

VENDOR EVALUATION FORM

SECTION I

Vendor Name				Phone	
Provides the Crime Lab with		Supplies			
		Equipment			
		Service			
		Other (specify)			

SECTION II

Suppliers and vendors are rated as “Acceptable” or “Not Acceptable” based on the level of service provided and registrations or certifications held. Please rate the above-named vendor using **at least one** of the criteria noted below:

	Vendor meets international standards such as ISO 9000. *			
	Vendor meets nationally certified standards such as those of the National Institute for Science and Technology (NIST) or United States Pharmacopeia (USP). *			
	Vendor has been awarded NC DOJ contracts for identified products and services.*			
	Vendor’s documented history has demonstrated its inability to meet product specifications including the quality system and quality assurance criteria.			
	Vendor does not meet product specifications and delivery schedule.			
	Vendor does not respond expeditiously in resolving problems and discrepancies.			
	Vendor does not provide consistent service and/or product performance.			
* Indicates criteria for “Acceptable” rating (minimum of one).				
Evaluation Rating		Acceptable		Not Acceptable

Comments:

SECTION III - Signatures

Evaluator’s (Forensic Scientist Manager or designee)	
Assistant Director	