Enterprise Contract Management Survey

CONTRACTS AND AGREEMENTS

1. Based on your position description, what percent of your duties are related to managing contracts/agreements?

○ None

○ 1-10%

○ 11-25%

○ 26-50%

○ >50%

2. How many contracts/agreements do you manage?

○ 1-5

○ 6-10

○ 11-15

○ 16-25

○ >25

3. What is the <u>estimated</u> total dollar value of all contracts/agreements you manage?

○ <$1 million

○ $1-10 million

○ $11-25 million

○ >$25 million

4. My agency has provided guidance (e.g. policies, procedures, manuals, memos, etc.) on how to manage contracts/agreements.

○ Yes

○ No

5. Regarding contracts you manage, select all that apply.

	Yes	No	Not sure
I have a copy of the contracts/agreements I manage.	○	○	○
I understand the terms and conditions of the contracts/agreements.	○	○	○
I know how to enforce the terms of the contracts/agreements.	○	○	○
I have the authority to enforce the terms of the contracts/agreements.	○	○	○

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6. My contracts/agreements (Please check all that apply):

- ☐ Use the department's standard template.

- ☐ Contain a clearly defined scope of services.

- ☐ Define deliverables.

- ☐ Contain terms which allow the department to hold the vendor accountable for noncompliance.

- ☐ Contain enforcement remedies.

- ☐ Specify due dates and milestones.

- ☐ Specify invoicing and payment terms.

- ☐ Specify required documentation to support invoiced amounts.

- ☐ Specify renewal terms.

- ☐ Specify right to audit.

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FISCAL AND PERFORMANCE MONITORING

7. I monitor contracts/agreements to ensure:

	Yes	No
Acceptable performance of work	○	○
Appropriate expenditures	○	○

8. I have adequate resources to perform:

	Yes	No
Fiscal Monitoring	○	○
Performance Oversight	○	○

9. I am aware of the following contract monitoring guidelines:
(Select a link below to view the document.)

	Yes	No
DFS Contract and Grant User Guide (Chapters 5-8) View PDF (251KB)	○	○
CFO Memorandum No.1 (10-11) View PDF (36KB)	○	○

PAYMENT PROCESSING

10. Choose a selection for the following statements:

	Agree	Disagree
Deliverables are reviewed prior to approving payment of invoices.	○	○
Supporting documents are provided with invoices prior to payment approval.	○	○
Documents provided with invoices are reviewed for costs, adequacy, and relevancy prior to payment approval.	○	○
Disallowable costs are deducted from invoices prior to approving payment.	○	○

CONTRACT ISSUES

11. If I encounter issues with contracts/agreements, I know who to contact for the following:

	Yes	No	Not Sure
Contractual Terms	○	○	○
Fiscal Monitoring	○	○	○
Performance Oversight	○	○	○
Payment Processing	○	○	○

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TRAINING AND DEVELOPMENT

12. Regarding contract monitoring: (Please check all that apply)

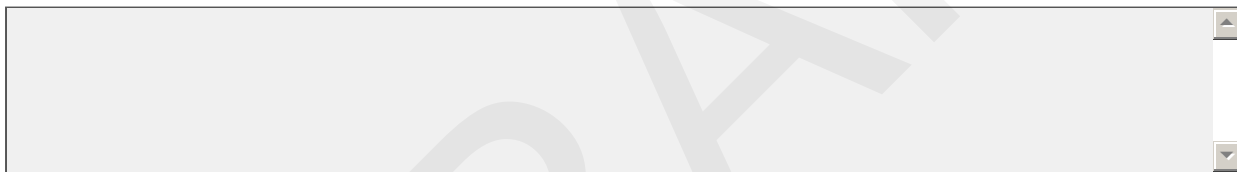|	Department of Financial Services	My Agency
I am aware of training provided by	☐	☐
I have attended training provided by	☐	☐

BEST PRACTICES

13. Our agency has a process for me to make suggestions regarding contract management improvements.

- ○ Yes
- ○ No
- ○ Not sure

14. Are there any contract management practices you have found effective that you would like to share with other offices or state agencies?

15. Do you have any recommendations for your agency that may improve current practices within contract management?

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DEMOGRAPHICS

16. Please select your position type:

- ○ Career Service
- ○ Selected Exempt Service
- ○ Senior Management Service
- ○ Other Professional Service (OPS)
- ○ Non State Employee (i.e. Consultant, Contractor)

17. How long have you been a Contract Manager for your agency?

- ○ Less than one year
- ○ One to three years
- ○ Three to five years
- ○ Five to ten years
- ○ More than ten years