

# Evaluation Form for Equipment and Goods



<b>Supplier Name and Address:</b>		<b>Type of Procurement:</b> <input type="checkbox"/> Purchase <input type="checkbox"/> Lease	
		<b>Type of Equipment or Goods (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 Date:</b>	<b>Actual Delivery Date (with Extensions):</b>	<b>Actual Total Amount Paid:</b> \$	
<b>Performance Rating Scale:</b>			
<p style="text-align: center;"> <span style="margin-right: 100px;">N/A = Not Applicable</span> <span style="margin-right: 100px;">_____ 5 _____</span> <span style="margin-right: 100px;">_____ 4 _____</span> <span style="margin-right: 100px;">_____ 3 _____</span> <span style="margin-right: 100px;">_____ 2 _____</span> <span style="margin-right: 100px;">_____ 1 _____</span> </p> <p style="text-align: center;"> <span style="margin-right: 100px;">Outstanding</span> <span style="margin-right: 100px;">Above Average</span> <span style="margin-right: 100px;">Satisfactory</span> <span style="margin-right: 100px;">Marginal</span> <span>Unsatisfactory</span> </p>			
Name and Title of ACHD Co-Signer:		Signature:	Date:
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## Criteria

1. <b>Quality Control Criteria:</b>	<b>Score:</b>
A. Quality of Equipment or Goods	
B. Compliance to Specifications	
C. Lack of Operational Issues or Deficiencies	
D. Quality of Servicing of 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 or Goods	
C. Timely Correction of Deficiencies	
D. Professional Conduct	
3. Other Criteria Relevant to Type of Equipment or Goods Procured:	Score:
Additional Comments (Optional):	

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## Evaluation Instructions:

### **Why Evaluate Equipment and Goods?**

- Scores from these evaluations factor into "Past Performance" ratings that are used to assist in determining selection of providers of equipment and goods 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 and Goods:**

- When assessing the schedule completion, address ACHD delays, if any.
- Ratings should be based on notes, observations, and other experience germane to the equipment or goods.
- 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 and Goods:**

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