



VENDOR PERFORMANCE ASSESSMENT (VPA) BRIEF:

Effective October 1st, 2022, the GLWA Vendor Management team will be sending Vendor Performance Assessment (VPA) surveys to GLWA Project Managers for eligible contracts near the end of contract date. VPAs will be sent for all contract that meet the scope requirements below:

Within Scope:

- ✓ All current Contracts in Bonfire $\geq$ \$1,000,000
- ✓ Construction, Architectural Engineering, Design Build, Information Technology, Operations & Maintenance, Progressive Design Build, and Personnel contracts
- ✓ Job Order Contracting (JOC) and Task Order Engineering Services (TOES) contracts $\geq$ \$300,000
- ✓ Contracts terminated for cause or convenience
- ✓ Extended or renewed contracts meeting the above requirements.

VPA Definition: A Vendor Performance Assessment is a scored survey used to analyze and assess the performance of a Vendor/Contractor throughout the execution of a contract.

VPA Purpose: To begin collecting, vetting, and sharing variable data (scores) related to a GLWA Vendor/Contractor's performance on a specific project or contract.

Some Benefits of GLWA Vendor Performance Assessments:

- GLWA will have access to variable data related to Vendor/Contractor performance.
- GLWA will maintain a Smartsheet-based "Vendors at Risk" Report ($\leq$ 70% 3-year rolling aggregate score) available to GLWA stakeholders.
- GLWA will be able to identify Vendor/Contractors who have successfully executed previous GLWA contracts.
- Vendors/Contractors will be made aware that their performance will be evaluated during the contract closeout process.
- GLWA can identify actionable Vendor/Contractor opportunities for improvement.

GLWA Vendor Performance Assessment (VPA) Program Specifications:

- VPA scores will count toward the Vendor/Contractor's aggregate performance score for a period of three years after contract end-date.
- All Vendor/Contractors with rolling aggregate scores of $\leq 70\%$ will be classified as "Vendors at risk".
- VPA scores will be shared with each Vendor/Contractor after the review and approval of a Vendor Management team member and Manager.
- VPA data will be referenced when available by GLWA Evaluation Teams during Vendor sourcing processes.

VPA Evaluation Scoring:

- VPA 3-year rolling aggregate score of $< 70\%$ receives 0 points
- VPA 3-year rolling aggregate score of 70-79% receives 1 point
- VPA 3-year rolling aggregate score of 80-89% receives 2 points
- VPA 3-year rolling aggregate score of $\geq 90\%$ receives 3 points

Validation of VPA Scores:

Each submitted VPA will be validated by a member of the GLWA Vendor Management team. Multiple choice items with answers of "Disagree" or "Strongly Disagree" must be supported by documented evidence. Evidence may include emails, non-conformances, schedules, invoices, back-up documents, meeting minutes, etc.

VPA Appeals Process:

Any Vendor/Contractor will be permitted to appeal any individual VPA question within 30 days of receipt. Appeal instructions will be included in the Vendor VPA notification letter.

Vendor Management Team Contact Information:

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