

Completing Performance Assessment Questionnaires

This document is a quick reference guide for supplier managers who need to complete performance assessment questionnaires in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Performance assessments measure the overall performance of a supplier, contract or order. These are measured through the results of questionnaires, where questions have different weights based on their level of importance. As an evaluator, you will receive both an email notification and a notification on your homepage when you need to complete a performance assessment questionnaire.

Completing a Performance Assessment Questionnaire

- From any page in APP, navigate to the **Suppliers** drop-down menu and select **My Performance Assessment**.
- Select the **Pencil** icon next to the assessment where you are assigned as an evaluator. You will see your name in the **Evaluator** column, as shown below.

<input type="checkbox"/>	Campaign	Evaluator	Supplier
<input type="checkbox"/>	Supplier Feedback	Jones, Michael	Arizona Affiliate of American College of Nurse Midwives - 1970
<input type="checkbox"/>	Contract Performance Evaluation	Adams, Shaun	Simulaid - Nasco Healthcare

- After selecting the icon, you are redirected to the Questionnaire Evaluation page.
- Click the **Access Questionnaire** button.
- Begin answering questions. As you answer, you will see the percentage of completion and overall score update.

The screenshot shows a progress bar at the top with 'Support Service Level Agreement(s) 12 / 12' and 'Hosting Service Level Agreement(s) 2 / 2'. Below the progress bar, the section 'Response Time' is displayed. It states: 'All SEV 1 (Blocking Defects) have received a response within 1 hour.' To the right of this text is a progress indicator showing '10.0000'. Below this, there is a 'Rating*' section with a dropdown menu currently set to 'Exceeds'. A blue line graph shows a rating of '5'.

- After completing the questions click the **Submit** button.

Now, you have completed the questionnaire and the creator will be notified of your submission. Your results will automatically be included in the calculation of the overall performance score.

Resources

Click the link below for more information on completing performance assessment questionnaires in APP:
<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/supplier-management-qrgs>

