

## **Managing Contracted Experts**

- **Review of contract by prospective contractor**

The prospective contractor should review the proposed contract prior to executing the final agreement to ensure that all requirements and obligations are clearly understood.

- **Review and approval of work products prior to payment of invoices**

Prior agreement should be made on number and frequency of invoices. Under no circumstances should final payment be made on a contract until all work is completed to the satisfaction of the API Contract Manager.

- **Proper documentation for invoice approval**

When approving invoices, the contract manager should ensure that all information is completed and accurate. Also check for inaccurate-billing and billing beyond the overall contracted amount.

- **Oversight and management of committee-expert relationship**

All written correspondence involving the consultant should copy the associate/contract manager. Copies of the final report or work products should be retained as part of the standard's permanent file. Associate should discuss any legal or procedural concerns with the appropriate API staff and document the results of these discussions