

Contract Oversight

Reference Idaho Code 67-9219

Vendor : _____

Date: _____

Purchase Order: _____

The Contract Manager is the person in the Department that is responsible for the project. The role of the Contract Manager is to monitor the vendor's day to day performance to ensure compliance with the requirements of the contract. This Contract Oversight checklist is to assist the Contract Manager in reporting and verifying key elements of the contract. If there are vendor performance deficiencies, the Contract Manager should contact the Contract Administrator for assistance as soon as they are discovered.

Name: _____ Phone: _____ email: _____

Date Completed (Select applicable management practices below)

- _____ Contract/Agreement submitted to General Counsel
- _____ Delivery and inspection of goods
- _____ Begin services as specified in contract
- _____ Meetings to monitor status of project
- _____ Milestones completed as specified in contract
- _____ Final inspection and acceptance
- _____ Invoice review and reconciliation
- _____ Payment of final invoice
- _____ Contract closeout signature

The Contract Administrator is the buyer in Purchasing responsible for the purchase order. The role of the Contract Administrator is to handle change orders, amendments, renewals, and extensions of the contract as well as retention of the contract and associated documents. The Contract Administrator will implement the remedies to correct vendor deficiencies.

Name: _____ Phone: _____ email: _____

Date Completed

- _____ The budget check is verified by Banner
- _____ Verify Contract/Agreement review by General Counsel
- _____ Contract Closeout and Signature

Signature Contract Manager

Signature Contract Administrator

Contract Oversight - Attachment

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Vendor : _____

Date: _____ Purchase Order: _____

Documentation of vendor deficiency

Requirement as specified in the contract:

Description of vendor's action or lack of performance in regard to the above requirement:

_____ Date written notice of deficiency given to vendor

Vendor response and action taken:

_____ Date of corrective action completed by vendor

Additional action to be taken by the Contract Administrator:

Signature Contract Manager

Signature Contract Administrator