links and Forms" webpage, and the "Desktop" computer resource as a service and professional tool for our staff, consultants, and contractors. The effort is contributing to improved consultant and contractor participation and pricing, and improved staff efficiency and consistency. Significant updates, modifications, and additions have been made and we are continuing to incorporate the University's new contracting authority and process improvements. Work is in progress to further define and refine the more commonly used and more complex construction procurement options. Specific webpages have been created for Professional Services, Construction Administration, SWaM, UVA HECO/CO Forms, and Contracting Options, and existing pages continue to be updated. New/revised UVA HECO/CO forms and correspondence templates have been created and posted.

The Office continues to promote and encourage professional involvement, certifications, and training. Members of the Office, with the support of the Director of FP&C, hosted and attended a very successful Virginia COAA semi-annual Workshop in March. The most recently hired Contract Administrator for Academic Construction and the Contract Administrator for Academic Professional Services are registered for CPSM training in preparation for obtaining their VCCO certifications. The Senior Contract Administrator for Medical Center procurements obtained his certificate from APPA for completing their four part course and completed the Hoos Managing the UVA Way Program at the Darden School. The newest Contract Administrator for Academic Construction also earned accreditation as a Certified Professional Public Buyer through the Universal Public Purchasing Certification Council and is currently enrolled in two UVA courses as part of the Graduate Level Procurement & Contracts Management Certificate Program offered by the School of Continuing and Professional Studies. Contract Administration staff also participated in departmental training sessions that were held for all new staff, and a separate "refresher" for the HECO Manual.

Construction Expenditures 1994-2010

Millions of Dollars



Fiscal Year