

Post-Award Responsibilities.

What Happens After You Win?

Winning the Contract Is Only the Beginning

Post-award compliance is where many businesses struggle. Understanding responsibilities early protects performance ratings and future eligibility.

Common Post-Award Obligations

1. Contract Kickoff & Documentation
 - Acknowledge award
 - Submit required post-award documents
 - Establish communication protocols
2. Invoicing & Payment
 - Follow agency invoicing rules
 - Submit timely and accurate invoices
 - Track payment cycles
3. Performance Reporting
 - Progress reports
 - Deliverable tracking
 - Milestone documentation
4. CPARS (Federal)
 - Contractor Performance Assessment Reporting System
 - Impacts future awards
 - Poor performance follows your business

Common Post-Award Pitfalls

- Late or inaccurate invoicing
- Untracked scope changes
- Poor documentation
- Ignoring CPARS until it's too late

CPARS evaluations may occur annually and at contract completion.

5. Modifications & Change Orders
 - Scope changes must be documented
 - Unauthorized work may not be paid
6. Contract Administration & Ongoing Compliance
 - Monitor contract terms, deliverables, and deadlines
 - Track compliance with contract clauses and flow-downs

- Maintain alignment with the statement of work
 - Assign internal responsibility for contract oversight
7. Subcontractor & Teaming Management
 - Flow down required contract clauses
 - Track subcontractor performance and deliverables
 - Monitor compliance with insurance, wage, and reporting requirements
 - Document workshare and payments
 8. Recordkeeping, Audits & Documentation Retention
 - Maintain organized contract files
 - Retain invoices, reports, correspondence, and approvals
 - Prepare for audits, reviews, or information requests
 - Follow contract-specific record retention requirements
 9. Contract Closeout & Final Obligations
 - Submit final deliverables and reports
 - Confirm final payment
 - Resolve outstanding modifications or claims
 - Complete closeout documentation

How We Support:

We assist with post-award administration, documentation systems, and compliance tracking so clients can perform confidently and protect future opportunities.