Supplier Performance Report

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| Document number: | Date: Thursday, June 21, 2018 |

Contact details

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| Name: | Position: |
| Business Unit: | Division: |
| Phone: | Mobile: |
| Email: | |

## Project Details

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| Supplier name: |  |
| Supplier contact: |  |
| Phone: |  |
| RFQ No.: |  |
| Agency contract / project number: |  |
| Agency contract / project name: |  |
| Agency contract / project description: |  |
| Date commenced: |  |
| Date completed: |  |
| Total fee for this engagement: (including GST): |  |

## Assessment

| As the client who paid for this service, how well did the supplier meet your expectations? | | N/A | Unsatisfactory | Marginal | Acceptable | Good | Superior |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Time Management  e.g. meeting milestones, resourcing, planning, reporting |  |  |  |  |  |  |
| 2 | Management & suitability of personnel e.g. skills, experience, sufficient number, appropriate seniority used |  |  |  |  |  |  |
| 3 | Standard of Service  e.g. meeting brief, budget, value for money, no rework, supervision, no over servicing or under servicing |  |  |  |  |  |  |
| 4 | Quality Outcomes e.g. accuracy, usability and effectiveness of results |  |  |  |  |  |  |
| 5 | Cost  actual cost did not exceed cost estimate without prior agreement |  |  |  |  |  |  |
| 6 | Communications  appropriate level of reporting |  |  |  |  |  |  |
| 7 | Information Technology  IT used where appropriate to increase efficiency and reduce costs |  |  |  |  |  |  |
| 8 | Cooperative Relationships e.g. Cooperative approach, commitment, resolving issues |  |  |  |  |  |  |
| 9 | Recommendation for Future Work  Would you recommend the Supplier for similar type of work? | Yes ⏵ | |  | No ⏵ | |  |

## Additional Comments on the Supplier’s performance

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| < comments may be extended on next page > |

## Sign-off by agency

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| Name: |  | Signature: |  |
| Title: |  | Date: |  |
| Tel No: |  | Mobile No: |  |
| E-mail: |  | | |

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