

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES Report Period Start Report Period End **Contract Period Start** Contract Period End Purchaser Order Number Purchase Order Date Department **Bid Number** Service Commodity Contractor **Performance Rating** Archives contract requirements less than 50% of the time not responsive, effective and/or efficient; unacceptable delay; incompetence; high degree of 0 = Unsatisfactory customer dissatisfaction. Archives contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key 1 = Pooremployees marginally capable; customer somewhat satisfied. Archives contract requirements 80% of the time. Generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs 2 = Satisfactory adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction. Archives contract requirements 90% of the time. Usually responsive: effective and/or efficient; delays have not impact on programs/mission; key employees 3 = Goodare highly competent and seldom require guidance; customers are highly satisfied Archives contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and 4 = Excellent require minimal directions; customers expectations are exceeded. (Specification Compliance - Technical Excellence -1. Quality of Goods/Services Reports/Administration – Personnel Qualification 0 1 2 3 4 (Were Milestones Met Per Contract – Response Time (per 2. Timeliness of Performance agreement, if applicable) - Responsiveness to Directions/ Change – On Time Completion Per Contract) 0 1 2 3 4

3. Business Relations		(Responsiveness to Inquires – Prompt Problem Notifications)
0		
1		
2		
3		
4		
		et User Quality Expectations – Met Specification – Within Budget –
		per Invoicing – No Substitutions)
0		
1		
2		
3		
4		
5. Contractors Key Personnel		(Credentials/Experience Appropriate – Effective
		Supervision/Management – Available as Needed)
0		
1		
2		
3		
4		
<u> </u>	- 1	
Overall Performance Rating		Date

Would you select/recommend this vendor again?

Rating completed by:

Department Head Name:

Department Head Signature

After completing the form: Submit to Purchasing Print a copy for your records Save the form