

APPENDIX H
Contractor Deficiency Report

Please refer to Request for Proposal, Section 7.12 Contractor Non-Compliance With Contract Requirements, for additional information on the requirements imposed on the Contractor.

OGS or an Authorized User of this Contract may generate reports at any time regarding deficient performance by the Contractor. As much detail as possible should be provided regarding the deficient performance. Please attach additional documents as needed.

Contractor Name: _____ **Contract Number:** _____

Type of Deficiency:

Please provide details/comments:

**Reporting Entity
Name:**

Prepared by:

Date:

Phone:

Email:

PLEASE RETURN THE COMPLETED FORM VIA EMAIL TO THE CONTACT LISTED ON THE OGS WEBSITE FOR THIS CONTRACT OR MAIL THE COMPLETED FORM TO:

OGS PROCUREMENT SERVICES
38th Floor, Corning Tower
Empire State Plaza
Albany, New York 12242
Telephone No. (518) 474-6717