

# Evaluation Form for Equipment, Goods or Services



<b>Supplier Name and Address:</b>		<b>Type of Procurement:</b> <input type="checkbox"/> Purchase <input type="checkbox"/> Lease			
		<b>Type of Equipment, Goods or Services (Specify):</b>			
		<b>Date of Agreement:</b>			
<b>Amount of Original Agreement:</b> \$	<b>Total From Amendments/Change Orders:</b> \$	<b>Total Agreement Amount:</b> \$			
<b>Original Delivery/Completion Date:</b>	<b>Actual Delivery/Completion Date (with Extensions):</b>	<b>Actual Total Amount Paid:</b> \$			
<b>Performance Rating Scale:</b>					
N/A = Not Applicable	<u>    5    </u> Outstanding	<u>    4    </u> Above Average	<u>    3    </u> Satisfactory	<u>    2    </u> Marginal	<u>    1    </u> Unsatisfactory
Name and Title of ACHD Co-Signer:		Signature:		Date:	
Name and Title of ACHD Co-Signer:		Signature:		Date:	

## Criteria

1. <b>Quality Control Criteria:</b>	<b>Score:</b>
A. Quality of Equipment, Goods or Services	
B. Compliance to Specifications	
C. Lack of Operational Issues or Deficiencies	
D. Quality of Servicing Equipment or Goods	
E. Invoice Accuracy	
F. Compliance with Guaranties and Warranties	
G. Other	

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2. Timeliness and Communication:	Score:
A. Cooperation and Responsiveness	
B. Timely Delivery of Equipment, Goods or Complete Performance of Services	
C. Timely Correction of Deficiencies	
D. Professional Conduct	
3. Other Criteria Relevant to Type of Equipment, Goods or Services Procured:	Score:
Additional Comments (Optional):	

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## Evaluation Instructions:

### Why Evaluate Equipment, Goods or Services?

- Scores from these evaluations factor into "Past Performance" ratings that are used to assist in determining selection of providers of equipment, goods or services for future awards.
- Meaningful evaluations help ACHD to provide feedback to suppliers to improve future performance and, thereby, award to the very best people and companies

### How to Evaluate Equipment, Goods or Services:

- When assessing the schedule completion, address ACHD delays, if any.
- Ratings should be based on notes, observations, and other experience germane to the equipment, goods or services.
- Score accurately. A score of four (4) is respectable, however, a score of five (5) is exceptional and should be used judiciously. Conversely, a score of two (2) or less should be supported by adequate documentation of such performance.

### When to Evaluate Equipment, Goods or Services:

- Always complete the Evaluation Form for Equipment, Goods or Services within a reasonable period of time following delivery and use of the equipment or goods or if applicable, upon expiration of the applicable lease period, or within a reasonable period of time following completion of the services.