It is the responsibility of the agency to ensure all contractual obligations are met and that contract monitoring is documented. This checklist serves as a tool to assist the agency during that process. Each contract is unique, and this tool can be used as required to meet the agency’s particular circumstance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #** | **Contract Monitoring** | **Agency Documentation** | **Yes/No** |
| 1. | **Contract:**  Contract number/ effective | Contract #: |  |
|  | date/contractor name/purchase order  number. | Contract Effective Date: |  |
|  |  | Contractor Name: Contract Renewal Options? | Yes / No |
|  |  | Purchase Order #: |  |
| 2. | **Agency Contract Administrator**: Name/ title/contact information of the person responsible for ensuring all contractual obligations are met. | Name: Title:  Phone #: |  |
|  |  | E-mail: |
| 3. | **Monitoring Procedures/Methodology**: Written documented contract  monitoring procedures/methodology. | Agency has a written contract monitoring procedures? | Yes/No |
| 4. | **Delivery**:  Delivery date specified in the contract/date of delivery. | Contract specified delivery date: Date agency received item(s): Full or Partial Delivery?  Delivery in Accordance with Contract? | Full/Partial Yes/No |
| 5. | **Acceptance:**  Item(s) delivered were in accordance  with contract specifications. | Items delivered were accepted (met contract specifications)?  Latent material defects? | Yes/No Yes/No |
| 6. | **Warranty:**  Item(s) warranted in accordance with contract. | Warranty work was required?  If so, warranty was performed in accordance with the contract? | Yes/No  Yes/No |
| 7. | **Invoice:**  Invoice price mirrored purchase order price. | Invoice matched purchase order price?  If no, invoiced more or less than PO? | Yes/No  More/Less |
| 8. | **Default of Contract:**  Was contractor held in default of  contract and/or debarred. | Was the contractor held in default? Was the contractor debarred?  Was a vendor complaint form provided to P&C? | Yes/No Yes/No  Yes/No |
| **Additional Agency Monitoring Requirements** (example) | | |  |
| 9. | **Reports:**  All reports required by the contract were provided timely/accurately/prescribed manner. | Contractor reports were provided by the required due date?  Contractor reports were accurate (when initially submitted)?  Contractor reports were in the prescribed  manner? | Yes/No  Yes/No Yes/No |

**Contract Monitoring Performed By** (print name): \_\_\_\_\_\_

(sign and date):  \_\_\_\_\_\_