OversightTrail · **FIELD GUIDE**

Contract Oversight Audit-Readiness Checklist

The questions an auditor will ask about vendor monitoring — and how to be ready.

State auditors flag the same contract-oversight gaps year after year. This checklist turns those recurring findings into questions you can answer **before** the audit. If you can produce evidence for each item, you're audit-ready. If you can't, that's your to-do list.

1. Deliverables verification

The finding: *deliverables accepted without confirming they met the contract.*

- [ ] Every contract's specific deliverables are written down in one place (not just implied by the SOW).
- [ ] Someone verifies each deliverable against the contract's requirements before it's accepted.
- [ ] Payment is tied to verified performance — invoices are checked against delivery, not paid on schedule alone.
- [ ] There's a dated record showing who verified what, and when.

Audit-ready looks like: *a deliverable log per contract, with acceptance decisions and dates, that ties to the invoices you paid.*

2. Required-report tracking

The finding: *required vendor reports late or missing, unnoticed until the audit.*

- [ ] Every report a vendor owes you (and its due date/frequency) is tracked in one list.
- [ ] You know today, without asking around, which reports are due, late, or missing.
- [ ] Late or missing reports trigger a follow-up you can evidence.
- [ ] Report contents are compared against the performance criteria in the RFP/contract — not just filed.

Audit-ready looks like: *a report calendar with status per vendor and a trail of follow-ups on anything late.*

3. Evidence of monitoring

The finding: *no way to show, on demand, that a vendor was being monitored.*

- [ ] Monitoring activity (reviews, check-ins, site visits, report reviews) is documented as it happens — not reconstructed later.
- [ ] You can produce, for any contract, a record of how it was monitored over its life.
- [ ] The evidence is retrievable without relying on one person's memory or inbox.

Audit-ready looks like: *a per-contract oversight record you can hand an auditor in minutes.*

4. Risk-based monitoring intensity

The finding: *monitoring effort not matched to contract risk.*

- [ ] Higher-dollar / higher-risk contracts get more monitoring than routine ones — deliberately, not by accident.
- [ ] The basis for that risk judgment is written down.

Audit-ready looks like: *a simple risk tier per contract that explains your monitoring level.*

5. Corrective-action follow-up

The finding: *issues identified but never confirmed fixed (the classic repeat finding).*

- ☐ When a vendor issue is found, the corrective action is tracked to closure.
- ☐ Someone verifies the fix actually happened — and records it.

Audit-ready looks like: *an issues-and-resolutions log with closure evidence.*

6. Centralized, complete files

The finding: *contract documentation scattered and incomplete.*

- ☐ All documentation for a contract lives in one place.
- ☐ The file is complete enough that a new person could reconstruct and understand the history of the contract in the absence of the original administrator.
- ☐ Key dates, amendments, correspondence, and monitoring records are all captured.

Audit-ready looks like: *the "hit by a bus" test — someone else could pick up the contract cold.*

7. Final evaluation

The finding: *no performance evaluation at contract close.*

- ☐ Completed contracts get a final performance evaluation.
- ☐ That evaluation is recorded where it informs future procurement decisions.

Audit-ready looks like: *a closeout evaluation on file for each finished contract.*

Score yourself

18–22 checked: audit-ready. Keep the evidence current.
10–17: partial — the gaps are your exposure. Prioritize sections 1–3.
Under 10: this is where auditors find repeat findings. Start with report tracking and evidence of monitoring — the fastest wins.

This checklist reflects the monitoring practices state auditors consistently look for. Built by the team behind OversightTrail — a focused tool that makes deliverable tracking, report tracking, and audit-ready evidence a system instead of a scramble. **Request a walkthrough → oversighttrail.com**