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| State of Nebraska **VENDOR PERFORMANCE NOTICE** | | | | | | | |  |
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| TODAY’S DATE: <SELECT TODAY’S DATE> | | | | | | | | |
| **[REMOVE YELLOW HIGHLIGHTING & DELETE RED HIGHLIGHTED AREAS BEFORE SENDING**:  Vendor Performance Notices must be approved by your agency and should be reviewed by your agency’s legal counsel. If the referenced contract is owned & maintained by the SPB, the VPN and supporting documentation must then be sent to DAS Materiel/SPB for review at: **AS.MATERIELPURCHASING@nebraska.gov.** Upon approval notification, you may proceed to send to the vendor.   See Vendor Performance Program Guide for full resolution process at:  <https://das.nebraska.gov/materiel/VendorPerformance.html>]  **INSERT VENDOR COMPANY NAME**  **ATTN:**   **INSERT VENDOR CONTACT NAME**  **INSERT VENDOR E-MAIL ADDRESS**  VENDOR AB#: INSERT VENDOR AB # (E1)  **PLEASE BE ADVISED:**  The State of Nebraska, INSERT YOUR AGENCY NAME, has identified non-compliance and/or unsatisfactory performance of Contract: INSERT CONTRACT / PURCHASE ORDER #(s).  Please acknowledge receipt by completing and signing the Vendor Acknowledgement section of this notice, and returning to the contact listed below **no later than INSERT REASONABLE DUE DATE**. Lack of response, or continued deficiencies, may be considered in future bid opportunities. | | | | | | | | |
| **PLEASE SEND YOUR RESPONSE TO:** | | | | INSERT AGENCY CONTACT NAME & TITLE  INSERT AGENCY CONTACT E-MAIL | | | | |
| **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 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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| **DESIRED OUTCOME:** |
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| **VENDOR ACKNOWLEDGEMENT** | | |  | | | | | |
| **COMPANY NAME:** | |  | | | | | | |
| **COMPANY REPRESENTATIVE NAME/TITLE:** | | | |  | | | | |
| **E-MAIL:** |  | | | | | **PHONE:** |  | |
|  | | | | | | | | |
| ***By signing below, I hereby acknowledge receipt of this Vendor Performance Notice.*** | | | | | | | | |
|  | | | | |  | | |  |
| Company Representative’s Signature  (Sign Here) | | | | | Title | | | Today’s Date |