

## 42.503-3 Postaward conference report.

The chairperson *shall* prepare and sign a report of the postaward conference. The report *shall* cover all items discussed, including areas requiring resolution, controversial matters, the names of the participants assigned responsibility for further actions, and the due dates for the actions. The chairperson *shall* furnish copies of the report to the *contracting office*, the *contract administration office*, the contractor, and others who require the information.

**Parent topic:** [42.503 Postaward conferences.](#)