

Farmworker Jobs and Education Program

Contract Elements and Performance Review

Provider:	Date:	Position interviewed:	Monitor:
Subcontract with:	Grant year:	Grant number:	
CONTRACT REVIEW			
Review the contract before the visit to determine if it contains all the following:	Yes	No	Comments
A specific and clearly defined scope of work in quantifiable terms identifying <ul style="list-style-type: none"> • All tasks the provider is to perform and • Specific instructions on how these tasks are to be accomplished (if necessary) 			
Specific deliverables to trigger payment that are quantifiable, measurable, and directly related to the scope of work			
Specific steps for proration of invoices if minimum performance standards are not met			
The timing, nature, and substance of all invoices the provider must provide			
Specific remedies for non-compliance			
Records related to the grant are available for inspection			
Disposition of non-expendable property purchased with grant funds			
Retention of records			
Adequate cost accounting system that separately tracks grant-related expenditures			
Submission of a financial status report			
Costs are reasonable, allowable, allocable, and documented, and require repayment for disallowed costs			
Standard audit language from Florida Single Audit Act, including Exhibit 1, at https://apps.fldfs.com/fsaa/links.aspx			
Agency monitoring of subcontract provider			
Signature of contract by agency head or designee			

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PERFORMANCE REVIEW			
Review records associated with at least two invoices to determine the following:	Yes	No	Comments
Invoices provide the level of detail required by the contract			
Amount requested is consistent with the contract and any amounts already paid			
Invoices provide sufficient documentation to support the payment request			
If contract is cost reimbursement, expenditures reimbursed were reasonable, allowable, and directly related to scope of work			
If travel was reimbursed, reimbursement is consistent with state travel requirements			
Correct payment was made consistent with invoice and documentation submitted, prorated when appropriate			
Question: What procedures does the agency have to assure that persons procuring services do not have a conflict of interest in selecting, awarding, or administering the contract? (or do we add this question to the procurement and contracts section of protocols, since it would be appropriate there?)			
Number of invoices reviewed: ___			

Detailed cost analysis for services- not on DFS list; this would not be in the contract, as the agency issuing the contract would do this analysis
 Terms and conditions- how do we review for this