

Contractor Deficiency Report

Please refer to Attachment 8 - Required Service Levels for additional information on the requirements imposed on the Contractor.

Please forward the completed form to the OGS-Procurement Services Group.

As a user of the centralized contract, Authorized Users may submit reports to OGS regarding deficient performance by a Contractor. A copy of this report must also be submitted to the Contractor at the time of submission to OGS. Please provide as much detail as possible regarding the deficient performance, including the name(s) of Contractor's Employees involved in the circumstances. Please attach additional documents as needed. The submission of a Contractor Deficiency Report is not limited to a failure by the Contractor to meet the Required Service Levels as stated in Attachment 8 of this RFP. At the discretion of the Authorized User, a Contractor Deficiency Report may be submitted within thirty (30) business days from the date the Authorized User identifies a Contractor performance issue.

Contractor Name: _____ **Contract Number:** _____

Lot Number: _____ **Region Number:** _____

Job Title(s): _____

Type of Deficiency: _____

Please provide details/comments: _____

Agency: _____ **Prepared by:** _____

Phone: _____ **E- mail:** _____

Date: _____

**PLEASE RETURN VIA EMAIL TO THE PURCHASING OFFICER
LISTED ON THE FIRST PAGE OF THE CONTRACT AWARD OR MAIL/FAX TO:**

OGS PROCUREMENT SERVICES GROUP
38thFloor Corning Tower - Empire State Plaza
Albany, New York 12242
Telephone No. (518) 474-6717
Fax (518) 474-2437