

# VENDOR PERFORMANCE EVALUATION FORM

VENDOR NAME		CONTRACT REFERENCE NUMBER	
CONTRACT DESCRIPTION		TIME PERIOD COVERED	
EVALUATING PARTY NAME		DATE EVALUATION COMPLETED	

EVALUATION CATEGORY	PERFORMANCE EXPECTATIONS	SCORE	CORRECTIVE ACTION DESCRIPTION (Required when score is >3)	ADDITIONAL INFO
ADMINISTRATION	Required documentation / reports submitted	5		
	Invoices submitted on time	4		
	Invoice accuracy	3		
	Contract completed on budget	2		
	Competitive change order pricing provided	1		
	Financial aspects monitored and tracked	0		
		N/A		
ADMINISTRATION TOTAL SCORE		15		
SCOPE	Deliverable completed to quality standards			
	Adhered to specifications of contract			
	Demonstrated flexibility			
	Provided innovative input			
	Substantiated change orders			
	Corrections made quickly when necessary			
	Problem areas recognized and corrected			

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SCOPE TOTAL SCORE		0		
STAFF	Adequate staff present			
	Staff is professional and competent			
STAFF TOTAL SCORE		0		
COMMUNICATIONS	Communicated effectively and openly			
	Positive and professional character and conduct			
COMMUNICATIONS TOTAL SCORE		0		
SCHEDULE	Work efficiently planned			
	Provides required schedules and plans			
	Milestones met			
SCHEDULE TOTAL SCORE		0		
HEALTH & SAFETY	OSHA compliant			
	Other laws compliant			
	Other bylaws compliant			
HEALTH & SAFETY TOTAL SCORE		0		
TOTAL SCORE		15		

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TOTAL POSSIBLE POINTS	115	(Max score of 5 points x all lines being evaluated)
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OVERALL PERFORMANCE PERCENTAGE	13%	(Total possible points/total score)
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OVERALL EVALUATION COMMENTS