It is the responsibility of each agency to ensure all contractual obligations are met and that contract monitoring is documented. This appendix serves as a tool to assist the agency during that process. Each contract is unique and the agency may add to this tool as required to meet its particular circumstance.

### Contract Monitoring Checklist

**Item #** | **Contract Monitoring** | **Agency Documentation** | **Yes/No**
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1. | **Contract:** Contract number/ effective date/contractor name/purchase order number. | Contract #: ____________________________  
    Contract Effective Date: ___________________  
    Contractor Name: ___________________________  
    Contract Renewal Options? | Yes/No
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 and sign): ____________________________________________

__________________________________________