Vendor Performance Evaluation

Saskatchewan

Evaluation Type:	☐ Interim Evaluation	☐ Annual Evaluation	☐ Final Evaluation
Vendor Name:			
Contract Number:		PO number:	
Project Description:			
Vendor Representative:			
Ministry Representative:			
Evaluator: Same as above		or:	

RATING KEY

1 UNACCEPTABLE	2 NEEDS IMPROVEMENT	3 MEETS MINIMUM EXPECTATIONS	4 FULLY MEETS EXPECTATIONS	5 EXCEEDS EXPECTATIONS
- Poor project outcome	- Poor project outcome	- Good project outcome	- Good project outcome	- Good project outcome
- Does not meet contract obligations	- Does not meet contract obligations	- Meets all obligations of contract	- Meets all obligations of Contract	- Meets all obligations of the contract and provides additional added-value
- Inadequate or lacking communication	- Poor communication and stakeholder management	- Adequate communication and stakeholder management	- Good communication and stakeholder management	- Excellent communication and stakeholder management
- Missing or inadequate documentation	- Poor documentation and document control	- Adequate documentation and document control	- Good documentation and document control	- Excellent documentation and document control
- Passive/ poor project management	- Consistently reactive project management	- Timely project management; reactive on minor tasks/activities	- Timely on all project management aspects	- Consistently proactive project management
- Failure to complete or extremely late deliverables	-Late completion of deliverables	- Late on few minor deliverables but meets overall project timelines	- Timely on all deliverables	- Provides some deliverables early that provide additional flexibility to project or Ministry
- Major Ministry intervention required	- Relies on Ministry for direction	- Meets general project expectations	- Self-directed and fully meets Ministry expectations	- Exceeds Ministry expectations

PERFORMANCE EVALUATION

Categories								
Delivery	*Weighting*	30%	*Rating*		*Weighted Ministry Rating*		*Vendor Self-Rating*	
☐ Met delivery timelines as stated in the Contract					*Additional Criteria as required*			
☐ Coordinated delivery with Minstry								
☐ Products received to delivery point undamaged								
☐ Quantity. The vendor delivered the correct items in the contracted quantity?								
Vendor Comments:								
Ministry Comments:								
Quality	*Weighting*	40%	*Rating*		*Weighted Ministry Rating*		*Vendor Self-Rating*	
☐ Compliance with technical requirements in the Contract					*Additional Criteria as required*			
☐ Present required certificates								
☐ Conformity to specifications								
☐ Vendor maintaining any required certifications or regulatory requirements								
Vendor Comments:								
Ministry Comments:								
Invoicing	*Weighting*	30%	*Rating*		*Weighted Ministry Rating*		*Vendor Self-Rating*	
☐ Correct information on Invoicing					*Additional Criteria as required*			
☐ Invoicing send to contact listed in Contract								
☐ Received by timelines outlined in the Contract								
Vendor Comments:								
Ministry Comments:								

Overall Ministry Rating: _____

Overall Vendor Self-Rating: _____

Vendor Comments:

MINISTRY COMMENTS:

Ministry Evaluator (Printed)

Vendor Representative (Printed)

Ministry Evaluator (Signature)

Vendor Representative (Signature)

Date

Date