

CONTRACT REVIEW

Section 1. Contract Information

BPO/PO Number	Department
Contractor Name	Department Contact
Type of Service	Contract Expiration Date

Section 2. Contract Scorecard on Deliverable and Milestones

KEY DELIVERABLES PER THE CONTRACT	COMPLIANCE TO CONTRACT STANDARD
Quality of deliverables (met specifications)	<input type="checkbox"/> Exceeded <input type="checkbox"/> Met <input type="checkbox"/> Below <input type="checkbox"/> N/A
Timeliness and accuracy of invoices	<input type="checkbox"/> Exceeded <input type="checkbox"/> Met <input type="checkbox"/> Below <input type="checkbox"/> N/A
Helpfulness, promptness and courtesy of Customer Service	<input type="checkbox"/> Exceeded <input type="checkbox"/> Met <input type="checkbox"/> Below <input type="checkbox"/> N/A
Cost control of project by contractor	<input type="checkbox"/> Exceeded <input type="checkbox"/> Met <input type="checkbox"/> Below <input type="checkbox"/> N/A
Timeliness of required reports	<input type="checkbox"/> Exceeded <input type="checkbox"/> Met <input type="checkbox"/> Below <input type="checkbox"/> N/A
Overall Rating	<input type="checkbox"/> Exceeded <input type="checkbox"/> Met <input type="checkbox"/> Below <input type="checkbox"/> N/A
Are written deliverables/reports available that can be shared with the Audit Committee of the Board of Trustees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes name of report and/or deliverable.	

Section 3. Issues Log (Complete for any 'below' rating in Section 2 above)

DELIVERABLE / ISSUE (Below Rating in Section 2)	WAS THE PURCHASING DEPARTMENT NOTIFIED OF THE ISSUE?	STATUS	DISCUSSED WITH CONTRACTOR
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Closed	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Closed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4. Comments

Use this section to provide feedback regarding the current contract or suggestions for improving future similar contracts related to: a) recommended process improvements; b) potential cost reduction; c) improving the quality of goods or services received; and d) what the contractor could do different.
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Section 5. Signature and Date

Department Contact: (person who completed form (print name))
Date

Return Completed form to FS-PURCHASING