

CONTRACTS 1.0

Progress Reports -- 1.20

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:



Cathy R. Taylor, DrPH, MSN, RN

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

It is the responsibility of the program director to notify all contractors of the need to submit progress reports as specified in the contract's Scope of Services.

APPLICABILITY

This policy applies to Regional Directors, Section Chiefs and Program Directors.

PURPOSE

To Ensure accountability of employee time and compensation.

PROCEDURE

All progress reports should include the contractor's level of achievement in meeting the contract's objectives and any factors which might delay or impede satisfactory performance of the contract. The contractor is also to include any recommendations specifically related to the execution of the contract.

REFERENCE DOCUMENTS

Rules of the Department of Finance and Administration, Chapter 0620-3-3-.03 (g), Personal Services, Professional Services and Consultant Services Contracts

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305