

## Administrative Report Card

Contractor Name:

Contract Number:

Schedule Number:

Date Report Card was Created:

### Contractor Assessment

#### EXCEPTIONAL

##### Category 1

|     |   |        |
|-----|---|--------|
| 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.

##### Category 2

|     |  |        |
|-----|--|--------|
| 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.

##### Category 3

|     |   |        |
|-----|---|--------|
| 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.