

CONTRACT MONITORING POLICY

See [Most Recent Obsolete Policy](#)

Status: Active

Policy Effective: July 1, 2018

Revised Date:

Approved by: Direct Report

Next Review: July 1, 2019

Reviewed Dates:

Last Reviewed By:

PURPOSE:

Outline monitoring expectations for the department.

REFERENCES:

1. State of Utah, Division of Purchasing-Contract Administration and Monitoring Guide,
2. 2 CFR §200.331 & 332 (Uniform Guidance)

POLICY:

Department contracts are monitored to ensure funds are used for authorized purposes and performance objects are achieved. The type and frequency of monitoring is determined by the funding source, department relationship with the entity, level of risk, contract value, and type of contract. Division Directors are responsible for ensuring contracts are monitored following the appropriate procedure and documentation is housed in the centralized repository.

Not every contract will require the same level of monitoring.

Federally funded subrecipient agreements are monitored in accordance with 2 CFR §200.331 & 332 (Uniform Guidance). See *Subrecipient Monitoring Procedure*. In instances where a state-funded agreement or contract is used for the purposes of meeting federal matching and/or maintenance of effort requirements, the entity should be treated as a subrecipient for purposes of this policy.

Contracts procured through State Purchasing are monitored in accordance with the *Contract Monitoring Procedure*.

Contracts which include information sharing are monitored in accordance with the *Information Sharing Monitoring Procedure* utilizing the internal and external compliance documents.

All other contracts are monitored in accordance with the terms of the agreement, documented in the central repository and reviewed by the Division Director in accordance with the *Contract Monitoring Procedure*. Grant awards funded with non-federal funds may be monitored in accordance with the Subrecipient Monitoring Procedure as determined by the Division Director.