



### CONTRACT MONITORING CHECKLIST

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

Item #	Contract Monitoring	TSU Documentation	Yes/No
1.	<b>Contract:</b> Contract number/ effective date/ contractor name/purchase order number	Contract #: Contract Effective Date: Contractor Name: Contract Renewal Options? Purchase Order #:	
2.	<b>TSU Contract Administrator:</b> Name/title/contact information of the person responsible for ensuring all contractual obligations are met.	Name: Title: Phone #: E-mail:	
3.	<b>Monitoring Procedures/Methodology:</b> Written documented contract monitoring procedures/methodology.	TSU has a written contract monitoring procedures?	
4.	<b>Delivery:</b> Delivery date specified in the contract/date of delivery.	Contract specified delivery date: Date TSU received item(s): Full or Partial Delivery? Delivery in Accordance with Contract?	
5.	<b>Acceptance:</b> Item(s) delivered were in accordance with contract specifications	Items delivered were accepted (met contract specifications)? Latent material defects?	
6.	<b>Warranty:</b> Item(s) warranted in accordance with contract.	Warranty work was required? If so, warranty was performed in accordance with the contract?	
7.	<b>Invoice:</b> Invoice price mirrored purchase order price.	Invoice matched purchase order price?  If no, invoiced more or less than PO?	
8.	<b>Default of Contract:</b> Was contractor held in default of contract and/or debarred	Was the contractor held in default? Was the contractor debarred? Was a vendor performance form recorded?	
<b>Enhance Monitoring Requirements</b>			
9	<b>Correction Action Plan (CAP):</b> Performance deficiencies	Were CAPs necessary? Were they successful?	
10	<b>Liquidated Damages (LD):</b> University damaged by contractor	Was the contractor required to pay LD? Did the university collect LDs?	

Contract Monitoring performed by (print and sign) \_\_\_\_\_ Date \_\_\_\_\_