



**CONTRACT MANAGEMENT CHECKLIST  
(For Goods, Services, and Construction Contracts)**

PROJECT INFORMATION	
Project #/Title:	Contract #:
Contractor Name:	Contract Value: \$
Contractor Contact Name:	Contract Start Date:
Contractor Contact Email/Phone:	Contract End Date:
City Contract Manager Name:	City/User Dept:

**1. Contract Initiation & Kick-Off**

- Contract executed and distributed to relevant parties (Contractor, Project Manager, Contract Manager, Finance, Legal, End User Dept.)
- Contract Manager formally assigned/designated in writing.
- Internal kick-off meeting held with key municipal staff to review roles, responsibilities, deliverables, and timelines.
- External kick-off meeting scheduled and held with the Contractor to:
  - Review contract terms, conditions, scope of work, and deliverables.
  - Establish communication protocols and points of contact.
  - Discuss performance expectations, metrics, and reporting requirements.
  - Confirm invoicing procedures and payment schedules.
- Review any specific Florida statutory or local ordinance requirements (e.g., public records, ethics).
- Contract Administration Plan (CAP) developed, especially for complex or high-risk contracts (outlining monitoring, risk management, communication, etc.).
- Verify all required insurance certificates (meeting types and limits specified in contract) are on file and current.



- Verify all required bonds (performance, payment, etc.) are on file, current, and from acceptable sureties.
- Confirm vendor registration is complete and accurate in the municipal financial system.
- Set up contract file (digital and/or physical) per municipal record-keeping policies.
- Initial risk assessment reviewed and updated based on final contract terms.

## 2. Contract Administration & Monitoring

- Regular contract status meetings scheduled and held (internal and/or with contractor).
- Contractor performance monitored against contract terms, scope, schedule, and budget.
- Deliverables tracked and verified for quality and timeliness.
- Inspection and acceptance procedures followed for goods/services/milestones.
- Invoices reviewed for accuracy, completeness, and compliance with contract pricing and terms.
- Supporting documentation for invoices verified.
- Prompt payment processing in accordance with Florida Prompt Payment Act and contract terms.
- Budget adherence monitored; potential overruns identified and addressed proactively.
- Communication with contractor documented (meeting minutes, emails, official correspondence).
- Compliance with all applicable federal, state (Florida Statutes), and local laws/ordinances monitored (e.g., E-Verify, public records requests, Small/Minority Business utilization if applicable).



- Insurance certificates and bonds monitored for continued validity throughout the contract term; renewals obtained as needed.
- Site visits conducted (if applicable) and documented.
- User/departmental feedback on contractor performance solicited and documented.

### 3. Performance Management

- Performance metrics (Key Performance Indicators - KPIs) regularly reviewed and reported.
- Deviations from contract requirements or performance standards identified and documented.
- Corrective Action Requests (CARs) issued for deficiencies, with clear expectations and timelines for resolution.
- Monitor implementation and effectiveness of corrective actions.
- Dispute resolution procedures followed as outlined in the contract (escalate as needed).
- Incentives or disincentives applied based on contract provisions and performance.
- Formal performance evaluations/reviews conducted at planned intervals.
- Lessons learned documented for future contracts.

### 4. Contract Modifications & Amendments

- Need for change identified, justified, and documented (scope, time, cost).
- Review contract for change order/amendment procedures and limitations.
- Obtain internal approvals for proposed changes (Requesting Dept., Finance, Legal, Council/Board if required).
- Negotiate changes with the contractor in good faith.



- Formal contract amendment/modification drafted, reviewed by Legal, and executed by authorized signatories.
- Amendment/modification distributed to all relevant parties and filed in the contract file.
- Budget and payment systems updated to reflect approved changes.
- Verify impact of changes on insurance and bonding requirements.

**5. Record Keeping & Documentation (Contract file contains the following, as applicable)**

- Original solicitation documents and addenda.
- Winning bid/proposal.
- Signed contract and all amendments/modifications.
- Notices (e.g., Notice to Proceed, Intent to Award).
- All correspondence with the contractor.
- Insurance certificates and bonds.
- Kick-off meeting documentation.
- Deliverable acceptance forms/reports.
- Invoices and payment records.
- Performance monitoring reports and evaluations.
- Corrective action documentation.
- Change order/amendment documentation.
- Records of any disputes and resolutions.
- Closeout documentation.
- Compliance with Florida Public Records Law (Chapter 119, F.S.) for all contract-related documents.
- Ensure records retention schedule is followed.



- Financial records reconciled regularly.

## 6. Contract Closeout & Renewal/Re-Procurement

- Verify all contract deliverables have been completed and accepted
- Confirm all payments have been made and financial accounts reconciled (no outstanding claims or liens).
- Obtain final lien waivers or releases (especially for construction).
- Complete final performance evaluation of the contractor.
- Return any municipal property or information from the contractor.
- Ensure proper disposition of any contractor-held municipal data.
- Formal notice of contract completion/termination issued (if required).
- Contract closeout checklist completed and signed off.
- Contract file audited/reviewed for completeness and archived according to policy.
- Post-project review/lessons learned meeting held (internal).
- Decision made on whether to re-procure, renew (if options exist and are justified), or let expire.
- If renewing, ensure all conditions for renewal are met and proper approvals obtained.
- If re-procuring, initiate the solicitation process in a timely manner, incorporating lessons learned.
- Update relevant databases and logs with contract closeout information.