

WESTERN ILLINOIS UNIVERSITY

**POST PERFORMANCE REVIEW
PROFESSIONAL & ARTISTIC
SERVICE CONTRACT**

Vendor:
Service Provided:
Department:
Prepared By:

Vendor Address:
WIU Purchase Order #
Date Evaluation Completed:
Title:

Section 526.2035 of the Illinois Procurement Code requires that Requests for Proposals (RFP) for professional and artistic services must contain a plan for a post-performance review. The University shall use the selection criteria listed in the RFP as the basis for the review. The following form may be used as a template for such a review, but should be adjusted as needed.

The evaluation shall be completed by the department. A copy shall be sent to the Purchasing Office to become part of the permanent contract file.

Worksheet	<u>Evaluation Score:</u>
<u>Evaluation Criteria</u>	Excellent: 10-9; Good 8-7; Average 6-5; Substandard 4-3; Unacceptable 2-1
1. Administered all services as required	
2. Adhered to contract schedule	
3. Provided adequate interaction and communication with the University	
4. Submitted all reports and deliverables in a timely and accurate manner	
5. Complied with WIU standards, policies and procedures	
6. Displayed thorough understanding of Department's needs	
7. Promptly reported and resolved problems	
8. Responsive to all parties to facilitate contract completion	
SCORE	
Other:	
1.	
2.	
3.	
4.	
5.	
SCORE	
TOTAL SCORE	

Comments: (Mandatory if total score is substandard or unacceptable.)

Signature of Preparer
Signature of Fiscal Agent

Forward completed copy to Purchasing Office, Sherman 227.