

## MILK AND DAIRY PRODUCTS QUARTERLY EVALUATION

The purpose of this form is to provide regular feedback to the contractor regarding performance under the contract.

Date: \_\_\_\_\_

Location: (e.g., Amarillo Canteen, Amarillo Food and Nutrition, etc.)

\_\_\_\_\_

### Rating Categories and Scores:

Delivery of the Product - Timeliness

1      2      3      4      5

Delivery of the Product – Conformance to Order (i.e., items delivered match items ordered)

1      2      3      4      5

Delivery of the Product – Professional and Sanitary Handling

1      2      3      4      5

Quality of Product – Not Crushed and No Damage to Packaging

1      2      3      4      5

Quality of Product – Uniform Slice Size

1      2      3      4      5

Quality of Product – Appearance (Not Burned or Scorched)

1      2      3      4      5

Quality of Product – Product is Fresh (e.g., within the 24 hour delivery cycle specified in the RFP, no signs of mold, etc.)

1      2      3      4      5

Rating Scheme:

1 – Poor/Unacceptable

2 – Poor/Low Level of Compliance to Requirements

3 – Marginal (Marginally meets requirements, but there are some problems)

4 – Good (Meets requirements consistently)

5 – Excellent (Meets requirements consistently and often exceeds expectations; no incident issues)

Comments on Delivery:

Comments on Quality:

The form should be completed by a representative of each organization (Canteen or Food and Nutrition) and each station (Amarillo, Big Spring, El Paso or Albuquerque). As a result, there should be seven (7) individual evaluations per quarter (due for the period ending March 31, June 30, September 30, and December 31 of each year).