



Contract Administration Vendor Status and Performance Report

CONTRACT INFORMATION:

Date: _____ Contract ID Number: _____
Vendor Name: _____
Contract Name: _____

STATUS REPORT

PROVIDE THE STATUS OF THE WORK BEING DONE :

ACTIVITY REPORT

PROVIDE A DESCRIPTION OF ACTIVITY ON THE PROJECT:

PERFORMANCE REPORT

DESCRIBE ANY PROBLEMS/ ISSUES:

LIST ANY PREVIOUS PROBLEMS/ISSUES AND THE RESOLUTION:

RECOMMENDED CORRECTION AND TIMELINE

THIS SECTION TO BE COMPLETED BY THE CONTRACT ADMINISTRATOR:

The following information must be submitted with this form:

- List of contract and fiscal documents used to complete this form.
- Copies of any previous Performance Reports.

SIGNATURE AND APPROVAL:

Sign and email form and supporting documentation to contractadministrator@roundrocktexas.gov

PREPARED BY: _____ TITLE: _____

DEPARTMENT: _____

APPROVED BY (signature): _____ Date: _____