Procurement Workshop: Contract Monitoring Elements

As a contract monitor, your duties will consist of being a planner, a performance monitor, a cost accountant, and a recordkeeper.

1. Contract Pre-Planning

* Timeline - follow the Procurement Action Summary **(document)**
* Develop a strong IFB/RFP - learn from the past
* Sole Sources/MOUs/Grants – the program and vendor must be on the same page regarding costs, duties, and deliverables prior to submitting the document draft
* Funding - when dealing with funding from federal grants, special funds, or state general funds, know the expiration date of the funding

1. Contractor Performance

* Monitoring Performance **(document)**
* Dealing with Poor Performance **(document)**

1. Fiscal Responsibility/Fiscal Accountability

* Keeping a spreadsheet
* Acceptance of Deliverables Form
* Make vendor accountable for costs

1. Contract Files/Recordkeeping

* Contracts are “living documents” – their files should reflect this
* Correspondence/Documentation