



POST CONTRACT CHECKLIST

It is the responsibility of the contract administrator to ensure all contractual obligations are met and contract monitoring is documented. This checklist serves as a tool to assist during that process. *(Include in the contract monitoring folder/binder.)*

Completed By: _____ **Department:** _____

Contract Number: _____ **Begin/End Date** _____

Name of Vendor/Contractor: _____

Contract Manager: (Dept Head) _____

| Contract Management Activities | |
|--|---|
| General | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain the contract term and renewal information? Signed renewals? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have a copy of all attachments listed in the contract? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have all amendments and modifications? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain all specifications, drawings or manuals incorporated into the contract by reference? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain a list of contractor submittal requirements? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain a list of all the information furnished to the contractor? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain a list of university furnished property or services? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain all general correspondence related to the contract? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain the originals of all contractor data or report submittals? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Timeline | |
| Has a Contract Monitoring timeline been developed for all activities required under the contract? This might include but not limited to: Dates for completing and submitting reports to the Project Manager and/or Administrative Offices. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

| | |
|---|---|
| Project Monitoring | |
| Does the contract file have all the notices to proceed, to stop work, to correct deficiencies, or to change orders? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have all letters of approval pertaining to such matters as materials, the contractor's quality control program, prospective employees, and work schedules? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have the records/minutes of all meetings, both internal and external? Include sign-in sheets and/or agendas? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have all monitoring reports, contract manager's status to supervisor, site visits, desk reviews, and expenditure documentation reviews? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have all records of complaints and vendor disputes? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Fiscal Monitoring | |
| Has a fiscal monitoring plan been developed based on contract specifications or other applicable fiscal requirements? Details would include but not be limited to payment schedules, progress payments made and/or due, or other payment due dates, as required under the contract? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Has a plan been developed to do periodic monitoring of contract pricing (PO)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have all backup documentation for contractor payment or progress payment and copies of any audits? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have all contractor invoices, information relative to discount provision for prompt payment, letters pertaining to contract deductions or fee adjustments? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Ensure the contract authorized total dollar value has not been exceeded | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Corrective Action Plan | |
| Has a Corrective Action Plan been developed to deal with any contract issues that might arise between the contractor and DSU? A corrective action plan should include complete contact information for DSU and the Contractor and establish guidelines agreed to by both parties regarding escalation of issues to the next level of authority, should problems be encountered. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Liquidated Damages | |
| Has liquidated damages been assessed and collected? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

| | |
|--|---|
| Reporting | |
| Have periodic reviews been completed within this contract to discuss spending, customer service, pricing issues, billing, and invoicing, etc? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file have all routine reports required by the contract such as sales reports, pricing schedules, approval requests, inspection reports, and performance Reports? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Contract Closeout | |
| Determine that the contractor/vendor has satisfactorily performed all required contractual obligations. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Conduct a post-contract evaluation and the contract close-out procedures. Ensure the process is documented. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does the contract file contain the names and contact information of all major stakeholders in this project? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

Contract Administrator: _____

Signature: _____ **Date:** _____