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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****.** 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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