

CONTRACT ADMINISTRATION REVIEW

PROCUREMENT QUALITY ASSURANCE IN CONTRACTING FORM

The purpose of this form is to monitor contractor performance as part of the Quality Assurance in Contracting (QAC) Program. This form will become a permanent part of the contractor's file. Each unit administrator is responsible for determining the cost effectiveness of contracted services annually, including a cost/benefit analysis; an assessment of outcomes achieved; and a determination with recommendation to continue contracting the services, to discontinue contracting the services and perform the services in-house, or to eliminate the services.

Procurement/Contract Number: _____

Contract Title: _____

Vendor/Contractor: _____

Review Date: _____

Performance Period: _____

Contract Purchasing Agent: _____

For the current contract performance period, please respond to the following questions. Attach additional pages as necessary and reference the specific section(s), as applicable (e.g., "S-1").

SECTION I: CONTRACTOR PERFORMANCE

Standard	Yes	No	N/A	Comment
1. Has the contractor's performance been acceptable in view of contract provisions? (If 'No', please indicate the nature, scope, and severity of the unacceptable or unsatisfactory performance.)				
2. Has the contractor been informed of the unacceptable or unsatisfactory performance, if applicable? (If 'Yes', provide the documentation, including correspondence, memoranda, etc., between the contractor and you to resolve the unacceptable/unsatisfactory performance requirements.)				
3. Are there any other unresolved issues? (If 'Yes', please explain or attach any other correspondence, memoranda, etc.)				
4. Were the outcomes that were expected achieved as a result of this contracted service? (If 'No', please explain.)				

SECTION II: COST BENEFIT ANALYSIS

Standard	Yes	No	N/A	Comment
1. Have the benefits of the services met the original decision to contract the services? (If 'No', please explain.)				
2. Can these services be performed by in-house staff? (If 'No', please explain.)				
3. Is the contract value above \$100,000 annually or above \$450,000 for the full contract term?				



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SECTION III: CONTINUATION OF SERVICES

Standard	Yes	No	N/A	Comment
1. Based on the above information, I recommend that the above contract be extended one additional year, starting _____. (If "No", please explain.)				

SECTION IV: RATING

Performance Rating	Rating	Comment
Overall Performance Rating: (F) Fully Meets Expectations (S)Satisfactory (P)Partially Meets Expectations (N) Needs Improvement.		

QA Reviewer Name: _____

Signature: _____

Date: _____

Manager Name: _____

Manager Signature: _____

Date: _____

Please return this form to the Office of Procurement

Email: procure@montgomerycollege.edu