

## 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</p>

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		with the name and address of the employer.
<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.