

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
-

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
-

5. Compliance Monitoring

- Labor compliance tracked (if applicable)
 - Subcontractor compliance monitored
 - Certification status monitored
 - Insurance maintained
-

6. Financial Oversight

- Invoices submitted on time
 - Payments tracked
 - Cost overruns monitored
 - Cash-flow projections updated
-

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