

SPO 206 Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 206 - Vendor Performance Report	Version	rev 08-22
Process	Standard Work/Instructions for completion and submittal of the SPO 206 form. The form is available on the SPO website: For Agencies > Resources > Standard Forms and Documents .		
No.	Action	Action Detail/Key Points	
Sections I through III to be completed by the requesting Agency/Division:			
SECTION I - Agency Request			
1	Date	Date of the request	
2	State Governmental Unit (SGU; agency, board, or commission)	Name of the requesting State Governmental Unit (SGU; agency, board, or commission)	
3	Division	Name of the Division within the SGU	
4	Requestor	Name of the requestor	
5	Email	Email of the requestor	
SECTION II - Report			
6	Vendor	Name of Contractor	
7	Contact	Name of Contact with the Contractor	
8	Service, Goods, or Equipment	Description of service(s)/material(s) or Contract title (eProcurement Label)	
9	Contract Number	eProcurement contract number (if available)	
10	Describe the performance issue. Be accurate, complete, and factual. Use additional pages or attach documents, if necessary.	Detailed description of positive or negative vendor performance and date(s) of occurrence(s). Be accurate, complete, and factual. Use additional pages or attach documents, if necessary. Send attachments and supporting documents via email with completed form.	
11	Reporting incident, no action requested.	Check the box if no further procurement action is requested.	
12	Requesting action:	Check the box if further procurement action is requested and complete the corresponding box with what action is requested (Demand for Assurance, Liquidated Damages, Corrective Action Plan, etc.)	
Submit an electronic copy of the completed form to the Procurement Officer listed as Contract Owner in the State's eProcurement system.			
Section III to be completed by the Procurement Authority:			
SECTION III - Procurement Action			
13	Procurement Officer	Signature of the authorized requestor	
14	Date	Specify date of the request from the drop down calendar.	
15	Describe details of the action taken:	Detail the action taken by procurement and the results of the action.	
Additional page by any party in case the fields within the form were insufficient			
16	Use section as necessary	Section may be used by any party in case the fields within the form were insufficient	



Vendor Performance Report

Arizona Department of Administration
State of Procurement Office

Documenting positive or negative performance and procurement action, as requested

SECTIONS I & II MUST BE COMPLETED BY THE REQUESTOR
USE ADDITIONAL PAGE AS NECESSARY

SECTION I - Agency Request

2. State Governmental Unit (SGU; agency, board, or commission)

4. Requestor

1. Date

3. Division

5. Email

SECTION II - Report

6. Vendor

8. Service, Goods, or Equipment

7. Contact

9. Contract Number

10. Describe the performance issue. Be accurate, complete, and factual. Use additional pages or attach documents, if necessary.

☐ 11. Reporting incident, no action requested.

☐ 12. Requesting action:

Submit an electronic copy of the completed form to the Procurement Officer listed as Contract Owner in the State's eProcurement system.

SECTION III - Procurement Action

13. Procurement Officer

14. Date

15. Describe details of the action taken:

16. Use section as necessary