

AGENDA  
CONTRACT MANAGEMENT & CONTRACTOR PERFORMANCE TRACKING  
July 11, 2005 (rev. 1, additions underlined)

- I. Introductions
- II. 2003 Audit Report
- III. Statutory Requirements AGREED
- IV. Defining the Terms AGREED
  - a) Contract Management
  - b) Contractor Performance Tracking: to support management of active contracts, contract close out, and contracting decisions
  - c) Contract Monitoring: Oversight of contract managers & vendors, a QA type process, in some large agencies with special processes and staffs, not our focus. See for instance LoF 2005-222, SB1466 rev. of s.402.73 FS for DCF
  - d) Contract Administration: Guidance, oversight, files, compliance with state and federal requirements
- V. Some basic requirements of systems (see attached): AGREED.
  - a) Information
  - b) Management tools
  - c) Measurements tools

MEETING ENDED.

- VI. What should be tracked?
  - a) Contract Management
  - b) Contractor Performance Tracking
  - e) State of the state today
  - f) Options:
    - a) DFS
    - b) Agency unique
    - c) MFMP
      - 1. Master Agreements
      - 2. Vendor Performance Tracking
    - c) "Survey Monkey"
    - d) Vendor
    - e) Eforms
    - f) ?

VI. Next steps: AGREED to meet again late August to continue discussion

## SOME BASIC REQUIREMENTS OF SYSTEMS

July 11, 2005 (rev. 1, additions underlined)

### I. INFORMATION

- a) What contracts do we have?
- b) What contracts have we had?
- c) Ability to sort and collect information and produce reports by contractor, agency, dates, including original term, renewal term, start and end dates, FY awarded, FY ending, action dates, such as review, report or milestone, dollar amounts (both order and payment), pricing method (fixed price, cost reimbursement, possibly others), vendor type (e.g. private for profit, private not-for-profit, faith based, vendor codes, combinations, etc.) commodity/service, performance, selection process, others

AGREED.

### II. MANAGEMENT TOOLS

- a) Tool to manage and improve performance during the life of the contract
- b) Tool to access contractor performance records for use in making contracting decisions

AGREED

### III. MEASUREMENT CRITERIA

- a) Meeting specifications and requirements: inputs, outputs, outcomes
- b) Performing within budget and billing accurately; compliance with any expenditure accountability requirements, e.g. from grants, or meeting any other contracted expenditure objectives like PRIDE, RESPECT, MBE
- c) Meeting delivery requirements from startup through milestones and scheduled tasks, to completion
- d) Customer service issues, e.g. communication, adjustment to change, flexibility

*add:  
Recycled  
material*

AGREED.

Consider vendor self-evaluation and vendor access to the state's measurement of his/her performance.

## STATUTORY REFERENCES (Rev. 1)

s. 287.042 FS

(3) e) Development of procedures to be used by an agency in maintaining a contract file for each contract which shall include, but not be limited to, all pertinent information relating to the contract during the preparatory stages; a copy of the solicitation; documentation relating to the solicitation process; opening of bids, proposals, or replies; evaluation and tabulation of bids, proposals, or replies; and determination and notice of award of contract.

(9) To require that every agency furnish information relative to its commodity and contractual services purchases and methods of purchasing commodities and contractual services to the department when so requested.

(10) To prepare statistical data concerning the method of procurement, terms, usage, and disposition of commodities and contractual services by agencies. All agencies shall furnish such information for this purpose to the office and to the department, as the department or office may call for, but no less frequently than annually, on such forms or in such manner as the department may prescribe.

s.287.057 FS

(15) For each contractual services contract, the agency shall designate an employee to function as contract manager who shall be responsible for enforcing performance of the contract terms and conditions and serve as a liaison with the contractor. The agency shall establish procedures to ensure that contractual services have been rendered in accordance with the contract terms prior to processing the invoice for payment.

(16) Each agency shall designate at least one employee who shall serve as a contract administrator responsible for maintaining a contract file and financial information on all contractual services contracts and who shall serve as a liaison with the contract managers and the department.

## CONTRACT ISSUES PARTICIPANTS

### July 11

Lisa Stokes	DOC	<a href="mailto:stokes.lisa@mail.dc.state.fl.us">stokes.lisa@mail.dc.state.fl.us</a>
Steve Eswire	DOC	<a href="mailto:eswire.steve@mail.dc.state.fl.us">eswire.steve@mail.dc.state.fl.us</a>
Ed Clayton	DFS	<a href="mailto:ed.clayton@fldfs.com">ed.clayton@fldfs.com</a>
Gabriel Nah	DOH	<a href="mailto:Gabriel_nah@doh.state.fl.us">Gabriel_nah@doh.state.fl.us</a>
Laura Jennings	DJJ	<a href="mailto:laura.jennings@djj.state.fl.us">laura.jennings@djj.state.fl.us</a>
Steve Updike	DOR	<a href="mailto:updikes@dor.state.fl.us">updikes@dor.state.fl.us</a>
Walter Sachs	DCF	<a href="mailto:walter.sachs@dcf.state.fl.us">walter.sachs@dcf.state.fl.us</a>

### Absent

Terry Cappellini	DOT
Gwen Godfrey	DEP
Christie Hutchinson	DOACS
Deborah Castleberry	DBPR
Cathy McEachron	AHCA