

## PERFORMANCE EVALUATION APPEAL

### PERFORMANCE EVALUATION APPEAL FORM (PART 1)

#### APPELLANT INFORMATION

**Appellant Name** (enter the complete legal name of the company, as well as the "Operating As" name)

**Appellant Address**

**Telephone Number**

**Contact Name**

**Email address**

#### CONTRACT AND PERFORMANCE EVALUATION INFORMATION

**Purchase order number or outline agreement number**

**Title/Description of Contract**

#### ATTACH REASON(S) FOR APPEAL

- Attach a copy of the Performance Evaluation that is being appealed.
- Indicate what information on the Performance Evaluation the appeal is against
- Provide justification for appeal against the specific Performance Evaluation information
- If the appeal is about a specific score, state the requested Performance Evaluation score
- Attach additional pages or any documentation required to complete this section.

**Appeal Filing Fee (\$2,500.00)**

The filing fee must accompany the appeal form, or the appeal will be invalid and returned.

#### Select Referee

- Select a referee and an alternate from the list on [www.edmonton.ca/SupplierPerformanceAppeals](http://www.edmonton.ca/SupplierPerformanceAppeals)
  - Name of selected referee \_\_\_\_\_
  - Name of first alternate referee \_\_\_\_\_
- Name of second alternate referee \_\_\_\_\_

#### Appellant Signature

**Signature**

**Printed Name of Signatory Person and Title**

**Date (yyyy-mm-dd)**

#### CPSS Use Only

Was the appeal filed on time?  Yes  No Date received \_\_\_\_\_

Was the required filing fee included?  Yes  No

Is appeal form complete?  Yes  No

Type of Contract  Consultant  Contractor

Performance Evaluation ID: \_\_\_\_\_

The completed appeal form, the filing fee and any supporting attachments must be submitted to the CPSS office within 7 calendar days of the deemed Date of Receipt of the Performance Evaluation. **Appeals submitted after the deadline, or appeals without the required filing fee are invalid.**