

Definition of Contract Monitor

The Contract Monitor serves as the State of Maryland's representative and is responsible for managing and overseeing the administrative functions of contracts. This role is critical to ensuring that the terms and conditions of the contract are adhered to and that the project is completed successfully within the defined scope, budget, and timeframe. For any questions or clarifications regarding the duties and responsibilities of a Contract Monitor, contact the **DGS – OSP Office of Contract Oversight (OCO)** at dgs.osp-oco@maryland.gov.

Responsibilities of Contract Monitor

1. **Administrative Oversight:**
 - Ensure the contract terms, conditions, and scope of work are followed and implemented as specified.
2. **Written Direction:**
 - Provide written guidance and instructions as necessary to clarify and ensure adherence to contract requirements.
3. **Invoice Approval:**
 - Review and approve invoices for payment to confirm they are accurate, appropriate, and compliant with the contract terms.
4. **Compliance Monitoring:**
 - Oversee compliance with the following specific requirements:
 - **Minority Business Enterprise (MBE) Goals:** Ensure that MBE participation goals are met and documented.
 - **Veteran-Owned Small Business Enterprise (VSBE) Goals:** Monitor VSBE participation to ensure compliance.
 - **Green Purchasing Program (GPP) Requirements:** Confirm adherence to environmental and sustainability guidelines as outlined in the contract.
5. **Performance Tracking:**
 - Monitor deliverables to ensure that:
 - The project is completed on time.
 - The project remains within budget.
 - All work is conducted within the scope of the contract.
6. **Coordination and Communication:**
 - Serve as the primary point of contact for contractors and stakeholders regarding contract-related matters.
 - Address issues or concerns that arise during the contract lifecycle.

The contract monitoring process must be handled appropriately to ensure the state acts in good faith. No commitments should be made to contractors by anyone other than the duly appointed Procurement Officer.