



Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.774.9587

[HTTP://DPP.VI.GOV](http://dpp.vi.gov)



OPCMR

VENDOR PERFORMANCE EVALUATION FORM

VENDOR:			DATE:		
ADDRESS:			PREPARED BY:		
COMMODITY/SERVICE:			DEPARTMENT:		
	EXCELLENT (4)	GOOD (3)	FAIR (2)	POOR (1)	COMMENTS:
SERVICE					
DELIVERS ON TIME					
COMPLIANCE WITH THE CONTRACT CONDITIONS					
PROFESSIONALISM					
TECHNICAL ASSISTANCE					
RELIABILITY RECORD (DELIVERS WITHOUT CONSTANT FOLLOW-UP)					
WERE THE CONDITIONS OF CONTRACT FULFILLED					
TECHNICAL ABILITY FOR DIFFICULT WORK					
WERE DELIVERABLES TIMELY					
WERE THERE CONFLICTS DURING CONTRACT PERFORMANCE					
HOW DID VENDOR RESPOND TO CONFLICT AND RESOLUTION					
OVERALL RATING BY USING AGENCY					
OVERALL RATING BY PROCUREMENT					
OTHER CONCERNS:					

Instructions:

1. Evaluate vendor on items listed and check the appropriate columns.
Some items may not apply.
2. Indicate Vendor's overall rating by checking the appropriate column.
3. If Vendor's overall rating is fair or poor, please explain under "Comments".
4. Return to the Division of Procurement.