

Texas Woman's University Vendor/Contractor Performance Form

Instructions: This form is required to be prepared by the Project Manager and then emailed to Procurement and Contract Services at twucontracts@twu.edu

What type: Professional Services Construction Service Consultant Commodity

Part I – GENERAL CONTRACT DATA

Contract No. (not project number)	Contract Date	Today's Date
To: Vendor Name, Address, Phone, VID Number		From: Department Contact Name, phone and email address

Description and location of work:

FISCAL DATA

Amount of Original Contract:	Amount of Modifications (+ or -):	Liquidated Damages Assessed (if any):	Net Amount Paid to Contractor:
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SIGNIFICANT DATES

Date of Award:	Original Contract Completion Date:	Revised Contract Completion Date:	Date Work Accepted:
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Type and Extent of Subcontracting:

Part II – PERFORMANCE EVALUATION OF CONTRACT

PERFORMANCE ELEMENTS	OUTSTANDING	SATISFACTORY	LESS THAN SATISFACTORY	UNACCEPTABLE
Quality of Work				
Timely Performance				
Effectiveness of Management				
Compliance with Labor Standards				
Compliance with Safety Standards				
Overall Evaluation				

Detailed Explanation (please be specific; attach additional sheets if required):

Completed by: Signature	Title	Date:
Department Director/Associate Director Signature	Contracting Director Signature	

For less than satisfactory evaluations or unacceptable evaluations, a copy will be submitted to the Contractor/Vendor. Supporting documentation of correspondence with Contractor/Vendor shall be attached to this evaluation form for record.

