**Contract Monitoring Process – UT System Administration**  
Office of Contracts and Procurement (CNP)

- CNP Completes Contract Risk Assessment
- CNP Provides Risk Assessment to Contract Manager
- Risk Level?
  - Low: Contract Manager Monitors
    - (Written Plan Suggested, Not Required)
  - Moderate: Contract Manager Monitors – “Routine” (Written Plan* Required)
  - High: Contract Manager Monitors – “Enhanced” (Written Plan* Required)
- Multi-Campus Use?
  - No: Contract Manager Monitors – “Enhanced”
    - (Written Plan* Required)
  - Yes: Contract Manager Monitors – “Enhanced”
    - (Written Plan* & CNP Monitoring Assistance)
- Campus Project Addendum?
  - No: Multi-Campus Use?
  - Yes: Contract Manager Monitors – “Enhanced”

**“Routine” Monitoring**
- Written Monitoring Plan
- Contract Launch Discussion w/Contractor
- Periodic Business Reviews w/Contractor
- Contract Closeout Discussion w/Contractor

**“Enhanced” Monitoring**
- Written Monitoring Plan Approved by CNP
- Contract Launch Meeting w/CNP & Contractor
- Periodic Business Reviews w/CNP & Contractor
- Contract Closeout Meeting w/CNP & Contractor
- CNP to report significant issues or risks to EVP, Business Affairs

*Written Plan must:
- address cost monitoring & invoice approval
- address all medium & high risk issues
- include any metrics deemed necessary to effectively monitor contractor performance