

DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT

VENDOR PERFORMANCE REPORT

A vendor performance report must be completed by all state agencies for contracts that have a total initial contract amount or a total projected contract amount, including any amendments and possible extensions, of \$25,000 or more. The report must be completed at least one (1) time every three (3) months for the entire term of the contract and at the end of the contract.

Agency Number/Name: 0135 | University of Arkansas at Fayetteville

Bid Number: _____
(OSP's SP# or Agency's bid number)

Contract Document Number: _____
(PO, OA, Other)

Contract Monitor Name: _____

Vendor Name: _____

Contract Monitor Email Address: _____

Vendor Tax ID: _____

Contract Monitor Phone Number: _____

Vendor Email Address: _____

Date of Rating: _____

| Rating Categories | Below Standard | Standard | Above Standard |
|-------------------|--------------------------|--------------------------|--------------------------|
| Customer Service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Delivery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pricing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Overall Rating: _____

Notes: Overall Rating must be 'Below Standard', 'Standard', or 'Above Standard'. No percentages.
If one category is 'Below Standard' the Overall Rating must be 'Below Standard'.
A 'Below Standard' rating requires explanation and documentation.

Comments:

Signature: _____ Date _____
(Director or Authorized Designee)

Name of Director or Designee: _____

Once the signed report has been submitted, it will be reviewed by OSP. OSP will submit the below standard vendor performance report to the vendor.