



THE TEXAS A&M UNIVERSITY SYSTEM

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 Description: _____

Contract Number: _____

Contract Value: _____

Procurement Method: _____

Contract/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 contract 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 regarding performance and deliverables?

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. Were any liquidated damages included within the contract? If so, describe below. Yes No

I verify that the any necessary contract monitoring requirements were included within the contract documentation and these have been communicated to the responsible person identified above.

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. If applicable, what is the status of any required corrective action plan?

4. If applicable, were any liquidated damages assessed or collected? If so, include details below.

I confirm the accuracy of the information reported on this form to include 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.