August 8, 2024

**TO**: Johnny Harris

 DGS-OSP, Office of Contract Oversight (OCO)

**FROM**: Natalie Grasso

 DGS-OSP, Office of Contract Oversight (OCO)

**RE**: **Designation as DGS-OSP Contract Monitor**

 **Contract Number**: CTR013585 / **Term**: 5/1/2023 – 4/30/2025 / **Vendor**: Watkins Security Agency

 **Contract Name**: Statewide Armed/Unarmed Guard Services

You have been designated as the Contract Monitor for the above-referenced contract, and your responsibilities as Contract Monitor are to:

* Ensure the vendor/contractor provides the services outlined in the Scope of Work.
* Maintain communication with the vendor/contractor through all contract phases.
* Approve undisputed invoices promptly (within two weeks or less or by requirement).
* Monitor MBE/VSBE participation goals quarterly or as needed with the MBE Compliance Team.
* Develop timelines with the vendor/contractor and ensure adherence to the timeliness.
* Document and retain meeting minutes from all meetings held with the vendor/contractor.
* Conduct vendor/contractor performance evaluations and quality assurance verifications.
* Document deficiencies/failures to provide the products and/or services required by the contract.
* Maintain all contract documentation in the specific central repository site.
* Contact the Office of Contract Oversight (OCO) if the vendor/contractor does not respond to verbal/written notice within two business days.
* Contact the Procurement Office for circumstances not covered by the aforementioned contract.

As a reminder, you are not authorized to change the scope of work, time frames, or any other part of the contract. You are prohibited from signing any change orders or contract documents. If additional goods/services are needed beyond the scope of work and/or contract requirements, you must outline and submit those needs along with written justification to the Procurement Office. For any monetary change orders, a FMIS requisition or fund certification must accompany the written request.

 **Received, Read, and Acknowledged**

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 Contract Monitor Signature Date