



# Contract Administration Vendor Status and Performance Report

## INSTRUCTION SHEET

Effective January 1, 2014, Contractor Report and Performance Evaluations are a required component of the City's Contract Management review process. This worksheet is to be completed by City staff when a concern arises with a current contractor, based on documentation contained within the participating department.

Reporting includes contract administration reporting to management. There are generally three (3) categories of reports: status reports, activity reports, and Vendor Performance Reports. All types of reporting serve useful functions.

**STEP 1:** Complete the Contract Information section.

**STEP 2:** Check the box for the type of report being submitted.

### **Status Report**

Describes the progress of work. The content of the status report should be consistent with and track the statement of work, i.e. phases, segments, deliverables, and products. A status report should describe what work is complete and what work is pending and that status should be contrasted against the contract schedule. Only work that has been verified as completed or accepted should be categorized as complete. If there are any unresolved issues that the City is contractually obligated to resolve, those issues should be included in the status report and a resolution should be requested.

### **Activity Report**

Description of any activity on the project; project activity is not the same as a status report.

### **Performance Report**

Contractor performance should be routinely reviewed and monitored to ensure that the contractor is providing services under the requirements of the contract.

Performance Reporting with Contract Administration follow-up should be utilized to bring the contractor back into compliance with the contract requirements. Follow-up is essential, as the problem will not correct itself simply by identifying it and including it in a performance report.

**STEP 3:** Attach required supporting documentation.

**STEP 4:** Sign the form and have it approved by the authorized person in your department.

**STEP 5:** Scan and email the form and supporting documentation to the Contract Administrator at [contractadministrator@roundrocktexas.gov](mailto:contractadministrator@roundrocktexas.gov)