

COLORADO STATE UNIVERSITY-PUEBLO

Goods and Services Contract Monitoring Form

This form must be completed by the Procuring Department as the contract progresses, or when deliverables are met. Contract Monitoring Form will be used as guidance to ensure that the contracted contractor is complying with the agreed upon Scope of Work. This form will also serve as guidance with future procurements in determining responsible bidder/contractor.

NOTE: This form should be utilized weekly, bi-weekly, or monthly when meeting with the vendor to discuss milestones, deliverables, performance, delays, cost increases, etc.

University Contract Manager: _____

Supplier/Vendor:			
Supplier/Vendor Representative:		Supplier/Vendor Contact Number:	
Project Description:			
Duration of the Contract	From:		To:
Effective Contract Date:			Actual Completion Date:

Monitoring Plan:

- 1) Schedule Supplier/Vendor Initial Meeting and Determine Schedule for Progress Meetings
- 2) Verify Contract Requirements Being Met (Scope of Work)
- 3) Require and Review Vendor Progress Reports
- 4) Verify Receipt of Deliverables and Approve Invoices
- 5) Notify Procurement of any Contract Related Issues that cannot be resolved

Performance Measures:		Comments Required if Response is NO
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Established Timeline is being or has been met	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Services and/or Products are meeting or have met Specification Requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Contractor is performing all work in conformance with Contract requirements (Scope of Work)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Contractor/supplier is Responsive and Professional	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Action Summary: (Described any actions to be taken if performance measures are not being met).

Overall Rating of Vendor/Supplier: Poor Fair Good Excellent

Completed By: _____

Date Form Completed: _____