Samples of Vendor Grade Weighted Average

Graphical user interface

Description automatically generated

**Commercial Appraisal Scoring**

Appraisal scoring is part of the vendor management process.  Each appraisal assignment will be scored on a scale of 1-5 using the following weighted categories:

* Appraisal Quality/Methodology (40%)
* Timing (25%)
* Corrections (20%)
* Professionalism (15%)

Each category is scored on a scale of 1-5 using the following guidelines.

* Appraisal Quality/Methodology
  1. Rejected Report.
  2. Inconsistencies or flawed analysis required extensive rewrite resulting in a significant value change.
  3. Meets expectations with minor exceptions, conclusions generally supported.
  4. Completely meets expectations, conclusions are adequately supported.
  5. Exceeds expectations. The depth of analysis exhibits the qualities of a Demonstrative Report.
* Timing
  1. The report is delivered more than three days late with no communication from the appraiser.
  2. The report is delivered up to three days late with no communication from the appraiser.
  3. The appraiser communicates the report will be late and meets the revised delivery date.
  4. The report is received on time.
  5. The report is received early.
* Corrections
  1. The report contains numerous errors that undermine the credibility of the analysis and the report is rejected.
  2. Necessary revisions or analysis resulted in a significant value change and/or the revised report was not received within 2-business days.
  3. Necessary revisions or analysis did not result in a value change and were submitted in timely manner.
  4. The report contains minor errors that do not materially impact the value conclusions. No revisions necessary.
  5. No corrections or revisions necessary.
* Professionalism
  1. The appraiser displayed unprofessional behavior to Bank employees or customers resulting in disciplinary action by the Appraisal Department.
  2. The appraiser was generally unprofessional and difficult to work with.
  3. The appraiser displayed overall professional behavior; however, lack of communication resulted in delays.
  4. The appraiser displayed an expected level of professionalism and communication.
  5. The appraiser displayed a high level of professionalism, exceling in communication with the Appraisal Department.