



Contract Discrepancy Notice

Contract No: _____
Contract Name: _____

Discrepancy Information: This Contract Discrepancy Notice identifies the Discrepancy(ies) found by ITD while monitoring the Contractor’s performance required per the referenced contract. Items identified as “Discrepancy” require a response from the Contractor. Items identified as “Observation” are areas of concern that may lead to a future Discrepancy if not addressed. Observations do not require a response unless otherwise noted in this notice.

ITD has identified the following Discrepancy(ies):

(Add additional tables for multiple discrepancies)

Description of Discrepancy:	Describe the discrepancy in detail and explain how the contractor is out of compliance. Attach photos or other supporting documents and reference here.
Contract Reference:	Site the document name, attachment #, and section # of the requirement out of compliance.
Required Action:	Site the required corrective action from the contract.
Contractor’s Resolution:	Contractor to describe action that will be taken to correct the discrepancy in order to become compliant with the contract.
Estimated Resolution Date:	Contractor to provide estimated date it anticipates resolving the discrepancy by.

ITD Contract Monitor - Check appropriate box with regard to Contractor’s resolution	
Accept <input type="checkbox"/>	Partially Accept <input type="checkbox"/>
Reject <input type="checkbox"/>	
Reason for Rejection or Partially Accepted	_____
Anticipated Follow Up Date on Resolution	_____
ITD Contract Monitor Signature	Date _____
Contractor - Sign below to indicate your understanding of the Discrepancy(ies) and your responsibility for resolution.	
Contractor Printed Name	Title _____
Contractor Signature	Date _____
Resolution	
ITD Contract Monitor – Sign below to indicate that each Discrepancy has been resolved based on the actions detailed in the Contractor’s Resolution for each Discrepancy.	
ITD Contract Monitor Signature	Date _____

ITD has identified the following Observations (no response required):



Contract Discrepancy Notice

Description of Observation:	Describe the observation in detail and explain how it may lead to a non-compliance issue in the future. Attach photos or other supporting documents and reference here.
Contractor's Response (optional):	Contractor to describe action that will be taken to correct the discrepancy in order to become compliant with the contract.