

TO: \_\_\_\_\_

**Your contract documents are being sent back to you. When you receive them please keep a copy for your agency's file and send the original to the supplier.**

### **Responsibilities of Contract Monitoring**

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After the Contracts & Procurement Division sets a contract in place – usually after an RFP, RFC, or other lawful procurement process – the executed contract is sent to the originating county agency and the supplier to monitor and perform.

#### ***County Agency Responsibilities:***

1. After the procurement process is completed, the county agency will have the contract drafted or approved by their assigned District Attorney.
2. The agency will send the attorney approved-as-to-form contract to the supplier for signature, then to Contracts & Procurement for processing.
3. When the fully executed contract is received by the county agency from Contracts & Procurement, the agency shall keep a copy and send the original to the supplier.
4. The agency is responsible for monitoring the performance of the contract (pricing, renewal, options, complaints, insurance etc.) by maintaining communication with their supplier.
5. The agency shall timely notify Contracts & Procurement if they want to exercise a renewal option on a contract.
6. If there are performance issues or a need to terminate the contract, the agency should alert the Contracts & Procurement Manager to assist and keep a record of performance issues.

#### ***Contracts & Procurement Division Responsibilities***

1. After procuring a supplier, the Contracts & Procurement Division will process the contract and obtain Mayor or Designee signature to fully execute the contract.
2. Upon full execution of the contract, Contracts & Procurement will process and approve the contract in the purchasing system and scan the contract into the repository for record keeping.
3. Once approved, the fully executed contract will be sent to the originating county agency to distribute to the supplier.
4. Contracts & Procurement will send a courtesy notice through PeopleSoft to the county agency when the contract is expiring in 90 days, but it is the agency's responsibility to monitor and manage the term and performance of the contract with the supplier.
5. If there are problems with the supplier's performance on the contract, Contracts & Procurement will assist the agency as necessary and keep a record of the performance issues for the purchasing file.
6. Only the Mayor may terminate a contract prior to its expiration. If a contract must be terminated, the agency shall contact Contracts & Procurement for assistance.