

## 42.503-2 Postaward conference procedure.

The chairperson of the conference *shall* conduct the meeting. Unless a contract change is contemplated, the chairperson *shall* emphasize that it is not the purpose of the meeting to change the contract. The *contracting officer* may make commitments or give directions within the scope of the *contracting officer's* authority and *shall* put *in writing* and sign any commitment or direction, whether or not it changes the contract. Any change to the contract that results from the postaward conference *shall* be made only by a *contract modification* referencing the applicable terms of the contract. Participants without authority to bind the Government *shall* not take action that in any way alters the contract. The chairperson *shall* include in the summary report (see [42.503-3](#)) all information and guidance provided to the contractor.

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