**East Tennessee State University**

**Monitoring Plan for Contracted Services**

It is the responsibility of each department to ensure that the service is received according to the contractual agreement.

The first level of contract monitoring includes certification via receipt and/or invoice authorization that the service has been completed. Approval of an invoice for payment certifies to Accounts Payable that:

1. Purchase Order (may or may not include a Contract):

1. The creation of a receipt in eBucs signifies that the service has been received, is acceptable and is in conformity to the purchase order/contract,

2. That the index charged is the proper one and that funds are available to cover the expenditure.

1. Contract with no Purchase Order:
   1. The approval of the invoice against the identified contract signifies that the service has been received, is acceptable and is in conformity to the contract,
   2. That the index charged is the proper one and that funds are available to cover the expenditure.

Each contract for services that extends beyond 12 months with multiple payments will require a monitoring plan to ensure the following:

1. Contract performance in terms of progress and compliance with contact provisions,
2. Appropriate approval and remittance of payments for acceptable work are in accordance with contract provisions.

Reference: TCA §12-3-305

**EAST TENNESSEE STATE UNIVERSITY**

**MONITORING PLAN FOR CONTRACTED SERVICES**

**Contract Monitor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monitor is responsible for this plan an initiating amendments and/or renewals to the contract.

**Contractor/Vendor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contract Term**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Contract**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Spend**: Does actual spend to-date align with contract maximum liability: \_\_\_ Yes \_\_\_ No

If No, describe any corrective actions, i.e., Amendment, Adjustment:

**Services Reporting – Action Summary** (backup documentation attached): Indicate activities with Contractor (minimum of annually). Document and date any activities, accomplishments, and barriers to contract management.

|  |  |  |  |
| --- | --- | --- | --- |
| **Issues** | **Action Plan** | **Deadline** | **Outcome** |
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|  |  |  |  |
|  |  |  |  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Monitor Date