**Contract Monitoring**

Monitoring. Per Tenn. Code Ann § 12-3-305 all service contracts shall contain a provision that states that the contractor’s activities shall be subject to monitoring by the Institution. These contract types include, but are not limited to:

Expenditure/Revenue Multi-Year Contracts:

* + - Professional, Personal, and Consultant Service Agreements
		- Software or Software as a Service (SAAS) Related Agreements
		- Grants, including subcontracts
		- Memorandums of Understanding

Monitoring ensures the following:

* + Contract performance in terms of progress and compliance with contract provisions;
	+ Communication with Contractor to ensure maximum performance and intended results;
	+ Financial obligations of the Institution do not exceed the contract pricing;
	+ Deliverables are received;
	+ Appropriate approval and remittance of payments for acceptable work are in accordance with contract provisions and applicable law;
	+ Maintenance of records for each contract that documents activities such as procurement, management, and sub-recipient monitoring, if applicable; and
	+ Evaluation of contract results in terms of the achievement of organizational objectives

**AUSTIN PEAY STATE UNIVERSITY**

**GOODS AND/OR SERVICES CONTRACT MONITORING PLAN**

**Contract Monitor:** Click or tap here to enter text.

(Monitor is responsible for this plan and initiating amendments and/or renewals to contract.)

**CONTRACTOR/VENDOR:** Click or tap here to enter text.

**CONTRACT NUMBER:** Click or tap here to enter text.

**CONTRACT TERM:** Click or tap here to enter text.

**DESCRIPTION OF CONTRACT:** Click or tap here to enter text.

**SPEND**: Does actual spend to-date align with contract maximum liability? Yes [ ]  No [ ]

If No, describe any corrective actions, i.e., Amendment, Adjustment: Click or tap here to enter text.

**If you need more space, please do so by using the end of the document and note in each block to see below.**

**GOODS/SERVICES REPORTING – DELIVERABLES OR ACTION SUMMARY (backup documentation attached):**

Indicate activities with Contractor/Grantee (minimum of annually). Document and date any activities, accomplishments, and barriers to program management. If activities performed are outside of Scope of Services, note how applicable.

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| **Description** | **Date Received** | **Issues** | **Resolution** |
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**CONTRACTOR FEEDBACK**

Indicate issues and/or opportunities presented by the Contractor.

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| **Challenges / Opportunities** | **Action Plan** | **Deadline** | **Outcome** |
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Six months review:

Institution:

I certify that, to the best of my knowledge, the above is an accurate account of the good/services/activities in regards to this contract.

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 Signature of Monitor Date

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Printed Name and Title

Contractor:

I certify that, to the best of my knowledge, the above is an accurate account of the good/services/activities in regards to this contract.

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 Vendor Signature Date

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Printed Name and Title

Meeting Date(s):

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Year 1

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Printed Name and Title

Meeting Date(s):

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Year 2

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Printed Name and Title

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Year 3

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Year 4

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Year 5

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