

SAMPLE FORM

CONTRACT DELIVERABLES SIGN OFF FORM

Contract Monitor Name and Title	Delivered Service or Product Description	Signature of Approver	Date Deliverable Completed	Date of Approval	Comments

DELIVERABLE ACCEPTANCE AND SIGN OFF PROCEDURE

The Deliverable Acceptance and Sign off Procedure assures that the deliverables meet the requirements of the State agency and is a key factor in managing the contract.

- The Contract Manager, Project Manager and Program Manager (if applicable) must agree on acceptance criteria for all deliverables before delivery. Acceptance criteria will describe deliverables by title or name, content requirements, or other measurable factors as identified in the contract.
- The Contractor will deliver an Acceptance and Sign Off form to the Contract Monitor with each Deliverable. The form will identify the deliverable, and the acceptance criteria. The Contract Manager will sign the acceptance form indicating that the deliverable meets all requirements.
- If the deliverable is disapproved, a detailed description of why it was rejected must be included on the form. All errors and omissions must be detailed in the first rejection.