

VENDOR EVALUATION TEMPLATE

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

SCORE KEY

- 5** Very Good; Exceeds expectations
- 4** Good; Meets expectations
- 3** Standard; Meets most expectations

- 2** Adequate; Meets some expectations
- 1** Unsatisfactory; Misses most expectations
- 0** Substandard; Falls far below expectations
- N/A** Not Applicable

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			
ADMINISTRATION TOTAL SCORE				

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			
SCOPE TOTAL SCORE				
STAFF	Adequate staff present			
	Staff is professional and competent			
STAFF TOTAL SCORE				

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

