

Performance Milestones

Type of Information	Source of Information	Intended Use of Information
<ul style="list-style-type: none"> • Contract, program requirements, appropriation or other enabling agreement 	<ul style="list-style-type: none"> • Agency Procurement office 	<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 Chapter XI, Section 11.F - Contract Monitoring.</p>
<ul style="list-style-type: none"> • Progress Report 	<ul style="list-style-type: none"> • Agency program staff • Vendor 	<p>Verify the vendor billed for the percentage of services completed.</p>
<ul style="list-style-type: none"> • Completion Report 	<ul style="list-style-type: none"> • Agency program staff • Vendor 	<p>Verify the vendor completed the services satisfactorily and in accordance with the enabling agreement.</p>
<ul style="list-style-type: none"> • Inspection Report 	<ul style="list-style-type: none"> • Agency program staff 	<p>Verify the vendor billed for services that were provided satisfactorily.</p>
<ul style="list-style-type: none"> • Detailed Performance Report 	<ul style="list-style-type: none"> • Agency program staff • Vendor 	<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</p>

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