



# Vendor Performance Evaluation Appeal Request

This form is used by vendors to formally request a review of a Vendor Performance Evaluation or related determination issued by The Calgary Board of Education (CBE), in accordance with CBE's Vendor Performance Management (VPM) Program.

Vendors who disagree with a performance evaluation or related decision may request a review by submitting this form within ten (10) business days of receiving the evaluation or decision.

The appeal must clearly identify the specific scores, findings, or conclusions being disputed, explain the basis for the appeal (such as factual inaccuracies, procedural concerns, or misapplication of evaluation criteria), and include any supporting documentation relied upon.

Appeals must be submitted by email to [CBEVPMVendorAppeals@cbe.ab.ca](mailto:CBEVPMVendorAppeals@cbe.ab.ca) with the subject line: "VPM Appeal Submission – [Vendor Legal Name]".

Submission of an appeal does not suspend the application of performance ratings, corrective actions, or other interim measures, unless otherwise determined by the CBE. The decision of the Vendor Performance Committee (VPC) is final. The VPC will assess appeals based on the documented evaluation record, the information provided in this submission, and the applicable criteria under the VPM Program. The review will be conducted in a fair and impartial manner.

Incomplete or late appeal submissions, or submissions lacking supporting documentation, may be returned for clarification or may not be accepted for review.

Strategic Sourcing and Supply Chain Operations (SSSCO) will acknowledge receipt of a complete appeal submission within five (5) business days. Appeals will be reviewed in accordance with the Vendor Performance Management Program, and vendors will be advised in writing once a decision has been rendered.

## 1. Vendor Information

Vendor Legal Name: \_\_\_\_\_

Vendor Operating Name (if applicable): \_\_\_\_\_

Vendor Address:

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2. Contract Information

Contract Title / Description:

CBE Department / Business Unit: \_\_\_\_\_

Contract or Solicitation Number: \_\_\_\_\_ Evaluation Reference Number: \_\_\_\_\_

### 3. Details of Appeal

**Identify the specific evaluation scores, findings, or decisions being appealed and provide the rationale for each item.**

Appeal submissions should be clear, concise, and focused on the specific grounds of appeal. Supporting documentation must be directly relevant to the appeal grounds and limited to materials necessary to substantiate the issues under review. Attach additional pages if required. Supporting documentation must be clearly referenced and submitted with this form.

**Additional Comments:**

This appeal is limited to the evaluation record and matters raised in this submission. Issues not raised in this submission may not be considered as part of this appeal.

#### 4. Vendor Declaration

- I confirm that the information provided in this appeal is accurate and complete to the best of my knowledge and is submitted in good faith for review in accordance with CBE's VPM Program. I further acknowledge that submission of this appeal does not suspend the application of performance ratings, corrective actions, or other interim measures unless otherwise determined by the CBE.

_____	_____
<b>Authorized Signatory Name</b>	<b>Signature</b>
_____	_____
<b>Title</b>	<b>Date (MM/DD/YYYY)</b>

**Authorization for Collection of Personal Information:** The CBE collects the personal information requested on this form under the authority of section 4(c) of Alberta's *Protection of Privacy Act*. This information will be used for the management of CBE's VPM program and other Strategic Sourcing and Supply Chain Operations related purposes. The personal information may be inputted into automated systems. If you have any questions about the collection and storage of personal information, please contact [ATIP@cbe.ab.ca](mailto:ATIP@cbe.ab.ca).