

**FS-02 Enhanced Contract Monitoring
Required for all Contracts \$1,000,000 and Greater
Exempt Contracts: Interagency/Interlocal, MOU**

TCM Contract Number: _____

Vendor Name: _____

RFP Number: _____ **RFP Name:** _____

Contract Not to Exceed Amount: _____ **Start Date:** _____ **End Date:** _____

Number of Renewals: _____ **Renewal Term:** _____

Contract Manager Information (Department)		Vendor Information	
Name		Vendor SAP #	
Department		Contact Name	
Phone		Phone	
Net ID		Email	

Routine Contract Monitoring for All Contracts (Department Responsibility):

Note: All email correspondence to P&SS should include the TSUS Marketplace contract request number and/or the contract number. Send all email correspondence related to contracts to contracts@txstate.edu.

- The department shall notify the Contract Specialist of any contract-related issues that cannot be resolved.
- The department shall work in conjunction with the Contract Specialist to issue an Amendment for any changes to the Contract, including renewals issued prior to the expiration date.
- The department shall verify receipt of deliverables (correct, undamaged, on time, etc.).
- The department shall review and approve invoices to ensure that they are valid and accurate prior to payment being issued.
- The department shall send all department/vendor communications related to contract performance resolution to the Contract Specialist to be uploaded into the TSUS Marketplace contract.
- The department shall notify the Contract Specialist of any contract-related issues that cannot be resolved.
- The department shall issue a corrective action plan to restore compliance with the contract if the vendor’s performance is not satisfactory, or vendor is in breach of the contract. Send the plan and all email correspondence to the Contract Specialist to upload in the TSUS Marketplace Contract.
- If applicable, the vendor shall submit a HUB Progress Assessment Report (PAR’s) with each invoice.
- The department shall complete the [FS-07 Contract Close-out Form](#) for ALL contracts/agreements \$250,000 and greater at the conclusion of the contract, once Accounts Payables has posted the final invoice and it is reflected in SAP.

Enhanced Contract Monitoring – Required for All Contracts with a Risk Assessment Score of 26 and regardless of dollar value, or \$1,000,000 and greater (Department Responsibility).

The items below are in addition to the items required in routine monitoring.

- A contract kickoff meeting shall be conducted to review the contract requirements, [FS-01 Risk Assessment Worksheet](#) and the [FS-02 Enhanced Contract Monitoring](#). (For guidance, see [Appendix 27](#) from the Comptrollers Procurement and Contract Management Guide).
- The vendor shall provide progress reports/updates to the department. (Frequency determined at the kickoff meeting).
- Routine business review with the vendor. (Frequency determined at the kickoff meeting).
- P&SS will communicate all corrective actions plans to the CFO.
- The department shall notify P&SS of any assessed or collected liquidated damages under the contract, and P&SS will forward the information to the CFO.

Reference to “Contract Specialist” refers to the Procurement and Strategic Sourcing role. These duties are also completed by the Contract Specialist/Buyers in Facilities, Facilities Planning Design & Construction (FPDC), and Procurement Manager/Buyers in IT Business Services.

Requirement	Completed	N/A	Completed By
SAO State Agency Uniform Nepotism Disclosure Form Pursuant to Texas Government Code, Sec. 2262.004 , purchasing personnel of a state agency must disclose information regarding certain relationships with, and direct or indirect pecuniary interests in, any party to a major contract with the state agency prior to the award of a major contract.			Contract Manager (Department Stakeholder) See PART 1 & PART 2 on pages 3-4
T.E.C. Certificate of Interested Parties (Form 1295)			Contract Specialist/Buyer (Procurement, Facilities, FPDC, VPIT)
Board of Regents Approval (Board meets Quarterly)			Contract Specialist/Buyer (Procurement, Facilities, FPDC, VPIT)
Director of Procurement Verification to the Chief Financial Officer (CFO) <ul style="list-style-type: none"> Financial provisions and delivery schedules are compliant. Any corrective action plans required and the status of corrective action plans. Information about any liquidated damages assessed or collected. 			Contract Specialist/Buyer (Procurement, Facilities, FPDC, VPIT)
\$5,000,000 or greater only Director of Procurement Verification to Vice Chancellor (VC) & Chief Financial Officer (CFO) <ul style="list-style-type: none"> Solicitation method & vendor selection process is compliant. Identification of potential issues with selection process. 			Contract Specialist/Buyer (Procurement, Facilities, FPDC, VPIT)

This fully executed Contract Monitoring Plan must be signed by the Contract Manager (Department Stakeholder), Contract Specialist/Buyer, the Director of Procurement and Strategic Sourcing, and the Vice President for Finance and Support Services.

Contract Manager (Department Stakeholder)

**Contract Specialist/Buyer
(Procurement, Facilities, FPDC, VPIT)**

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date : _____

Date: _____

Director, Procurement and Strategic Sourcing

Exec VP, Operations & CFO

Signature: _____

Signature: _____

Name: Dan Alden

Name: Eric Algoe

Date : _____

Date: _____

