

## Durham County Engineering

### Project Management – Contract Monitoring Procedures

Based on Durham County's Guide to Effective Contract Monitoring which states that each department will create its own unique monitoring methods depending on the service, County Engineering's Project Management Division staff has adopted the following procedures to confirm to the policy.

1. Contracts that are \$10,000 or less are exempt from the monitoring process.
2. Project Management will monitor service contracts above \$10,000.
3. Architecture, Engineering, Purchase of Goods and Construction contracts are exempt from the monitoring process as these contracts have been determined by the County Attorney's office to have built in monitoring in them including the General Conditions, Technical Specifications and etc. (see attached confirmation from the Attorney's office).
4. Project Management will identify and communicate expected outcomes in contracts to the vendors be clearly defining the scope or work.
5. The Project Management Division has assigned (1) staff person as the ***Contract Administrator*** in order to effectively monitor contracts. The administrator will maintain the contract spreadsheet which monitors all contracts for the division. This information is viewable to all staff on the County's Shared Drive. Staff will copy the administrator on all contract related correspondence in order to begin the monitoring process immediately upon execution of the contracts.
6. The Contract Administrator will clearly communicate the required information requirements and reporting format in contracts to the vendors where applicable.
7. Project Management will communicate clearly how performances will be evaluated to the vendors.
8. The Contract Administrator will request a living wage compliance report from each vendor quarterly.
9. Project Management will review the vendor insurance certificate to verify the minimum requirements a met prior to issuance to the Purchasing Division for contract execution.
10. Project Management will make regular visits and monitor the on-site performance of the vendors.
11. Project Management will submit contracts to the County Attorney's office for review before signature if modifications are required for specific services.
12. Project Management will measure and document the customer satisfaction as required in the reporting.
13. Project Management will ensure that the project is properly closed out and verify that all closeout documents are provided.