Contractor/Supplier Performance Evaluation Report

Contract Number: _____

Contractor/Supplier: _____

Evaluator/Administrator: _____

Date Submitted: _____

Period of Evaluation: From: _____ To _____

BASED ON THE FOLLOWING SCALE, RATE THE CONTRACTOR/SUPPLIER'S PERFORMANCE BY CIRCLING YOUR RESPONSE TO THE STATEMENTS BELOW:

1	**2**	**3**	**N/A**
Did Not Meet Expectations	Met Expectations	Exceeded Expectations	Not Applicable

Goods/Services were delivered in a timely manner	1	2	3	N/A
Goods/Services were of good quality	1	2	3	N/A
Business transactions with contractor/supplier were easy	1	2	3	N/A
Customer support from contractor/supplier was acceptable	1	2	3	N/A
Contractor/Supplier responded to questions/concerns quickly	1	2	3	N/A
Contractor/Supplier's resolution of issues was appropriate	1	2	3	N/A
Professionalism of contractor/supplier staff was courteous	1	2	3	N/A
Estimate of goods/services was accurate to final contract expense	1	2	3	N/A

PLEASE ANSWER THE FOLLOWING QUESTIONS BY CIRCLING "YES" OR "NO"

Overall, did the contractor/supplier meet expectations?	YES	NO
Would you recommend this contractor/supplier in the future?	YES	NO

ADDITIONAL COMMENT: Please provide, or give examples of any failure of the contractor to meet expectations that are circled above

_____
_____
_____
_____

Thank you for providing us with valuable feedback regarding this contractor/supplier! Please include this evaluation in the contract file and forward a copy to the SPO's office.