

**TOPIC:** Contract Monitoring Tracker (CMT)

**ORIGINATOR:** OSP – Office of Contract Oversight (OCO)

**I. Effective Date**

November 1, 2025

**II. Purpose / Background**

DGS-OSP lacks an active, standard, and uniform method for tracking deliverables and requirements for active contracts. This Quick Reference Guide (QRG) explains how to utilize the Contract Monitoring Tracker document and establishes an efficient, standardized process for contract monitors to effectively and accurately track contract requirements for RFPs, IQCs, and IFBs, as well as deliverables for any other contracts with defined requirements.

The purpose of the CMT is to provide a tool and process that standardizes contract tracking, allows easy retrieval of contract deliverables for audit purposes, and ensures 100% vendor compliance with the requirements in RFPs, IQCs, and IFBs. By utilizing the tracker, DGS-OSP can proactively maintain oversight, address potential compliance issues, and ensure that accurate, up-to-date information is readily available for regulatory audits and reviews.

**III. Contract Monitor Tracker Overview**

1. The CMT is a very flexible document that a Contract Monitor can use to monitor their contracts. The initial CMT will have at least four different tabs. The tabs include, but are not limited to, contract info, contract award, contract requirements, and billing/payments.
2. A new CMT should be used for each contract assigned to the Contract Monitor.
3. The Contract Info tab contains basic information on the contract that can be found in either eMMA or FMIS, depending on the system in which the contract information was entered. This contract information will be helpful for auditing purposes.
4. The Contract Award tab contains a list of the documentation required from the vendor at the time of contract award.
5. The Contract Requirement tab contains the contract requirements/deliverables identified by the Contract Monitor from the contract documentation (i.e., RFP, IFB, IQC, etc.).
6. The Billing/Payments tab contains information received from the vendor invoices.

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**IV. Procedure**

**Part 1: Completing the Contract Info Tab**

**Step 1:** Open the Contract Info tab.

DGS Contract Information Sheet			
Contract Identification		Contract #	
		Vendor Name	
		Contract Name	
		BPO# / PO#	
Contract Award Amount			
Contract Term		Begins	
		Ends	
Contract Renewals		# of Option Periods	
		Option Period Length	
		Option Period Amount	
MBE / VSBE Goals (%)			
Prime Vendor - MBE (Y/N)			
Small Business Reserve (Y/N)			
<input checked="" type="button"/> Contract Info <span style="background-color: red; color: white; padding: 0 5px;">←</span> <input type="button"/> Contract Reqs <input type="button"/> Billing Payments <input type="button"/> +			

**Step 2:** Record the required contract information in each section of the document.

DGS Contract Information Sheet			
Contract Identification		Contract #	
		Vendor Name	
		Contract Name	
		BPO# / PO#	
Contract Award Amount			
Contract Term		Begins	
		Ends	
Contract Renewals		# of Option Periods	
		Option Period Length	
		Option Period Amount	
MBE / VSBE Goals (%)			
Prime Vendor - MBE (Y/N)			
Green Purchasing Program (GPP)			
Small Business Reserve (Y/N)			

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**Step 3:** The Additional Information section is for the Contract Monitor to use for recording contract information that is not already captured in this document.

Contract Description		
Contract Payment Type (Select from Dropdown Menu)		
Contract Monitor Team - DGS	Name / Title	Phone #
		Email
Contract Monitor Team - Contractor/Vendor	Name / Title	Phone #
		Email
	Address	
Additional Information		



## Part 2: Completing the Contract Award Tab.

**Step 1:** The Contract Monitor should identify and record all documentation required to be submitted to the Procurement Officer at the time of award.

Cable and Wiring - Outside Plant			Contract Award Notes
Document	Status	Submission Date	Comments / Notes
Contract Affidavit			Attachment N
Proposal Affidavit			Attachment C
Tax Payment Certification			
Prompt Payment Policy			Attachment M
Living Wage Requirements			Attachment F
Conflict of Interest Affidavit & Disclosure			Attachment H
Non-Disclosure Agreement			Attachment I

> Contract Info **Contract Award** Payments Contract Closeout +



## Part 3: Completing the Contract Requirement tab.



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**Step 1:** The Contract Monitor will review the contract documentation to identify all contract requirements/deliverables. Once identified, each requirement/deliverable should be recorded under the Contract Requirement/Reference.

Statewide Armed-Unarmed Guard Services Watkins Security Agency, Inc. (Revised 05/14/24)		2023-2024 (5/1/23 - 4/30/24)		2024-2025 (5/1/24 - 4/30/25)		2025-2026 (5/1/25 - 4/30/26)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)	
Contract Requirements / Reference	Supporting Documentation	Status	Date	Status	Date	Status	Date	Status	Date	Status	Date
General Requirements (RFP Section 2.3.1 Page 3-5) (Frequency - Annually)	SOP and SOW	Compliant	11/7/2023								
Security Guard Basic Qualifications (RFP Section 2.3.2; Page 5) (Frequency - Annually)	SG Basic Checklist	Compliant	11/7/2023								
Security Guard-Specific Qualifications (A) Unarmed Security Guard (RFP Section 2.3.3; Page 6) (Frequency - Annually)	SG Specific Checklist	Compliant	11/7/2023								
Security Guard-Specific Qualifications (B) Armed Security Guard (RFP Section 2.3.3; Page 6) (Frequency - Annually)	SG Specific Checklist	Compliant	11/7/2023								

Contract Award-Trust | Contract Award-Watkins | Contract Reqs-Eagle | Contract Reqs-Trust | Contract Reqs-Watkins | Invoices\_Eagle | In | + | : | < | >

**Step 2:** For compliance review purposes, the Contract Monitor will work with the vendor to identify the supporting documentation that will be provided to the state for each requirement/deliverable. The supporting documents will be placed in the contract file to show proof of compliance and for auditing purposes. The State Contract Monitor will review the supporting documents annually within each contract year.

Statewide Armed-Unarmed Guard Services Watkins Security Agency, Inc. (Revised 05/14/24)		2023-2024 (5/1/23 - 4/30/24)		2024-2025 (5/1/24 - 4/30/25)		2025-2026 (5/1/25 - 4/30/26)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)	
Contract Requirements / Reference	Supporting Documentation	Status	Date	Status	Date	Status	Date	Status	Date	Status	Date
General Requirements (RFP Section 2.3.1 Page 3-5) (Frequency - Annually)	SOP and SOW	Compliant	11/7/2023								
Security Guard Basic Qualifications (RFP Section 2.3.2; Page 5) (Frequency - Annually)	SG Basic Checklist	Compliant	11/7/2023								
Security Guard-Specific Qualifications (A) Unarmed Security Guard (RFP Section 2.3.3; Page 6) (Frequency - Annually)	SG Specific Checklist	Compliant	11/7/2023								
Security Guard-Specific Qualifications (B) Armed Security Guard (RFP Section 2.3.3; Page 6) (Frequency - Annually)	SG Specific Checklist	Compliant	11/7/2023								

Contract Award-Trust | Contract Award-Watkins | Contract Reqs-Eagle | Contract Reqs-Trust | Contract Reqs-Watkins | Invoices\_Eagle | In | + | : | < | >

**Step 3:** For each contract year, use the status drop-down to denote whether the vendor is compliant, not compliant, or N/A. You will manually enter the date you checked for compliance in the date field.



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Statewide Armed-Unarmed Guard Services Trust Consulting Services, Inc. (Revised 05/14/24)		2023-2024 (5/1/23 - 4/30/24)		2024-2025 (5/1/24 - 4/30/25)		2025-2026 (5/1/25 - 4/30/26)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)	
Contract Requirements / Reference	Supporting Documentation	Status	Date								
Key Personnel Identified (RFP Section 3.10.4; Page 22) (Frequency - Annually)	Org Chart and personnel resumes	Compliant									
Labor Categories (RFP Section 3.10.5; Page 23) (Frequency - Annually)	Financial proposal	Compliant									
Contractor Personnel Experience Equivalency (RFP Section 3.10.6; Page 23) (Frequency - Annually)	Substitution of experience for education supporting information	Compliant									
Contractor Personnel Certifications (RFP Section 3.10.7; Page 24) (Frequency - Annually)	Cert check annually	Compliant									
Contractor Personnel Work Hours											
<a href="#">&lt;</a> <a href="#">&gt;</a> <a href="#">...</a> <a href="#">-Eagle</a> <a href="#">Contract Award-Trust</a> <a href="#">Contract Award-Watkins</a> <a href="#">Contract Reqs-Eagle</a> <a href="#">Contract Reqs-Trust</a> <a href="#">Contract Reqs-W</a> <a href="#">...</a> <a href="#">+</a> <a href="#">:</a> <a href="#">&lt;</a> <a href="#">&gt;</a>											

**Step 4:** If needed, scroll to the far right to enter any notes for the row you are working on.

Statewide Armed-Unarmed Guard Services Trust Consulting Services, Inc. (Revised 05/14/24)		2026-2027 (5/1/26 - 4/30/27)		2027-2028 (5/1/27 - 4/30/28)		Contract Requirements Notes							
Contract Requirements / Reference	Supporting Documentation	Status	Date	Status	Date	Comments / Notes							
Key Personnel Identified (RFP Section 3.10.4; Page 22) (Frequency - Annually)	Org Chart and personnel resumes					←							
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## Part 4: Completing the Billings Payment tab

**Step 1:** Navigate to the Billing Payments tab. Use the vendor's invoice information to fill in the information on this tab. This information will be used to monitor contract funds and maintain a readily available contract budget balance, thereby avoiding both overspending and underspending of the contract funds.



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Vendor/Contract [<Contract Name>](#)

### **Billing Summary Through**

### Contract Amount <Budgeted Amou

## V. Acronyms

## CM: Contract Monitor / Monitoring

## CMT: Contract Monitoring Tracker

DGS-OSP: Department of General Services - Office of State Procurement

## IFB: Invitation for Bid

## IQC: Indefinite Quantity Contract

OCO: Office of Contract Oversight

## RFP: Request for Proposal

## ORG- Quick Reference Guide

**DGS-OSP**

Effective: June 10, 2023

Effective: June 10, 2023  
Originated: July 10, 2023

Revised: December 8, 2025