

Progress Reports

Progress Reports are necessary to maintain control and transparency of the procurement process. Understanding and documenting the evolution of a project and the many changes and problems it may encounter along the way can go far answering questions months or years down the road. An eventual review of a project may raise questions as to how a project resulted in its final state. A set of well documented and comprehensive progress reports can offer quick and definitive answers.

The Checklist below is intended to offer guidance as a project progresses if a solicitation/bid was performed utilizing federal funding, it does not constitute full compliance. State and local procurement guidelines may supersede federal practices and should be reviewed for further compliance requirements.

Progress Reports – Below are recommendations for monitoring project progress and documenting changes requested and their affects. The following list is for reference purposes only for comparison, and may be superseded by more strict state and/or local requirements.	Check If Provided
Document Progress – Based on an established duration, build regular progress reports, record meeting minutes, document if all deliverables and task schedules are met/unmet, document problems, concerns, conflicts, delays, and their resolutions.	
Change Orders – Changes to project or scope require authorized approval prior to any order being issued. Changes must be allowable within scope of grant to be eligible for FTA assistance. It is recommended consultation of the Best Practices Procurement Manual (BPPM) be performed for further guidance on change orders. If approved, they should be well documented including their effects on design, cost, copies of legislative resolutions if needed to implement change orders, the projects time-lines, etc.	
Cost Benefit, Cost or Price Analysis – Determination of reasonableness of costs associated with any change orders is a requirement. For guidance on the process most appropriate to perform please see the most current Federal Circular 4220 Third Party Contracting, Chapter VI.	
Progress Payments – Identify progress payments, dates paid, to whom, and their impacts on the project.	
Modify Project Milestones – based on changes to the project modify project milestones accordingly.	

File Retention - is an important part of the federal procurement process. Building and retaining a comprehensive project procurement history file for future use is essential in situations of protest, conflict, and federal review processes.	Check If Complete
<i>All files have been retained</i>	

Approval to Proceed – As required (retain a copy for files)	Check If Received
<i>Received</i>	

THIS FORM IS INFORMATIONAL ONLY AND IS NOT TO BE CONSTRUED AS LEGAL ADVICE, NOR IS IT INCLUSIVE OF EVERY DETAIL THAT MAY BE INVOLVED IN THE HANDLING OF INDIVIDUAL PROCUREMENT MATTERS. IT IS RECOMMENDED THAT INDEPENDENT RESEARCH BE CONDUCTED AND ALL DOCUMENTATION CAREFULLY PROOFREAD IN EVERY PROCUREMENT MATTER.

**Upon Completion and Approval of the
“Progress Reports”**

**You may proceed to the
“Project Close-Out” Phase**