PUBLIC SCHOOLS

# Vendor Performance Report

Use this form to report a vendor performance that does not conform to the terms of the contract (or generally accepted standards) and requires corrective action by the Purchasing Department.

**Instructions:**

- Complete Part 1.
- Include any supporting pictures, documents or additional pages describing the issue.
- Submit Part 1 directly to the Purchasing Department. (do not send to vendor)

The Buyer associated with this purchase will send a copy of the report to the vendor along with instructions.

## Part 1- Issues

| | |
|---|---|
| Department or School | |
| Person Completing Report | |
| Email | |

| | |
|---|---|
| Vendor Name | |
| Date of Issue | |
| PO # | |
| Bid or Contract # | |
| Describe the issue | |
| Requested action | |
| Requested timeline for resolution | |

| | |
|---|---|
| | Check here if this is only a report and no action required. |

| | |
|---|---|
| | |
| **Department/School Administrator Signature** | **Date** |

**Vendor Performance Report**

## Part 2 - Vendor Notification

The Purchasing Department of Mesa Public Schools has received a Vendor Performance Report concerning product or services provided by your company, to one of our schools or departments.

- Review the issue(s) outlined in Part 1.
- Provide your response and suggested remedy below.
- Submit your response via email within ___days, to the Buyer listed at the bottom of this page.

*Additional information and instructions may be obtained by contacting the Buyer*.

| | |
|---|---|
| Company Name | |
| Phone, Email and Address | |
| Attn: (Sales Rep) | |

| |
|---|
| Please review the issues outlined in Part 1 of this report (extra pages may be attached).<br>Provide your **response** and **suggested remedy** below. Then submit to MPS Purchasing Department via email. |
| |
| **The above response was completed by:**<br>Name:<br>Title:<br>Email and Phone:<br>Date: |

**Remit to:**

| | | |
|---|---|---|
| Mesa Public Schools<br>Purchasing Department | Buyer Name | |
| | Buyer Email | |

PUBLIC SCHOOLS

**Vendor Performance Report**

## Part 3 - Purchasing Department Action

| **Action taken by Purchasing Department (to be completed by Buyer):** |
|---|
| |

| **Check all that apply**: | |
|---|---|
| | File report |
| | Remove Vendor from Bid List |
| | Cancel Contract |
| | Notify Bond Company |
| | Request Debarment |
| | Second Report: **Date of Previous Report:** |
| | Other: |

| | |
|---|---|
| Date sent to Vendor | |
| Buyer Name | |
| Buyer Signature & Date | |