

CHAPTER 27. RULES FOR ADMINISTRATIVE SERVICES.

Subchapter E. ENHANCED CONTRACT MONITORING.

§27.170. Enhanced Contract Monitoring Procedure.

- (a) The commission shall assess each contract to determine whether enhanced contract monitoring is necessary.
 - (1) The commission shall use the following factors to determine whether enhanced contract monitoring is necessary:
 - (A) the complexity of the services,
 - (B) the contract amount,
 - (C) whether the services or contractor are new or changed significantly,
 - (D) whether the project involved is a high profile project, and
 - (E) any other factors that may impact the project.
 - (2) Projects deemed medium or high risk shall be co-monitored by contract and program staff and may involve additional team members such as legal, fiscal, and auditing staff members.
- (b) If a contract is determined to need enhanced monitoring, the commission will require the vendor to provide specific programmatic information on a scheduled basis to determine if performance measures are being met.
 - (1) Programmatic reports shall include information related to the performance measures in the contract, as well as any other deliverables.
 - (2) Enhanced monitoring may also include site visits, additional meetings with the vendor's staff and other documentation determined to assess progress by the agency towards meeting performance requirements.
- (c) The director of fiscal division shall notify agency executive staff of contracts needing enhanced monitoring through this process.
- (d) This process does not apply to interagency agreement, interlocal agreement, a memorandum of understanding with another state agency, or a contract for which there is not a cost.