

Contractor Assessment Report

Revision Date: 04/24/2023

Contract

ENVIRONMENTAL LAW INSTITUTE, THE
1730 M ST NW
DC 20036-4553

Contract Number: GS10F0330P
Begin Date: 05/18/2004
End Date: 05/17/2024

Admin Rep

Name : Ms. Beth C. Kantrowitz
Email : kantrowitz@ELI.ORG
Phone : 202-939-3834

Assessment

Assessment Type: End of Term
Assessment Date: 04/24/2023

Sales Reporting

1	Based on the selected sample and process review, did the contractor demonstrate compliance with sales reporting requirements?	Yes
2	Based on the selected sample and process review, did the contractor demonstrate compliance with the OLM 33.33% ceiling?	N/A

3 Describe sales reporting findings:

No concerns were identified based on the sample selected from the time period reviewed.

Contractor assessment topic: Sales Reporting

Accounting system: JAMIS Prime ERP Accounting System Software

MAS Sale Recognition: Cash

Time period reviewed: 01/01/2022 to 12/30/2022

Contractor reported MAS sales in the review period: \$196,125.36

Sales Tracking and OLM:

Estimated Population size of eligible user orders (includes GSA and non-GSA): 2

Sample Size: 2

Number of Deficiencies noted: 0

GSA MAS sampled orders reviewed:

68HE0521F0020, P00001, \$23,912.00, 7-Jul-21, EPA

15JENR22F0000002, Department of Justice

Federal Direct Non-GSA sampled orders reviewed:

The company had no federal direct awards for review throughout the assessment period.

The contractor has not been awarded any additional GSA MAS contracts.

No OLMs were identified on any reviewed award completed during the Contractor Assessment.

Contractor is reporting SIN level sales accurately based off the sample reviewed.

Pricing

4	Based on the selected sample and process review, did the contractor demonstrate compliance with pricing requirements?	Yes
---	---	-----

5 Describe pricing findings:

No concerns were identified based on the sample selected from the time period reviewed.

Contractor assessment topic: Pricing

Time period reviewed: 01/01/2022 to 12/30/2022

Estimated invoice population size: 3

Sample Size: 3

Number of Deficiencies noted: 0

GSA MAS sampled invoices reviewed:

Contractor Assessment Report

Revision Date: 04/24/2023

68HE0521F0020, P00001, \$23,912.00, 7-Jul-21, EPA
Award, FFP price proposal and invoice(s) reviewed: 14 and 15

15JENR22F0000002, Department of Justice
Award, price proposal and invoice(s) reviewed: 1

The contractor Terms and Conditions express the following Quantity Discount: Yes

Prompt Payment Terms

6	Based on the selected sample and process review, did the contractor properly display/disclose prompt payment terms?	N/A
---	---	-----

7 Describe prompt payment terms findings:

No concerns were identified based on the sample selected from the time period reviewed.

Contractor assessment topic: Prompt Payment Term

Time period reviewed: 01/01/2022 to 12/30/2022

Estimated invoice population size: 3

Sample Size: 3

Number of Deficiencies noted: 0

The contractor's currently awarded Terms and Conditions do not express a GSA MAS Prompt Payment Term.

Scope

8	Based on the selected sample and process review, did the contractor demonstrate compliance with scope of contract?	Yes
---	--	-----

9 Describe scope findings:

No concerns were identified based on the sample selected from the time period reviewed.

Contractor assessment topic: Scope

Time period reviewed: 01/01/2022 - 12/30/2022

Estimated invoice population size: 3

Sample size: 3

Number of deficiencies noted: 0

Trade Agreements Act

10	Based on the selected sample and process review, did the contractor demonstrate compliance with the Trade Agreements Act?	Yes
----	---	-----

11 Describe Trade Agreements Act findings:

No concerns were identified based on the sample selected from the time period reviewed.

The contractor is a US based company located in U.S federal District of Columbia providing services only under their contract.

Contractor assessment topic: Trade Agreement Act

Time period reviewed: 01/01/2022 to 12/30/2022

Estimated invoice population size: 3

Sample Size: 3

Number of Deficiencies noted: 0

GSA Advantage

12	Based on the selected sample and process review, did the contractor demonstrate compliance with GSA Advantage requirements?	Yes
----	---	-----

13 Describe GSA Advantage findings:

No concerns were identified based on the sample selected from the time period reviewed.

The contractor's current, approved pricelist is properly uploaded into Advantage and subsequently listed within e-Library.

Latest update of SIP files per the Check File Status - Search Results - 03/17/2021

Time period reviewed: 01/01/2022 to 12/30/2022

Estimated Population Size: 10

Sample Size: 5

Number of Deficiencies noted: 0

Labor categories reviewed:

International Policy Analyst

Sr. Attorney/Sr. Legal Policy Analyst

Director of Research & Policy

Science & Policy Analyst

Staff Science and Policy Analyst

Contract Terms and Conditions

14	Did the contractor demonstrate compliance with the terms and conditions posting and formatting requirements?	Yes
----	--	-----

15 Describe terms and conditions findings:

No concerns were identified based on the sample selected from the time period reviewed.

The contractor has demonstrated compliance with the terms and conditions posting and formatting requirements.

Latest update of SIP files per the Check File Status - Search Results - 03/17/2021

Basis of Award

16	Based on the selected sample and process review, did the contractor demonstrate compliance with basis of award requirements?	N/A
----	--	-----

17	Did the contractor demonstrate comprehension of their basis of award customer discount relationship?	Yes
----	--	-----

18 Describe basis of award findings:

No concerns were identified based on the sample selected from the time period reviewed.

The contractor had no BOA MFC commercial orders for review through-out the assessment period

Time period reviewed: 01/01/2022 to 12/30/2022

Estimated Population Size: 0

Sample Size: 0

Number of Deficiencies noted: 0

Labor Qualifications

19	Based on the selected sample and process review, did the contractor demonstrate compliance with labor qualification requirements?	Yes
----	---	-----

20 Describe labor qualifications findings:

No concerns were identified based on the sample selected from the time period reviewed.

Contractor Assessment topic: Labor Qualifications

Time period reviewed: 01/01/2022 to 12/30/2022

Estimated invoice population size: 3

Sample Size: 3

Number of Deficiencies noted: 0

GSA MAS task order and invoice(s) reviewed:

68HE0521F0020, P00001, EPA

Invoice(s) reviewed: 14 and 15

MAS LCAT qualifications reviewed:

Director of Research & Policy,

Science & Policy Analyst

Department of Justice, 15JENR22F0000002

Invoice(s) reviewed: 1

MAS LCAT qualifications reviewed:

Director of Research & Policy,

Sr. Attorney/Sr. Legal Policy Analyst,

Staff Attorney/Legal Policy Analyst

E-Verify Compliance

21	Is the company enrolled in the E-Verify program as required by clause 52.222-54 - Employment Eligibility Verification (OCT 2015)?	Yes
----	---	-----

22	Describe E-Verify findings:	
----	-----------------------------	--

The company is enrolled in the E-Verify program as required by clause 52.222-54 of the Employment Eligibility Verification Act (OCT 2015).

Company ID Number: 1812997

No concerns were identified based on the sample selected from the time period reviewed.

Contract Administrative Information

23	Is the contractor's administrative information accurate?	Yes
----	--	-----

24	Describe contractor administrative findings:	
----	--	--

The contractor's administrative information is current and accurate.

No concerns were identified based on the sample selected from the time period reviewed.

Additional Information

25	Additional Observations:	
----	--------------------------	--

The selected subject sample sets within each area of analysis, are in accordance with the minimum sampling guidance required for Contractor Assessments (CA) and the Contractor Assessment Report (CAR).

Additional Contractor Informational Resources:

1. Vendor Support Center <https://vsc.gsa.gov>
2. Contract Management: <https://vsc.gsa.gov/administration/contractMang.cfm>
3. IFF Reporting Requirements: <https://vsc.gsa.gov/administration/crr.cfm>
4. Contract Compliance Assistance: <https://vsc.gsa.gov/administration/crr.cfm>
5. Contract Modifications: <https://vsc.gsa.gov/administration/mods.cfm>
6. Market Research: <https://vsc.gsa.gov/marketing/research.cfm>
7. GSA eLibrary: <http://www.gsaelibrary.gsa.gov/>
8. GSA Advantage: <https://www.gsaadvantage.gov>
9. How to determine if a sale is reportable: <https://vsc.gsa.gov/administration/gsaSaleDetails.cfm>
10. eMod/eOffer - <http://eoffer.gsa.gov/>
11. (Help Desk 866-472-9114)
12. SAM - <https://www.sam.gov/portal/public/SAM#1>
13. PSS Schedule - <http://www.gsa.gov/portal/content/246403>
14. MOD Instructions - <http://www.gsa.gov/portal/content/119694>
15. Who can purchase from my GSA MAS contract? <http://www.gsa.gov/portal/content/104212>
16. Interact - <https://interact.gsa.gov/>

See the following helpful link in the OCMS report eOffer/eMod Help Center (gsa.gov)
Where does my company fit in Federal procurements? FAR 8.4 Federal Supply Schedules
(https://www.acquisition.gov/sites/default/files/current/far/html/Subpart%208_4.html)

Please use the following document as further guidance <https://vsc.gsa.gov/education/files/stepstosuccess.pdf>

Please copy and paste the following link directly into your browser for detailed instructions as to how to complete an administrative Mod.

https://eoffer.gsa.gov/AMSupport/index.html#book_page_page/modules%2Fbook%2Fdatabase.xml/eoffer_emod/emod-resources/modtypes/administrative-modifications/administrative-modification-overview

Assessment Attendees

26 Attendees who participated in the assessment:

THE ENVIRONMENTAL LAW INSTITUTE personnel present and participating in the contractor assessment:
Beth C. Kantowitz - Grants and Contracts Manager

GSA personnel present and participating in the contractor assessment:
Anthony J. Aubrey MSBA - Industrial Operations Analyst (IOA)

Contractor Assessment conducted virtually via Google Hangouts Meet.

Pertinent Contacts

Contract IOA :

Name : Anthony J. Aubrey
Email : anthony.aubrey@gsa.gov
Phone : 724-504-5205

Assessment Done By :

Name : Anthony J. Aubrey
Email : anthony.aubrey@gsa.gov
Phone : 724-504-5205

Contract ACO :

Name : Tamara Rountree
Email : tamara.rountree@gsa.gov
Phone : 703-605-2747

Contract PCO :

Name : Tyler D. Allen
Email : tyler.allen@gsa.gov
Phone : 253-931-7117
