**VENDOR EVALUATION TEMPLATE**

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

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| **SCORE KEY** | | | **2** | **Adequate; Meets some expectations** | |
| **5** | **Very Good; Exceeds expectations** |  | **1** | **Unsatisfactory; Misses most expectations** |
| **4** | **Good; Meets expectations** |  | **0** | **Substandard; Falls far below expectations** |
| **3** | **Standard; Meets most expectations** |  | **N/A** | **Not Applicable** |

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| **EVALUATION CATEGORY** | **PERFORMANCE EXPECTATIONS** | **SCORE** | **CORRECTIVE ACTION DESCRIPTION – IF NECESSARY –** | **ADDITIONAL INFO** |
| ADMINISTRATION | Required documentation / reports submitted |  |  |  |
| Invoices submitted on time |  |  |  |
| Invoice accuracy |  |  |  |
| Contract completed on budget |  |  |  |
| Competitive change order pricing provided |  |  |  |
| Financial aspects monitored and tracked |  |  |  |
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| ADMINISTRATION TOTAL SCORE | |  |  |  |

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| **EVALUATION CATEGORY** | **PERFORMANCE EXPECTATIONS** | **SCORE** | **CORRECTIVE ACTION DESCRIPTION – IF NECESSARY –** | **ADDITIONAL INFO** |
| 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 | |  |  |  |
| STAFF | Adequate staff present |  |  |  |
| Staff is professional and competent |  |  |  |
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| STAFF TOTAL SCORE | |  |  |  |

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| **EVALUATION CATEGORY** | **PERFORMANCE EXPECTATIONS** | **SCORE** | **CORRECTIVE ACTION DESCRIPTION – IF NECESSARY –** | **ADDITIONAL INFO** |
| COMMUNICATIONS | Communicated effectively and openly |  |  |  |
| Positive and professional character and conduct |  |  |  |
|  |  |  |  |
|  |  |  |  |
| COMMUNICATIONS TOTAL SCORE | |  |  |  |
| SCHEDULE | Work efficiently planned |  |  |  |
| Provides required schedules and plans |  |  |  |
| Milestones met |  |  |  |
|  |  |  |  |
| SCHEDULE TOTAL SCORE | |  |  |  |
| HEALTH & SAFETY | OSHA compliant |  |  |  |
| Other laws compliant |  |  |  |
| Other bylaws compliant |  |  |  |
|  |  |  |  |
| HEALTH & SAFETY TOTAL SCORE | |  |  |  |
| **TOTAL SCORE** | |  |  |  |
|  |  |  |  |  |
| OVERALL EVALUATION COMMENTS | | | | |
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