

**ORLEANS PARISH SCHOOL BOARD  
PERFORMANCE EVALUATION AND ASSESSMENT OF DELIVERABLES**

*After completion of performance under a contract, the using department shall evaluate contract performance and the effectiveness of the final product. This evaluation form shall be attached to a requisition or hand delivered to the Procurement Office, Legal Department and the Office of Business Partnerships within sixty (60) days after completion of performance, and shall be retained in the official contract file.*

Submitting Division/Department: \_\_\_\_\_

Date: \_\_\_\_\_

TO: Director of: Procurement | Business Partnerships | Legal

Contractor: \_\_\_\_\_

Contract Title: \_\_\_\_\_

Contract/PO/REQ Number: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Contract Term(s): \_\_\_\_\_

Date Work Began: \_\_\_\_\_ Date Work Completed: \_\_\_\_\_

	<u>DOES NOT APPLY</u>	<u>EXCEEDED EXPECTATIONS</u>	<u>ACCEPTABLE PERFORMANCE</u>	<u>DID NOT MEET EXPECTATIONS</u>
1. Overall Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed in Professional Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed in Timely Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report(s) Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billing/Invoice Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DBE Participation @ _____%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*(Check the block which most closely reflects your assessment of the vendor's performance.)*

2. A.) The products and/or services delivered under this contract were as follows:

B.) All deliverables specified in the Request for Proposal were/were not satisfactorily and timely completed.

C.) Problems encountered with respect to implementation of the project:

3. The final product or service rendered benefited the \_\_\_\_\_ Department and/or the District in the following manner:

4. My overall evaluation of the vendor's performance is:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Contract Manager)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chief, Department Management, etc.)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Procurement Department)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Office of Business Partnerships)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Legal Department)