

Administrative Report Card

Not for Past Performance Evaluation

Contractor Name: ENVIRONMENTAL LAW INSTITUTE, THE

Contract Number: GS-10F-0330P

Schedule Number: 899

Date Report Card Was Created: 09/24/2013

Contractor Assessment

EXCEPTIONAL		
Category 1		
1.	Did the contractor demonstrate compliance with the scope of their awarded SINs?	Yes
2.	Did the contractor identify noncontract products/services to their GSA contract customers	N/A
3.	Did the contractor demonstrate compliance with the Trade Agreement Act?	Yes
4.	Is the contractor up-to-date on GSA Advantage!®?	Yes
5.	Does the contractor have a system in place that substantially identifies, tracks and reports GSA sales accurately and completely?	Yes
6.	Is the contractor meeting or exceeding minimum contract sales requirement in accordance with the Contract Sales Criteria clause?	Yes
7.	Does the contractor have a system in place to monitor the "BASIS OF AWARD" customer discount relationship?	Yes
8.	Did the contractor charge customers the contract price or lower?	Yes
9.	Has the contractor notified GSA to initiate requirements for a change of name and/or novation?	N/A
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?	Yes
11.	If a Commercial or Individual Subcontracting Plan is required, is the Contractor submitting the subcontracting plan reports timely in eSRS?	Yes
12.	Does the contractor possess evidence or rely on a reasonable basis to substantiate items identified with environmental attributes on GSA Advantage!®?	N/A
Category 2		
13.	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?	Yes
16.	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?	Yes
20.	Is the Contractor's authorized pricelist current with contract requirements?	Yes
21.	Was the contractor able to demonstrate timely delivery?	Yes
22.	Is the contractor identifying items on GSA Advantage!® that have environmental attributes?	N/A
23.	Is the contractor capable of accepting the Governmentwide Commercial Purchase card?	Yes
24.	Is the Contractor's records location and administrative representative information correct? (e.g., address, phone, fax, email, etc.)	Yes
25.	If there are participating dealers, are the dealers listed and current in the contract pricelist and GSA Advantage!®?	N/A
26.	If the contract includes prompt payment discounts, are the prompt payment terms shown on the invoices?	N/A
Category 3		
27.	Does the contractor offer second tier pricing discounts on blanket purchase agreements issued against the contract?	N/A
28.	If there are contractor teaming arrangements, do they address how customer service, sales and IFF issues will be handled?	N/A
29.	Is the contractor free from bankruptcy proceedings?	Yes

Please contact Administrative Contracting Officer(ACO), Tamitha S. Hopkins # 4043313166, E-Mail: tamitha.hopkins@gsa.gov with any questions regarding your Administrative Report Card.