

Vendor Name	Vendor Contact	Date
Project Title	Project Reference (Solicitation #, Standing Offer #, PO #, etc.)	GRAND TOTAL (Max = 75) / =

[Instructions](#) – Once completed, please send a copy to the vendor as well

Ratings	Below Expectations	Frequently Misses Expectations	Mostly Meets Expectations	Consistently Meets Expectations	Exceeds Expectations	Not Applicable	Total
	1	2	3	4	5		
Quality and Safety							/
Proactive in their review of statutes, regulations, codes and by-laws affecting the project							
Implementation of appropriate safety practices throughout the duration of the contract/project							
Performance with respect to quality, health, safety and environment							
Project/Account Management							/
Prompt and effective at addressing client requests and incorporating requested changes into the scope of work							
Effectively managed and coordinated project delivery							
Facilitated regular site meetings as per the requirements outlined at time of award							
Advised Client of required adjustments to budget and schedule because of changes in client requirements and market							
Rendered findings with a reasonable time on claims, disputes and other matters relating to execution or performance for the work outlined in contract							
Responded in a timely manner to all questions and issues pertaining to the project							

Rating	Below Expectations	Frequently Misses Expectations	Mostly Meets Expectations	Consistently Meets Expectations	Exceeds Expectations	Not Applicable	Total
	1	2	3	4	5		
Schedule							/
Ability to maintain stated project deadlines							
Communicating progress on the project and providing updates							
Proactive at addressing and resolving project issues per the agreed schedule							
General							/
Issued complete invoices in a clear, accurate and organized format per agreed timelines to facilitate timely payment							
Quality of overall work							
Overall experience with vendor's service							
Grand Total							/

Please indicate any suggestions for improvement or comment on any topics not covered above

Name and Title	Signature	Date

Vendor Performance Evaluation Scorecard Process

The purpose of the Vendor Performance Evaluation Scorecard is to define the process for monitoring vendors who impact the quality of products delivered to our customers. Going forward HRM will be responsible for collecting, managing and monitoring vendor performance evaluations.

Following completion of a project, HRM will be responsible for evaluating the vendor using the Vendor Scorecard. Each Vendor's scorecard will be kept on file and used to determine if the vendors are meeting expectations in the following areas; Safety, Project Management, Scheduling and Overall Quality of Work. HRM will treat all vendor information and documents in a confidential manner.

If a vendor scores two (2) or less in any sub-category/category or produces an overall score between 0-39%, the vendor or HRM may request a meeting to discuss these areas of concern.

The Procurement department is responsible for collecting, managing and maintaining vendor performance information and documents to ensure the integrity and security of the information. HRM will treat all vendor information and documents in a confidential manner. During procurement de-briefing requested by a vendor, only performance information pertaining to the requesting vendor can be discussed. Discussion or comparison to any other Vendor's performance information is not permitted.

Vendor Scorecard Rating and Overall Score

Rating	Overall Score	Criteria	Criteria Description
1	0% - 20%	Consistently Falls Below Expectations	Performance jeopardized the achievement of Contract Requirements, despite additional oversight
2	21% - 40%	Frequently Misses Expectations	There are several performance issues that required HRM to provide an additional oversight to ensure that contract requirements were met
3	41% - 60%	Mostly Meets Expectations	There are very minor performance issues, but vendor or service provider has otherwise met the contract requirements
4	61% - 80%	Consistently Meets Expectations	There are no performance issues and the vendor or service provider has met the contract requirements.
5	81% - 100%	Exceeds Expectations	Vendor or service provider has demonstrated a performance level in measurable excess of Contract requirements

Instructions

1. Evaluate Vendor on the items listed. Select the box with the appropriate rating, if applicable, based on the criteria outlined in the Vendor Scorecard Rating table above.
2. If a vendor scores two (2) or less in any sub-category/category or produces an overall score between 0-39%, please outline the areas of concern in the comment section.
3. Send a copy to the vendor and return to the Contract Administrator, ContractAdministrator@halifax.ca, at the Procurement office upon completion.