

CONTRACT DISCREPANCY REPORT

TO:

FROM:

DATES: **Prepared:** _____

Returned by Contractor: _____

Action Completed: _____

DISCREPANCY PROBLEMS: _____

Signature of County Representative

Date

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contractor Representative

Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of Contractor Representative

Date

COUNTY ACTIONS: _____

CONTRACTOR NOTIFIED OF ACTION:

County Representative's Signature and Date _____

Contractor Representative's Signature and Date _____

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

SAMPLE

Severity Level	Description	Response	Damages
Critical	Critical problem restricting the availability of scanner(s) for election ballot processing, election simulation, or election canvass ballot processing	4 hours	\$1500 per Unit
Severe	Availability of scanners(s) is restricted less than two weeks before election ballot processing begins	24 hours	\$500 per Unit
Moderate	Scanner(s) is malfunctioning and use is restricted less than three weeks prior to start of election ballot processing.	48 hours	\$250 per Unit
Minimal	Scanner(s) is malfunctioning causing minimal election impact.	1 week	\$100 per Unit