

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

Eastern Illinois University

Vendor: _____
 Service Provided: _____
 Department: _____
 Prepared By: _____
 Title: _____

Vendor Address: _____
 EIU Contract #: _____
 Total Contract Amount: _____
 Date Evaluation Completed: _____

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 Department to be filed with the original contract file.

WORKSHEET		EVALUATION SCORE: Excellent 10-9, Good 8-7, Average 6-5, Substandard 4-3, Unacceptable 2-1
<u>EVALUATION CRITERIA</u>		
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 EIU 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.		
6.		
7.		
8.		
9.		
10.		
	SCORE	
	TOTAL SCORE	

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

Signature of Preparer _____
 Signature of Fiscal Agent _____

Forward completed copy to Director of Purchases