

# Office of Purchasing, Travel and Fleet Management

# Vendor Performance Form

Complete this form to file a complaint against vendors that have commodity contracts with the Office of Purchasing, Travel and Fleet Management. By submitting this form, you are requesting that the vendor be written a formal letter of warning that could lead to possible debarment and removal from consideration for award of all commodity contracts with the State of Mississippi for a period of two years. If this is your intent, please furnish all necessary details so that a satisfactory inquiry of the request can be made. Please verify all information to ensure accuracy. This Vendor Performance Form must be accurate to begin an informed and equitable inquiry and to serve as a reference for possible action regarding the vendor's performance.

<b>AGENCY INFORMATION</b>	
Name:	This Report Completion Date:
Address:	City/State/Zip:
Phone:	Facsimile:
Purchasing Agent:	Email:
<b>Individual who initiated complaint</b>	
Name:	Email:
<b>VENDOR INFORMATION</b>	
Name:	Contract Number:
Contract:	Address:
Phone:	City/State/Zip:
<b>COMPLAINT</b> (See Section 6.102 of the Mississippi Procurement Manual)	
<input type="checkbox"/> Ethical violation	<input type="checkbox"/> Other (please explain)
<input type="checkbox"/> Failure to meet specs/performance	_____
<input type="checkbox"/> Untimely performance	_____
<input type="checkbox"/> Unauthorized substitution	_____
<input type="checkbox"/> Violation of contract	_____
<b>COMMENTS</b>	
Additional supporting data attached (e.g., pictures, sample, text) <input type="checkbox"/> Yes <input type="checkbox"/> No	

**PURCHASING DIRECTOR CERTIFICATION**

I hereby certify that the information provided herein is true, complete and accurate to the extent of my knowledge.

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

Please send completed form and corresponding information to: [Purchasingandtravel@dfa.ms.gov](mailto:Purchasingandtravel@dfa.ms.gov) or by mail to: 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS, 39201. To contact The Office of Purchasing, Travel and Fleet Management call: 601-359-3409.