



Professional Service Evaluation

In accordance with 74 O.S. § 85.41(B), a state agency that acquires professional services shall evaluate the performance of the professional services provided pursuant to the professional services contract and retain the evaluation in the agency acquisition file.

NOTE: If a contract contains multiple periods or years of performance, an evaluation is required for **each** performance period.

Agency Name _____ Agency # _____

Area of agency utilizing service _____

Supplier Name _____ Supplier FEI or SSN # _____

Type of Contract (check one): ☐ Fixed Rate ☐ Sole Source ☐ Agency Bid ☐ OMES Bid ☐ Interagency ☐ GSA

This evaluation covers the Contract term from: _____ to _____

Contract amount \$ _____ Contract # _____

Type or nature of service received:

Describe "quality" of service or work product received:

Was service satisfactory?

- ☐ YES - please:
 - Retain this evaluation in the acquisition/contract file.
- ☐ NO - please:
 - **Prepare and attach a detailed explanation.**
 - **Submit** a copy of this completed performance evaluation form and the detailed explanation, by fax or mail, within 60 calendar days of contract completion, to:
State Purchasing Director
Central Purchasing Division
Office of Management and Enterprise Services
2401 N. Lincoln Blvd., Suite 116 Will Rogers Building
Oklahoma City, OK 73105
Fax: (405) 522-4865
 - **Complete and Submit** a Vendor Performance Quality Report to the Office of Management and Enterprise Services to report complaints against vendors.

Signature

Date

Printed Name

Title

Area Code and Phone Number