



West Virginia Purchasing Division
Contract Management

MONITORING REQUIREMENT

CONTRACT # _____

This contract is subject to contract management procedures in accordance with the *Code of State Rules 148CSR1*, §148-1-7.12.

Monitoring

CSR §148-1-7.12.b.2 states:

The agency shall develop a comprehensive and objective monitoring checklist which:

- (1) Measures outcomes;
- (2) Monitors compliance with contract requirements; and
- (3) Assesses contractor performance.

These three (3) areas must be documented and submitted to the Purchasing Division not less frequently than every other month and within two weeks of contract closeout and final acceptance.

This report is mandatory for all contracts (except construction contracts) awarded for an amount greater than one million dollars.

1. Outcomes

List desired outcomes, based on contract requirements, and marks the appropriate box to indicate level of achievement. Copy and attach additional pages as needed.

1) _____

Satisfactory Unsatisfactory

2) _____

Satisfactory Unsatisfactory

3) _____

Satisfactory Unsatisfactory

4) _____

Satisfactory Unsatisfactory

5) _____

Satisfactory Unsatisfactory

6) _____

Satisfactory Unsatisfactory

2. Compliance

List contract requirements and mark the appropriate box to indicate contractor's compliance. Copy and attach additional pages as needed.

1) _____

Compliant Non-Compliant

2) _____

Compliant Non-Compliant

3) _____

Compliant Non-Compliant

4) _____

Compliant Non-Compliant

5) _____

Compliant Non-Compliant

6) _____

Compliant Non-Compliant

3. Contractor Performance

List contract requirements for contractor performance and mark the appropriate box to indicate acceptability of performance. Copy and attach additional pages as needed.

1) _____

Acceptable Unacceptable

2) _____

Acceptable Unacceptable

3) _____

Acceptable Unacceptable

4) _____

Acceptable Unacceptable

5) _____

Acceptable Unacceptable

6) _____

Acceptable Unacceptable

4. Comments

Use the space below to record any comments/additional information relating to sections one through three above.

Signed: _____

Date: _____

Title: _____