



STATE OF ARKANSAS
**Department of Finance
and Administration**

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Memorandum

To: Procurement Agents, Agency Procurement Officials
From: Joseph A. Giddis
Date: June 23, 2006
Subject: **Vendor Performance Report--Policy**

The Vendor Performance Report (VPR) form is available from the OSP web site under the "Reporting Screens" section of the "Agency" drop down menu, http://www.arkansas.gov/dfa/procurement/pro_agency.html#10. The form may be downloaded and filled out electronically.

The VPR is used to record vendor issues and provides a method by which vendors can respond to those issues. It is not the only documentation which may be required, but is the preferred method of documenting vendor performance. Agencies, Colleges and Universities are cautioned that any actions for suspension or debarment of a vendor or resolution of contract and breach of contract controversy must be done in accordance with **R7:19-11-229 (E)(i)**.

Agencies are required to send a copy of the VPR to the vendor and instruct that vendor to reply directly to OSP at the address and/or email address noted on the form, within 7 calendar days. When an Agency sends a VPR to a vendor for response a copy is forwarded to OSP, electronically or hard-copy, at the address noted on the form. OSP will follow up with the agency and vendor to ensure the issues are satisfactorily resolved.

Colleges and Universities are requested to notify the Office of State Procurement of any suspensions or debarments made in accordance with 19-11-245 Debarment or Suspension Statutes.

For question on the VPR please email Dudley.meadows@dfa.state.ar.us, jerry.hester@dfa.state.ar.us the OSP Buyer listed on the contract or their Team Leader.