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| **Project Title:** | **Date Prepared:** |
| **Project Auditor:** | **Audit Date:** |

**Vendor Performance Audit**

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| **What Worked Well** | |
| [**Scope**](#Scope) |  |
| **[Quality](#Quality" \o "Describe aspects of product quality that were handled well.)** |  |
| **[Schedule](#Schedule" \o "Describe aspects of the contract schedule that were handled well.)** |  |
| **[Cost](#Cost" \o "Describe aspects of the contract budget that were handled well.)** |  |
| **[Other](#Other" \o "Describe any other aspects of the contract or procurement that were handled well.)** |  |
| **What Can Be Improved** | |
| **[Scope](#Scope" \o "Describe aspects of contract scope that could be improved.)** |  |
| [**Quality**](#Quality) |  |
| [**Schedule**](#Schedule) |  |
| [**Cost**](#Cost) |  |
| [**Other**](#Other) |  |

**[Procurement Management Process Audit](#Procurement_Management_Process_Audit" \o "Indicate if each process was followed or not Describe any tools or techniques that were effective for the process.)**

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| **Process** | **Followed** | **Tools and Techniques Used** |
| *Plan Procurements* |  |  |
| *Conduct Procurements* |  |  |
| *Administer Procurements* |  |  |
| *Close Procurements* |  |  |

[**Description of Good Practices to Share**](#Description_of_Good_Practices_to_Share)

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[**Description of Areas for Improvement**](#Description_of_Areas_for_Improvement)

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