

Vendor Performance Score Sheet (example only)

Vendor Name : _____

Rating 1-5 Points

1	<u>Quotes submitted are detailed and understandable</u> - <i>Quotes fully broken down line by line accounting for all materials needed to perform the job, and labor charges separately</i>		20
2	<u>Accuracy of quotes that are being submitted</u> - <i>Quotes account for all materials and labor necessary to complete the Work Order</i>		20
3	<u>Cost savings achieved through vendor performance</u> - <i>Such as cost reductions, cost avoidance, and efficiency gains. Vendors ability to optimize resources and deliver value.</i>		10
4	<u>Quality Control</u> - <i>Measures being taken to ensure a consistent quality of work being performed, adherence to standards, and attention to detail.</i>		20
5	<u>Mean time to repair & Mean time between failures are minimal</u> - <i>How quickly breakdowns and malfunctions can be assessed and resolved. Minimalization between equipment needing repeated repairs for the same issues</i>		10
6	<u>Ability to respond promptly to inquiries, requests for support, or issues that arise</u> - <i>Vendor responds to emergencies in required contracted timeframe, regular maintenance and repairs response times are compliant with contract terms, quotes are turned around accurately and quickly</i>		10
7	<u>Communication Skills</u> - <i>Clarity, timeliness, and accuracy of communications regarding project updates, changes, or any relevant information</i>		10

Total Points:

100

Comments: _____