

1. Use this form to report vendor performance (positive or negative) for rendering of Professional services and construction.
2. The person designated for accepting services is responsible for filling out this form (type or print). Only page 1 is required, if page 2 is not used. However, if any area on page 1 is marked “unsatisfactory”, page 2 must also be filled out and submitted with page 1 (see page 2, Explanations/Comments, when marking “unsatisfactory”). Page 2 is NOT restricted to “unsatisfactory” comments. If you have something good you want on record, use page 2. Attach documents, if applicable.
3. City Contracts: at a minimum this form **MUST** be completed and submitted not later than 2 weeks after completion/expiration of a City contract for professional services or construction. Past performance is considered on future contracts.
4. **Send SIGNED form to: Office of Procurement 1300 Perdido St Suite 4W07, New Orleans, La. 70112
Attn: Chief Procurement Officer**

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company/ Vendor Name:	Contract Number No:
Mailing Address:	Description/ Title:
City, St, Zip Code:	Contract Term (Dates) To: From:
Representative Evaluated:	Purchase Order Number:
Telephone Number:	Task Order Number:
Fax Number:	Other Reference:

DEFINITIONS

- OUTSTANDING** – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.
- EXCELLENT (Exc)** - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.
- SATISFACTORY (Sat)** - Vendor met minimum contractual requirements or performance expectations of the products/services.
- UNSATISFACTORY (UnSat)** - Vendor did **NOT** meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements (see page 2, Explanations/Comments)

EVALUATIONS (Place “X” in appropriate box for each major area.)

Criteria (includes change orders/amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Supplies delivered/Work performed on schedule.					
2. Condition of delivered supplies (includes handling/packaging).					
3. Quality of deliveries/work performance.					
4. Adherence to specifications/statement of work.					
5. Resolved problems/customer complaints timely.					
6. Working relationship/interfaces with City staff/public sector (citizens).					
7. Service Call (On-Call) response time.					
8. Other (specify):					
9. Overall evaluation of compliance with contract requirements.					
	Yes	No	N/A		
10. Compliance with DBE participation and reporting					
11. Compliance with Local Hire/Living Wage participation and reporting					

EVALUATED BY

Signature:	Date of Evaluation:
Print Name:	Department/Division:
Title:	Telephone No:

