

**CONTRACT REPORTING FORM**

*The Contract Management Office or Director of Procurement shall prepare this report for contracts in excess of $1,000,000 for the purchase of goods or services or any contract that requires enhanced monitoring.*

Contractor Name:

Contract Number:

Contract Value:

Contract Description:

Procurement Method: Project Manager:

**Contract Execution Contract Execution Date:**

1. List the financial provisions of the contract.
2. What is the delivery schedule(s) contained within the contract?
3. Detail any potential risks/issues that may arise with this contract.

I verify that the solicitation and/or purchasing method and the contractor selection process comply with state law and System policy, rules and regulations.

**Project Manager/Department Head** **Date**

**Director of Procurement Services** **Date**

**Contract Monitoring (attach additional support as needed)**

1. What type(s) of monitoring is used to ensure contact terms, conditions and deliverables are met?
2. What process is used to verify payments have proper support, occur in a timely manner and are allowable per the contract?
3. Who within the organization is responsible for monitoring the contract?
4. What signifies the contract is complete and ready for closure?
5. Were corrective action plans required under the contract? If so describe below. Yes [ ]  No [ ]
6. Detail any liquidated damages that will be/were assessed or collected under the contract.

I verify that the contract is/was monitored in accordance with System Contract Management Handbook.

**Project Manager/Department Head** **Date**

**Director of Procurement Services** **Date**

**Contract Completion Contract Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Have the parties complied with the financial provisions of the contract? Yes [ ]  No [ ]
2. Have the parties complied with the delivery schedules contained within the contract? Yes [ ]  No [ ]
3. What is the status of any required corrective action plan?

I confirm the accuracy of the information reported on this form. Any information that has been provided by the contractor has been verified.

**Project Manager/Department Head** **Date**

**Director of Procurement Services** **Date**

*This contract reporting form satisfies the requirements of Government Code 2261.253(c), 2261.254 and 2261.255.*