



Quality Learning and Superior Performance for All

PURCHASING DEPARTMENT

Procurement Services
2150 Keith Bridge Road
Cumming, GA 30040

Phone: 770-781-6603
Fax: 770-888-0222
www.forsyth.k12.ga.us

VENDOR PERFORMANCE EVALUATION

This form is used to evaluate vendor performance for providing goods and services to the FCSS. This form should be completed by FCSS employees and returned to Purchasing via county mail or fax to (770) 888-0222

Evaluators Name: _____ Date: _____

School / Department: _____ Phone: _____

Vendor Name: _____ Vendor #: _____

PO #: _____ Bid / RFP #: _____

Rating for Services (check one):

- Excellent: Vendor performance surpasses contract requirements
- Satisfactory: Vendor performance in full compliance with contract requirements.
- Unsatisfactory: Vendor performance not in compliance with contract requirements.

Comments: _____

Rating for Goods (check one):

- Excellent: Goods surpass contract requirements
- Satisfactory: Goods in full compliance with contract requirements.
- Unsatisfactory: Goods not in compliance with contract requirements.

Comments: _____

Has the issue been resolved? Yes _____ No _____

Action requested of Purchasing Department: _____

Overall Vendor Comments: _____

Evaluator Signature: _____