

HOW TO COMPLETE A VENDOR PERFORMANCE NOTICE

State of Nebraska
VENDOR PERFORMANCE NOTICE

1 TODAY'S DATE: 7/1/2020

2 **ABC Company**
ATTN: Bob Smith
Bob.Smith@abccompany.com
VENDOR AB#: 4812564

PLEASE BE ADVISED:

3 The State of Nebraska, Department of Administrative Services, has identified non-compliance and/or unsatisfactory performance of Contract 42456 OC, Purchase Order 9813848 OG.

4 Please acknowledge receipt by completing and signing the Vendor Acknowledgement section of this notice, and returning to the contact listed below **no later than July 15, 2020.** Lack of response, or continued deficiencies, may be considered in future bid opportunities.

PLEASE SEND YOUR RESPONSE TO: Jane Doe, Buyer
Jane.Doe@nebraska.gov **5**

6 DELIVERY	QUALITY	MISCELLANEOUS
<input checked="" type="checkbox"/> Late delivery	<input type="checkbox"/> Inferior quality/Service deficiencies	<input type="checkbox"/> Unauthorized change in quantity
<input type="checkbox"/> Non-delivery	<input type="checkbox"/> Unauthorized substitution	<input type="checkbox"/> Invoice inaccuracies
<input checked="" type="checkbox"/> Delivery to incorrect address	<input type="checkbox"/> Damaged or defective	<input type="checkbox"/> Failure to Respond
<input type="checkbox"/> Partial delivery - cannot deliver balance of order	<input type="checkbox"/> Unsatisfactory workmanship in installation	<input type="checkbox"/> Request to Cancel Order Due to Quote/Bid Error
<input type="checkbox"/> Failure to Replace Damaged Goods	<input type="checkbox"/> Failure to Meet Specifications set forth in Quote/Bid	<input type="checkbox"/> Unauthorized Price Change(s)
<input type="checkbox"/> OTHER:		

7 **SUMMARY OF PERFORMANCE ISSUE**
Please provide a brief, factual explanation of the performance issue(s) experienced, including dates.

Purchase order 9813848 OG was placed on 4/1/20 with requested delivery by 5/15/20. Order was received on 6/5/20, and was incorrectly sent to Chadron, NE office instead of Omaha, NE office as specified on Purchase Order.

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.

DESIRED OUTCOME:

- 1** Select today's date
- 2** Enter the vendor's information
- 3** Enter your agency name & purchase information
- 4** Enter reasonable due date for the vendor to respond
- 5** Enter your name and information
- 6** Select applicable performance issue description(s). If not in list, select *OTHER* and write in your own description.
- 7** Describe performance issue(s) experienced. Be factual and concise – and be sure to include dates!
- 8** Enter the section titles and page numbers for each issue. Describe contract requirement cited and how performance is non-compliant.
- 9** Describe the end result that your agency would consider an acceptable solution.

CONTINUE TO NEXT PAGE...

VENDOR ACKNOWLEDGEMENT		
COMPANY NAME: _____		
COMPANY REPRESENTATIVE NAME/TITLE: _____		
E-MAIL: _____	PHONE: _____	
COMMENTS:		
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		
By signing below, you hereby acknowledge receipt of this Vendor Performance Notice.		
Company Representative's Signature <small>(Sign Here)</small>	Title	Today's Date

10 On next page, leave *VENDOR ACKNOWLEDGEMENT* area blank for the vendor to complete.

11 **If the contract is owned/maintained by the SPB, the VPN & supporting documentation must FIRST be submitted to DAS Materiel/SPB for review. Upon approval, you may proceed to send to the vendor.**

Send Vendor Performance Notice to the vendor. Send copy of notice to the State Purchasing Bureau (SPB) at:

AS.MaterielPurchasing@nebraska.gov

12 Upon receipt, send a copy of the vendor's acknowledgement response to the SPB at:

AS.MaterielPurchasing@nebraska.gov