**FAMU Monitoring Plan for High Risk**

Enter Vendor Name Here

**Contract #** Click here to enter text.

The Risk Level for this contract is HIGH. A High-Risk contract requires more monitoring than the medium and low risk contracts due to the factors as indicated on the Risk Assessment Weight Table. Based on the Risk Level of this contract, the following plan has been developed for this contract:

1. Monitoring Contractor Reporting: Review all of the Contractor’s reports received as deliverables for verification of services provided and adherence to the agreement. Substandard performance should be identified and addressed timely and appropriately.
2. Invoice Monitoring: Compare each billing with the terms agreed upon in the agreement. Ensure that the costs being charged are within the agreement parameters.
3. Meetings with the Contractor to discuss concerns and issues regarding the terms and conditions of the contract and program requirements must be held at least once per year.
4. Periodic contact with the Contractor to review progress. Maintain emails in the contract file.
5. An on-site Monitoring visit will be conducted using the approved FAMU Office of Procurement Monitoring Tool. Proof of this monitoring will be maintained in the FAMU Office of Procurement contract file.

The Contract Manager assigned to this contract is responsible for ensuring that all monitoring activities are performed in accordance with this plan.

Contract Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_