

Appendix A: Contractor Assessment Report Template

Contractor Assessment Report		Revision Date:
Contract Admin Rep Name: Email: Phone:	Contract Number: Begin Date: End Date: Assessment Assessment Type: Assessment Date:	
Sales Reporting		
1	Based on the selected sample and process review, did the contractor demonstrate compliance with sales reporting requirements?	
2	Describe sales reporting findings:	
3	Based on the selected sample and process review, did the contractor demonstrate compliance with the OLM 33.33% ceiling?	
Pricing		
4	Based on the selected sample and process review, did the contractor demonstrate compliance with pricing requirements?	
5	Describe pricing findings:	
Prompt Payment Terms		
6	Based on the selected sample and process review, did the contractor properly display/disclose prompt payment terms?	
7	Describe prompt payment terms findings:	
Scope		
8	Based on the selected sample and process review, did the contractor demonstrate compliance with scope of contract?	
9	Describe scope findings:	
Trade Agreements Act		
10	Based on the selected sample and process review, did the contractor demonstrate compliance with the Trade Agreements Act?	
11	Describe Trade Agreements Act findings:	
Environmental Indicators		
12	Based on the process review, did the contractor demonstrate compliance with appropriate use of environmental indicators on GSA Advantage?	
13	Describe environmental indicators findings:	
Contract Terms and Conditions		
14	Did the contractor demonstrate compliance with the terms and conditions posting and formatting requirements?	
15	Describe terms and conditions findings:	
Delivery		
16	Based on the selected sample and process review, did the contractor demonstrate compliance with delivery requirements?	
17	Describe delivery findings:	
Basis of Award		
18	Based on the selected sample and process review, did the contractor demonstrate compliance with basis of award requirements?	
19	Describe basis of award findings:	

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20	Did the contractor demonstrate comprehension of their basis of award customer discount relationship?	
GSA Advantage		
21	Based on the selected sample and process review, did the contractor demonstrate compliance with GSA Advantage requirements?	
22	Describe GSA Advantage findings:	
Contract Promotion		
23	Did the contractor demonstrate compliance with contract promotion requirements? (website, use of GSA Logo, etc.)	
24	Describe contract promotion findings:	
Labor Qualifications		
25	Based on the selected sample and process review, did the contractor demonstrate compliance with labor qualification requirements?	
26	Describe labor qualifications findings:	
Additional Information		
27	Additional Observations:	
Assessment Attendees		
28	Attendees who participated in the assessment:	
Contract Administrative Information		
29	Is the contractor's administrative information accurate?	
30	Describe contractor administrative findings:	
E-Verify Compliance		
31	Is the company enrolled in the E-Verify program as required by clause 52.222-54 - Employment Eligibility Verification (OCT 2015)?	
32	Describe E-Verify findings:	

Pertinent Contacts

Contract IOA

Name:
Email:
Phone:

Contract ACO

Name:
Email:
Phone:

Assessment Done By

Name:
Email:
Phone:

Contract PCO

Name:
Email:
Phone:
