

## Performance Milestones

<b>Type of Information</b>	<b>Source of Information</b>	<b>Intended Use of Information</b>
<ul style="list-style-type: none"> <li>Contract, program requirements, appropriation or other enabling agreement</li> </ul>	<ul style="list-style-type: none"> <li>Agency Procurement office</li> </ul>	<p>Verify the following:</p> <p>Effective dates correlate to the dates the milestones were met.</p> <p>Rates charged on the invoice are in accordance with the enabling agreement.</p> <p>Charges billed for on the invoice are allowable under the enabling agreement.</p> <p>The payment method is in compliance with the terms in the enabling agreement.</p> <p>For more information, please refer to <a href="#">Chapter XI, Section 11.F - Contract Monitoring</a>.</p>
<ul style="list-style-type: none"> <li>Progress Report</li> </ul>	<ul style="list-style-type: none"> <li>Agency program staff</li> <li>Vendor</li> </ul>	<p>Verify the vendor billed for the percentage of services completed.</p>
<ul style="list-style-type: none"> <li>Completion Report</li> </ul>	<ul style="list-style-type: none"> <li>Agency program staff</li> <li>Vendor</li> </ul>	<p>Verify the vendor completed the services satisfactorily and in accordance with the enabling agreement.</p>
<ul style="list-style-type: none"> <li>Inspection Report</li> </ul>	<ul style="list-style-type: none"> <li>Agency program staff</li> </ul>	<p>Verify the vendor billed for services that were provided satisfactorily.</p>
<ul style="list-style-type: none"> <li>Detailed Performance Report</li> </ul>	<ul style="list-style-type: none"> <li>Agency program staff</li> <li>Vendor</li> </ul>	<p>Verify the vendor met milestones related to performance services.</p> <p>Obtain records to support the claim from the vendor. For example, if the vendor is claiming a milestone payment that 20 clients were employed for 60 days, the agency can reasonably expect to receive the names of clients employed along with the name and address of the employer.</p>

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<ul style="list-style-type: none"><li>• Other proof of milestone (e.g., engineer sign-off on percent complete, etc.)</li></ul>	<ul style="list-style-type: none"><li>• Vendor</li><li>• Agency program staff</li></ul>	Verify the vendor completed the milestone.