West Virginia Purchasing Division
Contract Management

REPORTS REQUIREMENT

CONTRACT # _____

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

Reports

CSR §148-1-7.12.c. states:

The agency shall make the following reports to the Director, on a schedule established by the Director, but not less frequently than once a year:

(1) Status Reports. Status reports describe the progress of the work; track the organizational structure of the statement of work in terms of phases, segments, deliverables and products; and describe what work is complete and what work is pending and contrast that status against the contract schedule. If there are any unresolved issues that the agency is contractually obligated to resolve, those issues should be included in the status report and a resolution should be requested.
(2) Activity Reports. Activity reports describe all activity on the project, regardless of whether substantial progress has been made toward completion of the project. If payment is based on the number of completed transactions, these activities must be specifically set out in the report.

These reports must be submitted to the Purchasing Division not less frequently than every other month and within two weeks of contract closeout and final acceptance. These reports are mandatory for all contracts (except construction contracts) awarded for an amount greater than one million dollars.

1. Status Reporting

Describe the progress of the work. Copy and attach additional pages as necessary.

This report describes the progress of the work on the project as of: _____

Contract Requirement	Phases, Segments, Deliverables, Product	Due Date	Completion Date

Contract Requirement	Unresolved Issues

2. Activity Reporting

Describe all activity on the project. ***If payment is based on the number of completed transactions, specifically set out these activities in the report****. Copy and attach additional pages as necessary.*

This report describes all activity on the project as of: _____

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Signed: _____ **Date:** _____

Title: _____