

**VENDOR EVALUATION**

Programs are requested to complete and return this form to the Office of Procurement and Real Property Management (OPRPM) during the term of the contract to enable the OPRPM to evaluate the Contractor's performance, permit proper exchange of information between the OPRPM and the Contractor so that deficiencies can be identified and corrective action taken before they become serious problems, and determine the effectiveness of the contract.

**TO:** Office of Procurement and Real Property Management

**FROM:** \_\_\_\_\_

**DEPT:** \_\_\_\_\_

**SUBJECT:** Contract No.:

Title:

Contractor:

Period of Evaluation: \_\_\_\_\_

The following vendor evaluation is provided:  
(Check appropriate box)

	<u>Good</u>	<u>Fair</u>	<u>Poor*</u>
<b>Timely response to telephone calls</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Products**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contract Prices**

Comparable to other vendors

Lower than other vendors

Higher than other vendors

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_