

Contract Management Checklist

Purpose: Use this checklist to support effective management of an awarded contract throughout its term. The checklist provides a framework for monitoring contract performance, maintaining documentation, managing changes, and preparing for contract expiration, extension, rebid, or closeout.

Contract management begins when the contract is awarded and continues through contract closeout. Requirements will vary based on the contract, scope, vendor(s), and applicable terms.

1. Establish Contract Management

- ☐ Review the fully executed contract and all incorporated documents.
- ☐ Identify the agency contract manager and other staff responsible for contract administration.
- ☐ Identify key vendor and agency contacts.
- ☐ Review the contract scope, deliverables, performance requirements, and applicable terms and conditions.
- ☐ Identify contract milestones, deadlines, reporting requirements, and deliverables.
- ☐ Confirm the contract start and expiration dates.
- ☐ Identify renewal/extension options and applicable notice requirements.
- ☐ Identify any contract-specific requirements for insurance, bonds, licenses, certifications, or other vendor documentation.
- ☐ Establish a system for tracking contract activity, deadlines, and required documentation.

2. Maintain Vendor Information & Compliance

- ☐ Maintain current vendor contact information.
- ☐ Verify required business licenses remain current.
- ☐ Monitor certificates of insurance (COI) and other required insurance documentation.
- ☐ Monitor bonds, licenses, certifications, registrations, or other required documentation.
- ☐ Confirm required vendor documentation is maintained in the contract file.

- ☐ Track expiration dates and establish reminders for documents requiring renewal.
- ☐ Document and address any lapse in required vendor documentation.
- ☐ For multi-vendor contracts, maintain vendor-specific information and requirements separately.

3. Monitor Contract Performance

- ☐ Monitor vendor performance against the contract's scope and requirements.
- ☐ Confirm goods/services are provided in accordance with contract requirements.
- ☐ Monitor required deliverables and performance measures.
- ☐ Review vendor reports and other required submissions.
- ☐ Monitor timeliness, quality, responsiveness, and other applicable performance standards.
- ☐ Document performance issues, complaints, deficiencies, or noncompliance.
- ☐ Communicate performance concerns to the vendor and document the response.
- ☐ Establish and monitor corrective action when necessary.
- ☐ Document significant performance discussions and resolutions.
- ☐ Complete periodic vendor performance reviews, as appropriate.

4. Monitor Reporting & Deliverables

- ☐ Identify all required vendor reports and deliverables.
- ☐ Track reporting frequency and due dates.
- ☐ Document receipt of required reports and deliverables.
- ☐ Review submissions for completeness and compliance with contract requirements.
- ☐ Follow up on late, incomplete, or deficient submissions.
- ☐ Maintain reports and supporting documentation in the contract file.
- ☐ Track outstanding deliverables through completion.

5. Monitor Contract Usage & Financial Activity

- ☐ Monitor contract expenditures and available funding.
- ☐ Monitor usage against contract quantities, limits, or estimated amounts, when applicable.
- ☐ Review invoices for compliance with contract terms.
- ☐ Confirm pricing is consistent with the contract.
- ☐ Monitor approved price adjustments and effective dates.

- ☐ Identify unusual spending, significant changes in usage, or other issues requiring attention.
- ☐ For multi-vendor contracts, monitor vendor-specific usage and expenditures when appropriate.
- ☐ To the extent practicable, address funding or capacity concerns before they affect contract performance.

6. Manage Contract Changes

- ☐ Determine whether proposed changes are permitted under the contract.
- ☐ Determine whether the change requires a contract amendment, extension, change order, or other documentation.
- ☐ Document the reason and business need for the change.
- ☐ Obtain required reviews and approvals.
- ☐ Obtain required vendor documentation or agreement.
- ☐ Ensure modifications are properly executed before becoming effective, when required.
- ☐ Update the Contract Modification Log.
- ☐ Maintain executed amendments, extensions, change orders, and supporting documentation in the contract file.
- ☐ Submit required award updates or notices for posting.
- ☐ For multi-vendor contracts, track vendor-specific amendment numbers, effective dates, pricing, and other differences.
- ☐ Distinguish contract amendments from project change orders and track them separately when appropriate.

7. Manage Contract Extensions & Renewals

- ☐ Review the contract's extension/renewal provisions.
- ☐ Confirm remaining extension or renewal options.
- ☐ Review vendor performance before recommending an extension or renewal.
- ☐ Review contract usage, expenditures, pricing, and remaining capacity.
- ☐ Confirm continued agency need.
- ☐ Determine whether extending the contract remains in the best interest of the agency/State.
- ☐ Begin the extension/renewal process sufficiently in advance of expiration.
- ☐ Obtain required approvals.
- ☐ Confirm vendor willingness and ability to continue performing.

- ☐ Complete required extension/renewal documentation.
- ☐ Update the contract expiration date in tracking systems.
- ☐ Submit required award updates/notices for posting.
- ☐ Update the contract file.

See also: [Agency Contract Extension Checklist](#).

8. Maintain the Contract File

- ☐ Maintain the fully executed contract and incorporated documents.
- ☐ Maintain amendments, extensions, and change orders.
- ☐ Maintain required vendor compliance documentation.
- ☐ Maintain reports, deliverables, and performance documentation.
- ☐ Maintain significant vendor correspondence and contract-related communications.
- ☐ Maintain approvals and supporting documentation for contract changes.
- ☐ Maintain award notices and applicable posting documentation.
- ☐ Maintain documentation in accordance with applicable records retention requirements.
- ☐ Ensure the contract file is organized so another staff member can understand the contract's history and current status.

9. Prepare for Contract Expiration

- ☐ Monitor the contract expiration date and applicable renewal/extension deadlines.
- ☐ Determine whether the contract will be extended, renewed, rebid, or allowed to expire.
- ☐ Begin planning early enough to meet applicable procurement timelines.
- ☐ Review vendor performance and contract history.
- ☐ Review contract usage, expenditures, pricing, and current business needs.
- ☐ Identify changes that should be considered in a future solicitation.
- ☐ Document lessons learned and recommendations for future procurement activity.
- ☐ If rebidding, communicate relevant contract history and requirements to the procurement team.

10. Close Out the Contract

- ☐ Confirm all required goods, services, and deliverables have been received.
- ☐ Confirm outstanding issues have been resolved.
- ☐ Confirm final invoices have been received and processed.

- ☐ Confirm all payments and financial obligations have been addressed.
- ☐ Complete final vendor performance documentation, as appropriate.
- ☐ Confirm required reports and documentation have been received.
- ☐ Resolve or document any remaining claims, disputes, or deficiencies.
- ☐ Confirm return or disposition of State property, equipment, data, or other materials, when applicable.
- ☐ Notify applicable agency staff and vendor of contract closeout.
- ☐ Complete required records retention activities.
- ☐ Close or archive the contract file in accordance with applicable requirements.
- ☐ Document lessons learned for future procurements.