

Appendix 1- Sample Contract Monitoring Plan

Contract Number: CN-0001234

Central Office: UIC Purchasing

Unit (Department/College): College of Engineering

Unit Contact: Jane Adams, janeadams@uic.edu, 312-999-1122

Contract Monitor: Joe Smith, College of Engineering, joesmith@uic.edu, 312-321-1123

Additional Contract Team Members: David Lang, Unit Technical Representative, Tina Simon, Unit Contract Representative, David Montgomery, Contractor Contact

Contractor: Student Data Analytics, Inc.

Contractor Contact: David Montgomery, dmontg@sda.com, 618-222-3333

Brief Description: Contract for analysis of student data for students that are currently enrolled in the College of Engineering

Amount: \$850,000

Contract Effective Date: 7/1/2018

Contract End Date: 6/30/2019

Renewal Options: 2 1-year Renewals

Risk Factors:

- Amount of Agreement - \$850,000 (\$250K or greater)
- Involves sharing of student data
- Vendor has only been in business for 1 year

Monitoring Plan:

Contract Monitor will hold a kickoff meeting on July 1, 2018 with the Contract Team to define expectations of both Contractor and User Department for performance and adherence to contract terms, confirm/clarify deliverables, and define metrics/measures to be used to determine if expectations are being met. Additional emphasis will be made on Contractor's ability to ensure that student data is being managed in accordance with FERPA.

Contract Monitor will hold quarterly check-in meetings with the Contract Team to ensure adherence to the items identified at the kickoff meeting.

Contract Monitor will collect feedback from the User Department on Contractor Performance.

Contract Monitor will document whether services are being provided in accordance with the terms of the contract.

Contract Monitor will closely track contract end date to ensure that if a renewal is needed, that request for such renewal is submitted to UIC Purchasing well in advance of the initial term ending.

Contract Monitor will review invoices in Banner to ensure that they are being submitted in accordance with the terms and budgeted amount of the contract.

Contract Monitor will maintain a file of all key communications with the Contractor related to the contract.

Contract Monitor will notify UIC Purchasing of any contract related issues that cannot be resolved.

Contract Monitor will conduct a contract closeout review at the conclusion of the contract.

Log of Contract Monitoring Activities:

Date	Activity	Outcome
07/01/18	Kickoff Meeting	Kickoff meeting completed; performance metrics defined and shared with vendor.