**Monitoring Plan for Low Risk**

**Vendor Name:** Click here to enter text.

**Contract #:** Click here to enter text.

The Risk Level for this contract is LOW. A LOW-Risk contract requires less monitoring than the medium and high risk contracts due to the factors as indicated on the Risk Assessment Weight Table. Based on the Risk Level of this contract, the following plan has been developed for this contract:

1. Monitoring Contractor Reporting: Review all of the Contractor’s reports received as deliverables for verification of services provided and adherence to the agreement. Substandard performance should be identified and addressed timely and appropriately.
2. Invoice Monitoring: Compare each billing with the terms agreed upon in the agreement. Ensure that the costs being charged are within the agreement parameters.
3. Periodic contact with the Contractor to review progress. Maintain emails in the contract file.

The Contract Manager assigned to this contract is responsible for ensuring that all monitoring activities are performed in accordance with this plan.

FAMU Contract Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_