

**DEKALB COUNTY SCHOOL DISTRICT  
VENDOR / CONTRACTOR PERFORMANCE EVALUATION**

**Instructions: This form must be completed for all contract renewals, Be factual and do not include unsubstantiated opinions.**

Contractor Name: Contract Title and Number RFP Edmentum Apex		
Contract Term: Annual	Contract Period: July1, 2023	From: To: June 30, 2024
Contract Value: \$557,270.26	Department: Curriculum and Instruction	

**DEFINITIONS OF PERFORMANCE RATINGS**

<u><b>SATISFACTORY</b></u>	<u><b>UNSATISFACTORY</b></u>	<u><b>N/A</b></u>	<u><b>INSUFFICIENT INFORMATION TO RATE</b></u>
Meets contractual requirements. The actions taken by the contractor appear or were satisfactory.	Does not meet contractual requirements, and recovery is not likely in a timely manner. The contractor's corrective actions appear or were ineffective.		

PERFORMANCE RATING	COMMENTS (Attach additional sheets if necessary)
Work performed in compliance with contract terms	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate
Materials, supplies and equipment provided as required?	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate

Staff availability	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Timeliness of work	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Staff professionalism	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Customer service	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Quality of work	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Communication and Accessibility	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Prompt and effective correction of situations and conditions	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	<input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/> Insufficient info. to rate	
Would you recommend using this firm again?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Explain)	

**OVERALL ASSESSMENT**

Unsatisfactory

Satisfactory

Comments:

Name of Evaluator: \_\_\_\_\_  
(Print) Keatra Wright (Signature)

Title: Director \_\_\_\_\_

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

**FISCAL INFORMATION:**

Original Contract Value \$ 557,270.26

Dollar amount of increase (decrease) \$ \_\_\_\_\_

Percent of increase (decrease) \_\_\_\_\_ %

Reason for increase (decrease) \_\_\_\_\_ N/A \_\_\_\_\_

Project Scope (FY 2023 – 2024)	Timeline

**CAO Review**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title