



# SAINT LOUIS PUBLIC SCHOOLS

## VENDOR/CONTRACTOR PERFORMANCE REPORT

**Instructions:** Use this form to evaluate the overall performance of vendors you are currently working with. Include all information associated with the vendor and apply a performance rating. *Be factual and do not include unsubstantiated opinions.*

EVALUATOR NAME	TITLE	DEPARTMENT
VENDOR NAME	BOARD RESOLUTION #	PERFORMANCE PERIOD

DEMOGRAPHICS	
<b>How many schools are serviced by this contract?</b>	<b>What are the names of the schools?</b>
<b>How many students are serviced by this contract?</b>	<b>What are the grade levels?</b>

CONTRACT CATEGORIES:		
Construction	Consultant Services	Instrucion Materials
Instructional Supplies	Equipment	Software/Maintenace support
Other:		

DEFINITIONS OF PERFORMANCE RATINGS				
<b><u>EXCEPTIONAL</u></b>	<b><u>SATISFACTORY</u></b>	<b><u>UNSATISFACTORY</u></b>	<b><u>N/A</u></b>	<b><u>INSUFFICIENT INFORMATION TO RATE</u></b>
Exceeds contractual requirements. The actions taken by the vendor met the contractual requirements and the scopes of services were accomplished.	Meets contractual requirements. The actions taken by the vendor were satisfactory.	Does not meet contractual requirements, and recovery is not likely in a timely manner. The vendor's corrective actions appear or were ineffective.	Not Applicable	There is not sufficient information to rate performance.



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PERFORMANCE RATING		COMMENTS (Attach documents, if necessary)
Fulfillment of Terms and Conditions of Contract		
Materials, supplies, and equipment provided as required.		
Staff Availability		
Timeliness of work		
Staff Professionalism		
Communication and Accessibility		
Quality of work		
Prompt and effective application of corrective actions (if needed)		



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Contractor compliance with Wages & Benefits (if appropriate)		
Documentation receipts, invoices, and reports received in a timely manner and in compliance with contract specifications.		
Would you recommend using this vendor again?	<b>YES</b>  <b>NO</b>	Explain:

### OVERALL PERFORMANCE

**Exceptional**

**Satisfactory**

**Unsatisfactory**

PERFORMANCE IN SUPPORT OF THE DISTRICT GOAL – WHAT GOALS DOES THE VENDOR/CONTRACT ADDRESS?



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### SCOPE OF SERVICES AND DELIVERABLES



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