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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 |