



GREAT BASIN/ ROCKY MOUNTAIN BUYING TEAM EVALUATION



Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. **Please be detailed.** The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator (see contact information on bottom of form) immediately upon return from assignment.

Incident Name/Number: _____ Dates on Incident: _____

Incident Agency: _____

Buying Team Name: _____

Evaluator's Name & Position: _____

Evaluator's Phone No.: _____

Evaluation Criteria

1. Was the Buying Team Leader (BUYL) effective at managing the Buying Team (BUYT) and its activities?
2. Did the BUYT adhere to the Interagency Incident Business Management Handbook, the geographic/local policies and procedures?
3. Did the team select the best source for meeting incident needs considering timeframes; availability of goods and services, prices, and delivery costs?
4. Did the BUYT consider local community issues, local businesses, local contractors, and local land owners when filling resource orders?
5. How well did the BUYT manage accountable property? Explain.
6. Did the BUYT settle all claims that were presented to them for settlement? (if applicable)
7. Was the BUYL able to anticipate and respond to changing conditions, such as additional incidents and/or workloads? Explain.

8. Describe how the BUYT coordinated, cooperated and communicated with the following functions.
 - Incident Agency(s)
 - IBA(s)
 - Expanded Dispatch
 - IMT(s)

9. Was the BUYT's documentation package complete and were you informed of any outstanding issues or payments that needed finalized?

10. Would you like to commend this BUYT on any outstanding performance and/or any areas that may need attention? Please give detailed feedback.

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

Agency Representative Name	Signature	Date
Buying Team Leader Name	Signature	Date

A copy of this form will be provided to the Buying Team Leader, a copy will remain with the Buying Team documentation and a copy forwarded to Sierra Hellstrom March 2015