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Ventura, Mildred - Contract Specialist ▾



FACILITIES VENDOR SCORECARD

Your Name:



Date of Evaluation:

10/28/2019



Vendor Name:



Contract Number:

Contract Name:

PO Number:

Describe Work:



Location:

Cost:



Degree to which projects and services are delivered within budget estimates; contractor communicated cost breakdowns and explained variations; and degree to which supplier added value by proactively identifying savings opportunities and other lower-cost service alternatives.

Example Metrics: Invoicing (Timing and Accuracy), Quotes, Maintenance Reports (If Applicable)

**Comment
(required):**

**Delivery and
Support:**



Degree to which milestones and deliverables are completed within agreed upon schedule; resolution of complaints/problems; accommodations to relevant changes to the project plan or schedule; respect and minimization of the disruption of ongoing business.

Example Metrics: Workmanship, JEA Approval, Re-Work

**Comment
(required):**

Flexibility and Ease of Doing Business:	<div><div></div><div></div></div> <p>Timeliness of invoices; flexibility in responding to unscheduled events or rescheduling; effectively management of subcontractors (minimizes the need for our involvement); and proactive communication of potential problems and viable solutions.</p> <p>Example Metrics: Response Time, Arrival On Site, Subcontractors, Solutions</p> <p>Comment (required):</p>
Partnership and Innovation:	<div><div></div><div></div></div> <p>Level of commitment and follow-through of; transfer of knowledge and skills to our staff throughout the service/project for use when the project is complete; communication of unique or innovative solutions.</p> <p>Example Metrics: JEA Contract Administrator Communication; Problem-Solving</p> <p>Comment (required):</p>
Quality:	<div><div></div><div></div></div> <p>Degree to which Contractor staff acts professionally and exhibits expertise of service/product; service output meets quality expectations ; materials/products meet quality standards; determination of root cause of product or equipment failure.</p> <p>Example Metrics: Re-Work, Issues, Failures, Root Causes, Professionalism</p> <p>Comment (required):</p>
Risk and Compliance:	<div><div></div><div></div></div>

Extent the contractor supports brand and reputation; knowledge of contract terms and conditions; compliance with safety while on-site; compliance with information privacy; compliance with Federal, State, and local laws.

Example Metrics: Permits, JEA Standards, Regulations, Security Incidents

**Comment
(required):**

Supporting Documents (if available):

Includes photographs, invoices, emails, and other applicable documents.

[Click here to attach a file](#)

Final Comments or Concerns:

CLICK HERE TO SUBMIT