CONTRACT REPORTING FORM

The Contract Management Office or Director of Procurement shall prepare this report for contracts in excess of $1,000,000 for the purchase of goods or services or any contract that requires enhanced monitoring.

Contractor Name: ____________________________  Contract Description: ____________________________
Contract Number: ____________________________  ____________________________
Contract Value: ____________________________  ____________________________

Contract Execution Date: ____________________________

1. List the financial provisions of the contract.

__________________________________________________________________________

2. What is the delivery schedule(s) contained within the contract?

__________________________________________________________________________

3. Detail any potential risks/issues that may arise with this contract.

__________________________________________________________________________

I verify that the solicitation and/or purchasing method and the contractor selection process comply with state law and System policy, rules and regulations.

Project Manager/Department Head ____________________________  Date ____________________________

Director of Procurement & Disbursements ____________________________  Date ____________________________

Contract Completion Date: ____________________________

1. Have the parties complied with the financial provisions of the contract?  Yes ☐  No ☐

__________________________________________________________________________

2. Have the parties complied with the delivery schedules contained within the contract?  Yes ☐  No ☐

__________________________________________________________________________
3. Were corrective action plans required under the contract? If so describe below. Yes □ No □

4. What is the status of the any required corrective action plan?

5. Detail any liquidated damages that will be/were assessed or collected under the contract.

I confirm the accuracy of the information reported on this form. Any information that has been provided by the contractor has been verified.

_________________________________________  ________________
Project Manager/Department Head                Date

_________________________________________  ________________
Director of Procurement Services                Date

This contract reporting form satisfies the requirements of Government Code 2261.253(c), 2261.254 and 2261.255.