



# GREAT BASIN COORDINATING GROUP

## BUYING TEAM EVALUATION

Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator.

Incident Name: \_\_\_\_\_ Date: \_\_\_\_\_

Incident Agency: \_\_\_\_\_

Buying Team Name: \_\_\_\_\_

Evaluator's Name & Position: \_\_\_\_\_

Evaluator's Phone No.: \_\_\_\_\_

Evaluation Criteria	Above Satisfactory	Satisfactory	Below Satisfactory
Was the Leader an effective manager of the Buying Team and its activities?			
Was it obvious that the Leader was in charge?			
Did the Buying Team adhere to the Interagency Incident Business Management Handbook and the geographic/local policies and procedures?			
Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?			
Did the Buying Team make sound cost management decisions and provide documentation to support their decision?			
Was the Buying Team prompt in supplying goods and services for the incident?			
Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?			
How well did the Buying Team manage accountable property?			
How was the Buying Team's performance in settling claims (if applicable)?			
How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?			
How was the Buying Team's coordination and			

cooperation and communication with the following functions Incident Agency(s) IBA(s) Expanded Dispatch IMT(s)			
Was the Buying Team's documentation package complete and submitted appropriately?			
Did the Buying Team present a positive attitude and work in a professional manner?			
What one thing would you recommend for this Buying Team to concentrate on improving?			
Describe how the Buying Team exceeded your expectations.			

This evaluation has been discussed by and between the following Designated Agency Representative and the Buying Team Leader.

Agency Representatives Name	Signature	Date
Buying Team Leader Name	Signature	Date

**For any Below Satisfactory rating, please include an explanation.  
 Forward copy of evaluation to Barb Eschels  
 Barbara\_Eschels@nps.gov 702-293-8909 v / 702-293-8626 f**