

EOTA – Business Form



Document Title:

Vendor Evaluation Record

Document Number:

ADMF-015 Rev. 11_0203

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Parent Document:

ADMP-002, Vendor Selection and Management Process

Notify of Changes:

EOTA Employees

Referenced Document(s):

N/A

Revision History:

Rev.	Description of Change
A	Initial Release
08_1016	Added section for vendors that will not be used due to non-conformance of material delivered.
08_1110	Removed section for vendors that will not be used due to non-conformance of material delivered. Do Not Use section will be placed on ADMF-016, Vendor List.
11_0203	Updated Vendor Category table to be consistent with ADMP-002 Vendor Selection and Management Process.

Notes:

Determine Vendor Category (By Level)

When a new Vendor (not yet on the Approved Vendor List) identification is required using ADMP-001, Procurement Process, the Requestor, working with a member of the VRT and/or PM1 will determine the Vendor Category and requirements such as time sensitivity/delivery constraints as defined below:

Vendor Level	Vendor Type	Vendor Categorization Method
I	Critical Vendor/Sole Source (Item/service to be purchased is critical to EOTA product development or item required for EOTA product development is only available through a sole source)	Competitive Quote Submission and/or audit* Sole source Justification as applicable
II	Important Vendor/Multiple Source (Item/service to be purchased is important to EOTA product development and available through multiple sources)	Best value including Competitive Bid (3 Quotes) and/or Resume / Location review / Specialty evaluation requirements
III	Non-product related Vendor (Item/service to be purchased is not directly related to EOTA product development and available through multiple sources)	Best value including competitive Bid (3 Quotes)
OBS	If it is found that a Vendor has been inactive for 18 months or more, the VRT may change the status of the Vendor to Obsolete (OBS).	Refer to Step 8.0
“-CS”	*Customer specified Vendor. This will be indicated on the AVL by appending “-CS” to the specified Vendor level.	Sole Source Justification annotation on ADMF-001

***A Vendor audit is not required for Customer specified Level I Vendors. Procurement from vendors that have been Customer Specified is authorized based on Sole Source Justification included on ADMF-001, Purchase Authorization.**