

## TEXAS A&M UNIVERSITY-TEXARKANA

### Enhanced Contract Monitoring Procedure

Contracts may require enhanced monitoring for different reasons. Some examples may include outsourcing, construction, and high dollar value contracts. Also, if a vendor is failing to meet the obligations of their contract, it may require enhanced monitoring until the issue(s) are resolved.

Enhanced monitoring may require additional reviews and reporting or a change in the type of review that is done. The purpose of enhanced monitoring is to identify potential issues and risks in the contract and either mitigate or avoid the risk completely.

Monitoring reviews, audits and investigations should be followed up on to ensure corrective actions are taken, identify common problems that may require training and improve future contracts. The goal of follow up is to bring the contractor back into compliance with contract requirements. Follow-up is essential as the problem will not fix itself simply by identifying it and including it in the monitoring report. Monitoring results should also be used to improve future contractors, if there are unnecessary or insufficient restrictions this is the time to make a note of recommended changes for future contracts.

A Risk Assessment must be completed on all contracts that fall into the above example list. A risk level check has been created for the following areas of risk:

Criteria	RISK LEVEL		
	Low	Moderate	High
Amount of agreement	<\$25,000	\$25,000-\$150,000	>\$150,000
Term of agreement	<1 year	1-2 years	>2 years
Personal, health, student data	No	Yes	
Data or security issues	No	Yes	
Intellectual Property issues	N/A		Yes
Safety or security issues	No	Yes	
HUB subcontracting plan	No	Yes	
Specificity of SOW deliverables	N/A	Specific	Not Specific

If any "high risk" items are identified, the Contracts Office will work with the departments to develop the correct contract monitoring plan.