

Post-Award Obligation Tracker

This tracker is designed to help contractors monitor and manage post-award obligations after contract execution. It supports compliance, performance, and financial discipline throughout the contract lifecycle but does not replace contract-specific requirements or legal review.

1. Contract Information

Contract Number: _____

Client/Agency/Buyer: _____

Contract Type: _____

Start Date: _____

End Date: _____

Awarding entity type: _____
(federal/state/local/corporate)

Prime or subcontractor role: _____

2. Contract Kickoff & Setup

- ☐ Contract fully executed
 - ☐ Scope of work reviewed internally
 - ☐ Key contacts identified (CO, PM, buyer)
 - ☐ Internal kickoff meeting completed
 - ☐ Contract documents stored centrally
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3. Administrative Obligations

- ☐ Invoicing schedule confirmed
- ☐ Payment terms documented
- ☐ Reporting frequency confirmed
- ☐ Required portals accessed
- ☐ Contract modifications process understood

4. Performance Tracking

- ☐ Deliverables schedule established
 - ☐ Milestones tracked
 - ☐ Quality control process in place
 - ☐ Change order/modification tracking started
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5. Compliance Monitoring

- ☐ Labor compliance tracked (if applicable)
 - ☐ Subcontractor compliance monitored
 - ☐ Certification status monitored
 - ☐ Insurance maintained
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6. Financial Oversight

- ☐ Invoices submitted on time
 - ☐ Payments tracked
 - ☐ Cost overruns monitored
 - ☐ Cash-flow projections updated
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7. Performance Evaluation & Closeout

- ☐ Performance evaluations tracked (e.g., CPARS awareness)
- ☐ Documentation prepared for closeout
- ☐ Final invoice and release requirements reviewed
- ☐ Lessons learned documented
- ☐ Follow-on opportunities identified