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**CONTRACT COMPLIANCE REQUEST**

**INSTRUCTIONS:** Before sending to Vendor, Contract Compliance Requests must first be approved by your agency and should be reviewed by your agency’s legal counsel. If the referenced contract is owned/maintained by the State Purchasing Bureau (SPB), this request must then be sent to DAS Materiel/SPB for final review at: [**AS.MATERIELPURCHASING@nebraska.gov**](mailto:AS.MATERIELPURCHASING@nebraska.gov)**.** Upon approval notification, you may proceed to send this request to the vendor (preferably as a PDF).  
  
See Vendor Performance Program Guide for full resolution process at:

<https://das.nebraska.gov/materiel/VendorPerformance.html>

**DELETE RED HIGHLIGHTED AREAS & REMOVE   
YELLOW HIGHLIGHTING BEFORE SENDING TO VENDOR.**

**ATTN:**  INSERT VENDOR CONTACT NAME, INSERT VENDOR E-MAIL ADDRESS  
**VENDOR NAME:** INSERT VENDOR COMPANY NAME   
**VENDOR AB#:** INSERT VENDOR AB # (E1)

The State of Nebraska, INSERT YOUR AGENCY/BOARD/COMISSION NAME, has identified non-compliance and/or unsatisfactory performance of Contract: INSERT CONTRACT/ PO #(s).

Please confirm receipt of this request to the State of Nebraska contact listed below **no later than:  
 INSERT REASONABLE DUE DATE**.

**PLEASE BE ADVISED:**Lack of response and/or continued deficiencies may be considered during evaluations in future bid opportunities.

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| **STATE OF NEBRASKA CONTACT INFORMATION** | | | | | | | | | | | | | | |
| **NAME & TITLE:** | | |  | | | | | | | | | | | |
| **AGENCY:** | | |  | | | | | | | | | | | |
| **E-MAIL:** | | |  | | | **PHONE:** | | |  | | | | | |
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| **PERFORMANCE ISSUE AREA(S):** | | | | | | | | | | | | | | |
| **DELIVERY** | | | | **QUALITY** | | | | **MISCELLANEOUS** | | | | | | |
|  | Late delivery | | |  | Inferior quality/Service deficiencies | | |  | | Unauthorized change in quantity | | | | |
|  | Non-delivery | | |  | Unauthorized substitution | | |  | | Invoice inaccuracies | | | | |
|  | Delivery to incorrect address | | |  | Damaged or defective | | |  | | Failure to Respond | | | | |
|  | Partial delivery - cannot deliver balance of order | | |  | Unsatisfactory workmanship in installation | | |  | | Request to Cancel Order Due to Quote/Bid Error | | | | |
|  | Failure to Replace Damaged Goods | | |  | Failure to Meet Specifications set forth in Quote/Bid | | |  | | Unauthorized Price Change(s) | | | | |
|  | **OTHER:** |  | | | | | | | | | | | | |
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| **SUMMARY OF PERFORMANCE ISSUE**  Please provide a dated timeline with a brief, factual explanation of the performance issue(s) experienced, including dates. | | | | | | | | | | | | | | |
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| **CONTRACT REFERENCE:**  For each selection of non-compliance made in the *Performance Issue Area* above, please provide the contract section(s) and page number(s) of the applicable Specifications and/or Terms & Conditions, and a description of how the contractor’s performance has been non-compliant. |
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| **STATE OF NEBRASKA’S DESIRED OUTCOME:** |
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