VENDOR PERFORMANCE ASSESSMENT (VPA) BRIEF:

Effective February 1, 2023, 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 contracts that meet the scope requirements below:

Within Scope:
✓ All current Contracts in Bonfire =/> $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 =/>$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 facts & 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 (=/< 70% one (1) 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 may be evaluated near the end of each eligible contract.
- GLWA can identify and share with Vendors actionable opportunities for improvement.

GLWA Vendor Performance Assessment (VPA) Program Information:

- VPA scores will count toward the Vendor/Contractor's aggregate performance score for a period of one year after Vendor's receipt of VPA notification letter.
- All Vendor/Contractors with rolling aggregate scores of =/<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 Data Usage:

- All existing validated VPA scores and data will be shared with GLWA evaluation teams during future solicitations involving affected Vendors.
- Vendors with validated one (1) year rolling aggregate scores of less than 70% will be classified as "Vendors at Risk" and will be deemed "non-responsible" for any solicitations they are currently pursuing per GLWA procedure FSA_PRO_SOP_0012 Non-Award Determination and GLWA Procurement Policy (13.1 Imposing Suspension/Debarment).
- Vendors at Risk will be given an opportunity to appeal the VPA or submit a Preventative Action Plan (PAP) to regain eligibility for future GLWA solicitations. The PAP must be approved by GLWA stakeholders, must address all known performance issues, and will be referenced during any future awarded contracts. Detailed PAP instructions will be shared with each affected Vendor.

VPA Appeals Process:

Any Vendor/Contractor will be permitted to appeal any individual VPA question within seven (7) business days of receipt. Appeal instructions will be included in the Vendor VPA notification letter.

Vendor Management Team Contact Information:

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