

## **Monitoring and Reporting**

The agency must monitor and may be required to report to OSP at any time during an outstanding contract. After completion of performance under a contract, the using agency shall evaluate contract performance and the utility of the final product. This evaluation shall be delivered to the director of state procurement within one hundred twenty days after completion of performance and shall be retained in the official contract file. (Exhibits 21A and 21B) Agencies are to advise OSP of all purchase orders issued to capture the actual charges against the contract. Amount of expenditures shall be reported on a fiscal year basis. See Exhibit 26 for sample letter to request contract performance evaluation from agency.