

TOPIC: Contract Monitoring Tracker (CMT)

ORIGINATOR: OSP – Office of Contract Oversight (OCO)

I. Effective Date

November 1, 2025

II. Purpose / Background

DGS-OSP lacks an active, standard, and uniform method for tracking the compliance of deliverables and requirements for active contracts. This Quick Reference Guide (QRG) explains how to utilize the Contract Monitoring Tracker (CMT) tool and establishes an efficient, standardized process for contract monitors to effectively and accurately track contract requirements for RFPs, IQCs, and IFBs, as well as deliverables for any other contracts with defined requirements.

The purpose of the CMT is to provide a tool and process that standardizes contract tracking, allows easy retrieval of contract deliverables for audit purposes, and ensures 100% vendor compliance with the requirements in RFPs, IQCs, and IFBs. By utilizing the CMT, the user can proactively maintain oversight, address potential compliance issues, and ensure that accurate, up-to-date information is readily available for regulatory audits and reviews.

III. Contract Monitor Tracker (CMT) Overview

1. The CMT is a flexible tool that a Contract Monitor can use to monitor contracts. The CMT will have (4) different tabs. The tabs include, but are not limited to, Contract Info, Contract Award, Contract Requirements, and Billing/Payments.
2. A new CMT should be used for each contract assigned to the Contract Monitor.
3. The Contract Info tab contains basic information on the contract that can be found in either eMMA or FMIS, depending on the system in which the contract information was entered. This contract information will be helpful for auditing purposes.
4. The Contract Award tab contains a list of the documentation required from the vendor at the time of contract award/NTP.
5. The Contract Requirement tab contains the contract requirements/deliverables identified by the Contract Monitor from the contract documentation (i.e., RFP, IFB, IQC, etc.) and the supporting documentation identified for each requirement to be retained in file for auditing purposes.
6. The Billing/Payments tab contains information received from the vendor invoices.

DGS-OSP

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IV. Procedure

Part 1: Completing the Contract Info Tab

Step 1: Open the Contract Info tab.

DGS Contract Information Sheet			
Contract Identification	Contract #		
	Vendor Name		
	Contract Name		
	BPO# / PO#		
Contract Award Amount			
Contract Term	Begins		
	Ends		
Contract Renewals	# of Option Periods		
	Option Period Length		
	Option Period Amount		
MBE / VSBE Goals (%)			
Prime Vendor - MBE (Y/N)			
Small Business Reserve (Y/N)			

Contract Info  Contract Reqs Billing_Payments +

Step 2: Record the required contract information in each section of the document.

DGS Contract Information Sheet			
Contract Identification	Contract #		
	Vendor Name		
	Contract Name		
	BPO# / PO#		
Contract Award Amount			
Contract Term	Begins		
	Ends		
Contract Renewals	# of Option Periods		
	Option Period Length		
	Option Period Amount		
MBE / VSBE Goals (%)			
Prime Vendor - MBE (Y/N)			
Small Business Reserve (Y/N)			



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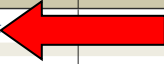
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Step 3: The Additional Information section is for the Contract Monitor to use for recording contract information that is not already captured in this document.

Contract Description			
Contract Payment Type (Select from Dropdown Menu)			
Contract Monitor Team - DGS	Name / Title	Phone #	
		Email	
	Name / Title	Phone #	
		Email	
Contract Monitor Team - Contractor/Vendor	Name / Title	Phone #	
		Email	
	Address		
Additional Information			

Part 2: Completing the Contract Award Tab.

Step 1: The Contract Monitor should identify and record all documentation required to be submitted to the Procurement Officer at the time of award.

Cable and Wiring - Outside Plant			Contract Award Notes
Document	Status	Submission Date	Comments / Notes
Contract Affidavit			Attachment N
Proposal Affidavit			Attachment C
Tax Payment Certification			
Prompt Payment Policy			Attachment M
Living Wage Requirements			Attachment F
Conflict of Interest Affidavit & Disclosure			Attachment H
Non-Disclosure Agreement			Attachment I

>
Contract Info
Contract Award

Payments
Contract Closeout
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Part 3: Completing the Contract Requirement Tab.

Step 1: The Contract Monitor will review the contract documentation to identify all contract requirements/deliverables. Once identified, each requirement/deliverable should be recorded under the Contract Requirement/Reference.

Statewide Armed-Unarmed Guard Services Watkins Security Agency, Inc. (Revised 05/14/24)		2023-2024 (5/1/23 - 4/30/24)		2024-2025 (5/1/24 - 4/30/25)		2025-2026 (5/1/25 - 4/30/26)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)	
Contract Requirements / Reference	Supporting Documentation	Status	Date	Status	Date	Status	Date	Status	Date	Status	Date
General Requirements (RFP Section 2.3.1 Page 3-5) (Frequency - Annually)	SOP and SOW	Compliant	11/7/2023								
Security Guard Basic Qualifications (RFP Section 2.3.2; Page 5) (Frequency - Annually)	SG Basic Checklist	Compliant	11/7/2023								
Security Guard-Specific Qualifications (A) Unarmed Security Guard (RFP Section 2.3.3; Page 6) (Frequency - Annually)	SG Specific Checklist	Compliant	11/7/2023								
Security Guard-Specific Qualifications (B) Armed Security Guard (RFP Section 2.3.3; Page 6) (Frequency - Annually)	SG Specific Checklist	Compliant	11/7/2023								

Step 2: For compliance purposes, the Contract Monitor will work with the vendor to identify the supporting documentation that will be provided for each requirement/deliverable. The supporting documents will be placed in the contract file to show proof of compliance for auditing purposes. The State Contract Monitor will review the supporting documents annually within each contract year.

Statewide Armed-Unarmed Guard Services Watkins Security Agency, Inc. (Revised 05/14/24)		2023-2024 (5/1/23 - 4/30/24)		2024-2025 (5/1/24 - 4/30/25)		2025-2026 (5/1/25 - 4/30/26)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)	
Contract Requirements / Reference	Supporting Documentation	Status	Date	Status	Date	Status	Date	Status	Date	Status	Date
General Requirements (RFP Section 2.3.1 Page 3-5) (Frequency - Annually)	SOP and SOW	Compliant	11/7/2023								
Security Guard Basic Qualifications (RFP Section 2.3.2; Page 5) (Frequency - Annually)	SG Basic Checklist	Compliant	11/7/2023								
Security Guard-Specific Qualifications (A) Unarmed Security Guard (RFP Section 2.3.3; Page 6) (Frequency - Annually)	SG Specific Checklist	Compliant	11/7/2023								
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Step 3: For each contract year, use the status drop-down to denote whether the vendor is compliant, not compliant, or N/A. You will manually enter the date in the date field for which you verified vendor compliance.

Statewide Armed-Unarmed Guard Services Trust Consulting Services, Inc. (Revised 05/14/24)		2023-2024 (5/1/23 - 4/30/24)		2024-2025 (5/1/24 - 4/30/25)		2025-2026 (5/1/25 - 4/30/26)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)	
Contract Requirements / Reference	Supporting Documentation	Status	Date	Status	Date	Status	Date	Status	Date	Status	Date
Key Personnel Identified (RFP Section 3.10.4; Page 22) (Frequency - Annually)	Org Chart and personnel resumes	Compliant									
Labor Categories (RFP Section 3.10.5; Page 23) (Frequency - Annually)	Financial proposal	Compliant									
Contractor Personnel Experience Equivalency (RFP Section 3.10.6; Page 23) (Frequency - Annually)	Substitution of experience for education supporting information	Compliant									
Contractor Personnel Certifications (RFP Section 3.10.7; Page 24) (Frequency - Annually)	Cert check annually	Compliant									
Contractor Personnel Work Hours											

Step 4: If needed, scroll to the far right to enter any notes in the 'Comments/Notes' field for the requirement/deliverable that you are working on.

Statewide Armed-Unarmed Guard Services Trust Consulting Services, Inc. (Revised 05/14/24)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)		Contract Requirements Notes
Contract Requirements / Reference	Supporting Documentation	Status	Date	Status	Date	Comments / Notes
Key Personnel Identified (RFP Section 3.10.4; Page 22) (Frequency - Annually)	Org Chart and personnel resumes					
Labor Categories (RFP Section 3.10.5; Page 23) (Frequency - Annually)	Financial proposal					
Contractor Personnel Experience Equivalency (RFP Section 3.10.6; Page 23) (Frequency - Annually)	Substitution of experience for education supporting information					
Contractor Personnel Certifications (RFP Section 3.10.7; Page 24) (Frequency - Annually)	Cert check annually					
Contractor Personnel Work Hours						



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Part 4: Completing the Billings/Payment Tab

Step 1: Navigate to the Billing/Payments tab. Use the vendor's invoice information to fill in the information needed on this spreadsheet. This information will be used to monitor contract funds and maintain a readily available contract budget balance, thus avoiding overspending or underspending of the contract funds.

[illegible]

V. Acronyms

CM: Contract Monitor / Monitoring

CMT: Contract Monitoring Tracker

DGS-OSP: Department of General Services - Office of State Procurement

IFB: Invitation for Bid

IQC: Indefinite Quantity Contract

OCO: Office of Contract Oversight

RFP: Request for Proposal

QRG- Quick Reference Guide

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