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 personnele.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 Outcomese.g. accuracy, usability and effectiveness of results |  |  |  |  |  |  |
| 5 | Costactual cost did not exceed cost estimate without prior agreement |  |  |  |  |  |  |
| 6 | Communicationsappropriate level of reporting |  |  |  |  |  |  |
| 7 | Information TechnologyIT used where appropriate to increase efficiency and reduce costs |  |  |  |  |  |  |
| 8 | Cooperative Relationshipse.g. Cooperative approach, commitment, resolving issues |  |  |  |  |  |  |
| 9 | Recommendation for Future WorkWould 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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