

## Administrative Report Card

Contractor Name:

Contract Number:

Schedule Number:

Date Report Card was Created:

**Contractor Assessment**

EXCEPTIONAL		
<b>Category 1</b>		
1.	Did the contractor demonstrate compliance with the scope of their awarded SINs?	Y/N/NA
2.	Did the contractor identify noncontract products/services to their GSA contract customers	Y/N
3.	Did the contractor demonstrate compliance with the Trade Agreement Act?	Y/N
4.	Is the contractor up-to-date on GSA Advantage®?	Y/N
5.	Does the contractor have a system in place that substantially identifies, tracks and reports GSA sales accurately and completely?	Y/N
6.	Is the contractor meeting or exceeding minimum contract sales requirement in accordance with the Contract Sales Criteria clause?	Y/N
7.	Does the contractor have a system in place to monitor the "BASIS OF AWARD" customer discount relationship?	Y/N/NA
8.	Did the contractor charge customers the contract price or lower?	Y/N
9.	Has the contractor notified GSA to initiate requirements for a change of name and/or novation?	Y/N/NA
10.	If a Commercial or Individual Subcontracting Plan is required, did the contractor meet the goals specified in the plan or is the contractor progressing toward meeting the goals specified in the plan?	Y/N/NA
11.	Does the contractor possess evidence or rely on a reasonable basis to substantiate items identified with environmental attributes on GSA Advantage®?	Y/N/NA
The above items are deemed critical. Failure to meet any one (1) of these items will result in a rating of SERIOUS CONCERNS EXIST.		
<b>Category 2</b>		
12.	Since the issuance of the most recent Report Card but no more than 36 months back, are the Contractor's Report of Sales on time?	Y/N
13.	Since the issuance of the most recent Report Card but no more than 36 months back, has the contractor remitted the Industrial Funding Fee on time?	Y/N
14.	Is the Contractor's authorized pricelist current with contract requirements?	Y/N
15.	Was the contractor able to demonstrate timely delivery?	Y/N
16.	Is the contractor identifying items on GSA Advantage® that have environmental attributes?	Y/N/NA
17.	Is the contractor capable of accepting the Governmentwide Commercial Purchase card?	Y/N
18.	Is the Contractor's records location and administrative representative information correct? (e.g., address, phone, fax, email, etc.)	Y/N
19.	If there are participating dealers, are the dealers listed and current in the contract pricelist and GSA Advantage®?	Y/N/NA
20.	If the contract includes prompt payment discounts, are the prompt payment terms shown on the invoices?	Y/N/NA
Items in Category 2 are mandatory, but not critical. If all Category 1 items are met: failure in one (1) item in Section 2 will result in a VERY GOOD rating; failure in any two (2) or three (3) items from this section will result in a SATISFACTORY rating; failure to meet four (4) or more items in Category 2 will result in a MARGINAL rating.		
<b>Category 3</b>		
21.	Does the contractor offer second tier pricing discounts on blanket purchase agreements issued against the contract?	Y/N/NA
22.	If there are contractor teaming arrangements, do they address how customer service, sales and IFF issues will be handled?	Y/N/NA
23.	Is the contractor free from bankruptcy proceedings?	Y/N
EXCEPTIONAL rating: Must be Very Good and no more than one (1) failure in Category 3.		