

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.](#)