

Contract Evaluation for Annual Renewal

	ct Administrator:	Date:			
Contract Title: Contr		Contract #:	ontract #:		
endor Name: Expiration Date: e-mail:					
	Renewal:	of one-year renewals.			-
	is contract contains a provision for renever turn via e-mail to me by	•	n, sign, (date a	ınd
Ev	aluation Criteria		Yes	No	N
1)	Are these good/services still required?				
2)	2) Do you recommend renewal of this contract?				
3)	3) If the contract requires goods, have they been satisfactory?				
4)	4) If the contract requires services, has the quality of the service been satisfactory?				
5)	5) If applicable, have deliveries been made on time?				1
6)	6) Has the Contractor's responsiveness to correct deficiencies been satisfactory?				
If t	the answer to any of the above is "NO", ple	ease explain:		ı	.1
7)	Overall evaluation: Poor 1 2	Good (select best answ	ver)		
·		`	ver)		
·	1 2	`	ver)		
·	1 2	`	ver)		