

# CONTRACT PERFORMANCE EVALUATION

Check the appropriate box for the type of contract you are evaluating and this form will display the appropriate options for the contract:

- Purchasing Contract
- Professional Services Contract
- Contract from RFP
  - Complex Services
  - Professional Services

Complete this form in compliance with R.S. 39:1569.1. After completion of performance under a professional, personal, consulting, or social service contract, the using agency shall prepare a final report on the contract which shall include an evaluation of contract performance and an assessment of the utility of the final product.

This report shall be included in LaGov or ProAct within 60 days after completion of performance, including in the case of early termination.

The agency shall submit final evaluation reports for contracts \$250,000 or greater to the Legislative Auditor. Using agencies will be unable to contract with any vendor for which a delinquent final evaluation report is outstanding.

Agency Name: \_\_\_\_\_ Name & Title of Monitor: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Monitor's Telephone Number: \_\_\_\_\_  
LaGov Number: \_\_\_\_\_ Vendor: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

### Overall Contractor Performance Rating

- Satisfactory  Unsatisfactory

Contract Amount: \_\_\_\_\_ Contract Cost Basis: \_\_\_\_\_  
Contract Begin Date: \_\_\_\_\_ Actual Begin Date: \_\_\_\_\_  
Contract End Date: \_\_\_\_\_ Actual End Date: \_\_\_\_\_

Contract Modifications/Amendments

**Description of Services:**

\_\_\_\_\_

**Deliverables (list):**

\_\_\_\_\_

**Quality of Deliverables:**

\_\_\_\_\_

**Problems Encountered:**

\_\_\_\_\_

**Opportunities for Improvement:**

\_\_\_\_\_

Email Completed Form to:  
doa-ospelpdesk@la.gov