

CONTRACT PERFORMANCE EVALUATION

Check the appropriate box for the type of contract you are evaluating and this form will display the appropriate options for the contract:

- ☐ Purchasing Contract
☒ Professional Services Contract
☐ Contract from RFP

Complete this form in compliance with R.S. 39:1569.1. After completion of performance under a professional, personal, consulting, or social service contract, the using agency shall prepare a final report on the contract which shall include an evaluation of contract performance and an assessment of the utility of the final product.

This report shall be included in LaGov or ProAct within 60 days after completion of performance, including in the case of early termination.

The agency shall submit final evaluation reports for contracts \$250,000 or greater to the Legislative Auditor. Using agencies will be unable to contract with any vendor for which a delinquent final evaluation report is outstanding.

Agency Name: _____ Name & Title of Monitor: _____
Email Address: _____ Monitor's Telephone Number: _____
LaGov Number: _____ Vendor: _____
Contract Title: _____

Overall Contractor Performance Rating

☐ Satisfactory ☐ Unsatisfactory

Contract Amount: _____ Contract Cost Basis: _____
Contract Begin Date: _____ Actual Begin Date: _____
Contract End Date: _____ Actual End Date: _____

☐ Contract Modifications/Amendments

**Description of
Services:**

Deliverables (list):

**Quality of
Deliverables:**

**Problems
Encountered:**

**Opportunities for
Improvement:**

Email completed form to
OSP-ProfessionalContracts@la.gov