

PERFORMANCE ACTIVITY FOR STATE CONTRACTS

Personal Services Contracts ≥ \$100K			Activity	Who	Statute
Pre-contract execution			Draft the SOW	Program staff	
			Review SOW ensure performance measures & standards are included and tied to work sought.	Contract / purchasing staff	24-103.5-101(2)(a)
			Enure Accountability Section included and tied to specified performance measures and standards.	Contract / purchasing staff	24-103.5-101(2)(b)
		Used for Evaluation	Enure Monitoring requirements included - tied to the specified performance measures and standards.	Contract / purchasing staff	24-103.5-101(2)(c)
			Enure Resolution Methods included - specific to the SOW.	Contract / purchasing staff	24-103.5-101(2)(d)
			Negotiate the Performance measures & standards, monitoring requirements and resolution methods with selected vendor.	Contract / purchasing staff and Vendor	24-103.5-101(2)(a)
			Certify the Proposed Performance Measures and Standards are valid to assess performance. (Form 1)	Contract / Purchasing / Program Staff Member	24-103.5-101(4)
		Within 30-days of Contract Execution	Create CMS Record	Contract Administrator	24-102-205(3)(e)
		All information here, generally collected during solicitation period.	CMS record to contain the information required by Statute: Name of department, vendor name, duration and # of positions created, purpose of the contrat, effective dates, periods of performance, renewal terms, vendor selection method, total value of the contract and amendment, evaluation of performance, identification of work to be performed outside Colorado and/or US.	Contract Administrator	24-102-205(3)(a)
			Complete Vendor Disclosure Statement using OSC form (Form 6)	Contract / purchasing staff	24-102-206

	Initial Term of the Contract	Typical 1-year with Options to Renew		Conduct Monitoring per contract.	Program Staff	24-103.5-101(2)(c)
First Year of Contract				Maintain written progress logs as to compliance per monitoring techniques stated in the contract.	Program Staff	
				Complete Interim (Informal) Evaluation form. (Form 2)	Program Staff / Contract Staff	
				Attach Informal form to CMS	Contract Administrator	
2nd - 4th Year of Contract	Next Contract Term	Contract Renewed for additional 12-months		Certify the vendor is complying. (Form 3)	Contract / Purchasing / Program Staff Member	24-103.5-101(5)
				Attach scanned form to CMS	Contract Administrator	
5th (Final) year of Contract	Last Contract Term	No further renewals. End of Contract		Formal Evaluation of Vendor (Form 4)	Program Staff	24-102-205(6)
				Send to Vendor for Review	Contract Administrator	24-102-205(6)
			Within 30-days of contract completion.	Update CMS Record with Final rating and attached form.	Contract Administrator	24-102-205(6)

	Term of the Contract	Multi-year Contract		Conduct Monitoring per contract.	Program Staff	24-103.5-101(2)(c)	
Life of Contract				Maintain written progress logs as to compliance per monitoring techniques stated in the contract.	Program Staff		
			Every 12-months for life of contract. (Annually)	Complete Interim (Informal) Evaluation form. (Form 2)	Program Staff / Contract Staff		
				Attach Informal form to CMS	Contract Administrator		
				Certify the vendor is complying. (Form 3)	Contract / Purchasing / Program Staff Member	24-103.5-101(5)	
				Attach scanned certification to CMS	Contract Administrator		
		End of Contract - Completion		Formal Evaluation of Vendor (Form 4)	Program Staff	24-102-205(6)	
				Send to Vendor for Review	Contract Administrator	24-102-205(6)	
			Within 30-days of contract Completion.	Update CMS Record with Final rating and attached form.	Contract Administrator	24-102-205(6)	
Construction Contracts ≥ \$500K			All Requirements that apply to Personal Services Contract ≥ \$100K PLUS				
			PRIOR TO completion of the Contract.	Complete Contractor Performance Evaluation REPORT form. (Form 5)	Program Staff / Contract Staff	24-105-102(2)	
			Within 30-days of eReport Completion.	Attach scanned Report to CMS.	Contract Administrator	24-105-102(4)	
Forms Referenced:			1 CMS CERT Performance Original Contract				
			2 SB 07228 v1 - Interim Evaluation				
			3 CMS CERT Performance ANNUAL				
			4 VendorEvaluationForm v3				
			5 ConstructionEvaluationReport v2				
			6 Vendor Disclosure Statement				