



## **Contract Performance Policy and Procedure**

**Adopted: January 12, 2005**

**POLICY:** As accountants of public funds, we (Plumas County Children and Families Commission) are obligated to ensure compliance with the terms and conditions of contracts and grant agreements, specifically the scope of work and the budget. These are promised services, programs or products to be delivered at the agreed upon price.

To monitor the grant and to assure that those results are achieved, data must be reported, expenditure reports reviewed and site visits accommodated, and sometimes money recovered. As the Commission is accountable, so is the grantee.

In cases of unsatisfactory performance such as under or non-performance, Plumas County Children and Families Commission will terminate or renegotiate a contract and complete the scope of work through another contractor, while holding the original contractor liable for any additional associated costs.

### **PROCEDURE:**

- Unsatisfactory performance will be documented in writing by First 5 Plumas staff. The written documentation will be kept in the contract file.
- Staff will notify the contractor by telephone and follow-up with a letter explaining why work is unsatisfactory and what corrective action is expected.
- When appropriate, a specified period of time will be given to satisfactorily resolve the problem or perform the work.
- If the unsatisfactory performance is not resolved through corrective action, First 5 Plumas staff will prepare a letter to notify the vendor of contract termination, for review and approval by members of the Commission.
- Upon approval of the Commission, the notice of contract termination will be delivered to the contractor. Renewal of contracts is also subject to satisfactory contract performance.

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Carol Burney, Chairwoman      Date  
First 5 Plumas - Children and Families Commission

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Ellen Vieira, Executive Director      Date  
First 5 Plumas - Children and Families Commission