## 42.503-1 Postaward conference arrangements.

- (a) The contracting officer who decides that a conference is needed is responsible for-
- (1) Establishing the time and place of the conference;
- (2) Preparing the agenda, when necessary;
- (3) Notifying appropriate Government representatives (*e.g.*, *contracting/contract administration office*) and the contractor;
- (4) Designating or acting as the chairperson;
- (5) Conducting a preliminary meeting of Government personnel; and
- (6) Preparing a summary report of the conference.
- (b) When the *contracting office* initiates a conference, the arrangements *may* be made by that office or, at its request, by the *contract administration office*.

**Parent topic:** 42.503 Postaward conferences.