

CONTRACTOR

Contract No:**Assessment Type:****Contractor:****Sales Reporting:****Address:****Phone:****City, ST, ZIP****Email:****Admin. Rep:****IFF Rep:****Close-Out Date:****Window Close Date:****Assessment Intent Notice Signed:****Contract Items:**

TIME ACCOUNTING

Preparation:**Travel:****Review:****Report:**

ASSESSMENT PREPARATION

(Section 6.0)

General Observations Prior to Assessment

- **FSS Online and/or OCMS**
 - Contract Details
 - Expired and/or Additional Contracts
 - Previous Reports/Issues
- **Sales Reporting Portal**
 - Current
 - IFF Variances
 - History of Sales Adjustments
 - Close-Out Sales
- **Participation in TDR**
- Accuracy of Information
 - eLibrary
 - Advantage
 - Points of Contact
- **Pricelist**, Uploaded/Current
- **Mass Modification Status**
- Concerns Provided by ACO/PCS/PCC
- **Vendor Support Center**
- **Authorized Negotiator(s)**
- **FPDS-NG**
- Overall General Observations
- **OCMS Action Items**

ASSESSMENT PREPARATION (Cont.)

Minimum Sampling Plan

Population Size	Sample Size
1-8	4 or all
9-25	4
26-50	5
51-90	5
91-150	6
151-280	7
281-500	9
501-1200	11
1201-3200	13
3201-10000	15
10001-35000	15
35001 & over	15

Contract Number:

Mod. A653, OLM SIN(s) Awarded?:



Guidance: [National Contractor Assessment Manual](#)

SAMPLING BY ASSESSMENT TOPIC

Assessment Topic	Population Description (for review period)	Sample Description
Sales Reporting	Estimated total number eligible user orders (includes GSA and non-GSA)	Sample is the minimum number of orders to be reviewed to determine accuracy of contractor sales tracking and reporting system to capture MAS Sales
Pricing, Prompt Payment, Scope of Contract, & Delivery	Estimated total number GSA (MAS) contract invoices	Sample is the minimum number of invoices to be reviewed. As a minimum, review random invoice entries to test and determine if the contractor's processes demonstrate contract terms are being met for each invoice reviewed
Trade Agreements Act	Estimated approved MAS contract products or statement identifying corporate headquarters of services-only company	Sample is the minimum number of products to be reviewed for country of origin TAA compliance verification
GSA Advantage!®	Approved number MAS contract products in Advantage!®	Sample is the minimum number of products to be reviewed to verify accuracy of information for products uploaded to Advantage!®
Basis of Award (BOA)	Estimated total number of BOA customer invoices	Sample is the minimum number of BOA invoices to be reviewed. As a minimum, review random BOA invoice entries to test and determine if the contractor's is maintaining discount relationship
Labor Qualifications	Estimated total number GSA (MAS) contract invoices	Sample size is the minimum number of invoices to be reviewed selecting Resumes of individuals actually performing work (matching resume to labor qualification) to test and determine if the contractor's personnel meet established contract labor qualifications

Section 9.1 - Sales Reporting

Q1—Based on the selected sample and process review, did the contractor demonstrate compliance with sales reporting requirements? (Yes/No)

Q2—Based on the selected sample and process review, did the contractor demonstrate compliance with the OLM 33.33% ceiling? (Yes/No/NA)

Contract Clause 552.238-74 (Industrial Funding Fee and Sales Reporting) requires that contractors have the ability to isolate specific purchase orders received and provide data for those orders & **GSAR 552.238-115** Special Ordering Procedures for the Acquisition of Order Level Materials, Mass Mod A653 - Implementation of OLM SINS

$$\frac{\text{Total of all OLMs}}{\text{Total Order Amount}} \times 100$$

(excluding travel and open market items)

Application: The Sales Reporting topic is required for both the “**Annual**” and “**End-of-Term**” Contractor Assessments.

Q3—Describe “Sales Reporting” findings: (narrative):

Action Item - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - This section is internal to GSA and documents the total necessary sales adjustment amount that was identified during the Contractor Assessment and processed by the contractor:

- ‘Sales Adjustments’ Data Tracking identified during the assessment
- Actual ‘Sales Adjustments’ performed

Note: The Sales Reporting data tracker is not used when the amount is negative & There is no data tracker for the OLM 33.33% ceiling topic.

Section 9.2 - Pricing

Q4—Based on the selected sample and process review, did the contractor demonstrate compliance with pricing requirements? (Yes/No/NA)

Contract Clauses: GSAM 552.216-70-Economic Price Adjustment, FAS I-FSS-969-Economic Price Adjustment & I-FSS-600 Contract Price Lists (JUL 2004)

Application: The Pricing topic is required for both the “**Annual**” and “**End-of-Term**” Contractor Assessments.

Q5—Describe “*Pricing*” findings: (narrative):

Action Item - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - This section is internal to GSA and documents Pricing Overcharges that were discovered during the course of the Contractor Assessment and the total refunded by the contractor. Select this topic in Contractor Assessment module only if overcharges occurred:

- Pricing Overcharges Found during the assessment
- Actual Amount of Pricing Overcharges

Note: The Sales Reporting data tracker is not used when the amount is negative.

Section 9.3 - Prompt Payment Terms

Q6—Based on the selected sample and process review, did the contractor properly display/disclose prompt payment terms? (Yes/No/NA)

Contract Clauses: FAR 52.212-4 – Contract Terms and Conditions-Commercial Items, GSA PIN 2011-03 & GSAM 552.232-8 – Discounts for Prompt Payment

Application: The Prompt Payment Terms (PPT) topic is required for both the “**Annual**” and “**End-of-Term**” Contractor Assessments.

Q7—Describe “*Prompt Payment*” findings: (narrative):

Action Item - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.

Data Tracking - This section is internal to GSA and documents Prompt Payment Overcharges that were discovered during the course of the Contractor Assessment and the total amount refunded by the contractor. Select this topic in Contractor Assessment module only if Prompt Payment overcharges occurred:

- Prompt Payment Overcharges Found during the assessment
- Actual Amount of Prompt Payment Overcharges

Note: PPT overcharges are always represented as a positive number.

Section 9.4 - Contract Scope

Q8—Based on the selected sample and process review, did the contractor demonstrate compliance with scope of contract? (Yes/No/NA)

Contract Clauses: FAR 8.402(f): Addition of Open Market Items

Application: The Scope topic is required for “**End-of-Term**” Contractor Assessments.

Q9—Describe “Scope” findings: (narrative):

Action Item - - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the Scope topic.

Section 9.5 - Trade Agreements Act

Q10—Based on the selected sample and process review, did the contractor demonstrate compliance with the Trade Agreements Act ? (Yes/No/NA)

Contract Clauses: 552.225-5—Trade Agreements Act (TAA), FAR 25.003, FAR 25.001(c)(3) & FAR 25.402 (a)(2)

Application: The Scope topic is required for “**Annual**” and “**End-of-Term**” Contractor Assessments.

Q11—Describe “*Trade Agreements Act (TAA)*” findings: (narrative):

Action Item - - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the TAA topic.

Section 9.6 - Environmental Indicators

Q12—Based on the selected sample and process review, did the contractor demonstrate compliance with appropriate use of Environmental Indicators on GSA Advantage!® ? (Yes/No/NA)

Contract Clauses: Identification of Products that have Environmental Attributes: 552. 238-72

Application: The Environmental Indicators topic is required for “**End-of-Term**” Contractor Assessments.

Q13—Describe “*Environmental Indicators*” findings: (narrative): ([Green Products Compilation Tool](#))

Action Item - - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the Environmental Indicators topic.

Section 9.7 - GSA Advantage!®

Q14—Based on the selected sample and process review, did the contractor demonstrate compliance with GSA Advantage!® requirements? (Yes/No)

Contract Clauses: Required Participation in GSA Advantage!®: I-FSS-597 & I-FSS-600 Contract Price Lists

Application: The *GSA Advantage!®* topic is required for “**End-of-Term**” Contractor Assessments.

Q15—Describe “*GSA Advantage!®*” findings: (narrative):

Action Item - - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the *GSA Advantage!®* topic.

Section 9.8 - Contract Terms & Conditions

Q16—Based on the selected sample and process review, did the contractor demonstrate compliance with the Terms & Conditions posting and formatting requirements? (Yes/No)

Contract Clauses: Required Format for Pricelist: I-FSS-600

Application: The Terms & Conditions topic is required for “**End-of-Term**” Contractor Assessments.

Q17—Describe “*Terms & Conditions*” findings: (narrative):

Action Item - - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the Contract Terms & Conditions topic.

Section 9.9 - Contract Promotion

Q18—Based on the selected sample and process review, did the contractor demonstrate compliance with Contract Promotion Requirements? (website, use of GSA Logo, etc.) (Yes/No)

Contract Clauses: GSA Logo: 552.203 71, Restrictions on Advertising

Application: The Contract Promotion topic is required for “**End-of-Term**” Contractor Assessments.

Q19—Describe “*Contract Promotion*” findings: (narrative):

Action Item - - If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the Contract Promotions topic.

Section 9.10 - Delivery

Q20—Based on the selected sample and process review, did the contractor demonstrate compliance with Delivery requirements? (Yes/No)

Contract Clauses: GSAM 552.211-78—Commercial Delivery Schedule, GSAM 552.211-73—Marking, MIL-STD-129 & FED-STD-123

Application: The Delivery topic is optional and can be added to the Contractor Assessment at the IOA’s discretion.

Q21—Describe “*Delivery*” findings: (narrative):

Action Item -- If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the Delivery topic.

Section 9.11 - Basis of Award (BoA)

Q22—Did the contractor demonstrate comprehension of their Basis of Award customer discount relationship? (Yes/No/NA)

Q23—Based on the selected sample and process review, did the contractor demonstrate compliance with Basis of Award requirements? (Yes/No/NA)

Contract Clauses: 552.238-75 (d) 1-4, Price Reductions, GSAM 538.272, MAS Price Reductions

Application: The Basis of Award topic is required for “**End-of-Term**” Contractor Assessments.

Important Note - *If a contractor is participating in TDR the IOA does not address the BOA topic because that contractor no longer has a defined BOA customer discount relationship*

Q24—Describe “Basis of Award / Price Reductions” findings: (narrative):

Action Item - If the “No” response is selected for the first BOA topic question no Action Item should be generated. The educational remediation should occur during the Contractor Assessment by the IOA. If the “No” response is selected for the second BOA topic question, an Action Item should be generated and assigned to the POC specified by Acquisition Center.

Data Tracking - There is no data tracker for the Basis of Award topic.

Section 9.12 - Labor Qualifications

Q25—Based on the selected sample and process review, did the contractor demonstrate compliance with Labor Qualification requirements ? (Yes/No/NA)

Contract Clauses: 29 C.F.R. Part 541

Application: The Labor Qualifications topic is required for “**End-of-Term**” Contractor Assessments.

Important Note - *The Labor Qualifications topic is required for “Annual Assessments” for all PSS Contracts offering Professional Services*

Q26—Describe “Labor Qualifications” findings: (narrative):

Action Item -- If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the Labor Qualifications topic.

Section 9.13 - E-Verify Compliance

Q27— Is the company enrolled in the E-Verify program as required by clause 52.222-54 Employment Eligibility Verification (OCT 2015)? (Yes/No/NA)

Contract Clauses: 52.222-54 - Employment Eligibility Verification (OCT 2015)

Application: The E-Verify topic is required for “**End-of-Term**” Contractor Assessments.
[E-Verify Website:](#)

Q28—Describe “E-Verify” findings: (narrative):

Action Item -- If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center.
Data Tracking - There is no data tracker for the E-Verify topic.

Section 9.14 - Contract Administrative Information

Q29— Is the Contractor’s Administrative Information accurate? (Yes/No)

Contract Clauses: None / [eMod Help Center Guide](#)

Application: The Administrative Information topic is required for both the “**Annual**” and “**End-of-Term**” Contractor Assessments.

Q30—Describe “Contract Administrative” findings: (narrative):

Action Item -- If “No” response is selected by the IOA, an action item should be generated in OCMS and assigned to the POC specified by Acquisition Center. The necessity of creating an action item is at the IOA’s professional discretion and depends on the information that requires correction
Data Tracking - There is no data tracker for the Contractor Administrative Information topic.

Section 9.15 - Additional Information

Contract Clauses: None

Application: The Additional Information topic is required for both the “**Annual**” and “**End-of-Term**” Contractor Assessments.

Q31—Additional Observations: (narrative):

Action Item -- The IOA may create a “User Defined” action item only if appropriate and necessary.

Data Tracking - There is no data tracker for the Additional Information topic.

Section 9.16 - Supplemental Information

Contract Clauses: None

Application: The Supplemental Information topic is optional and can be added to the Contractor Assessment at the IOA's discretion.

Q32—Supplemental Observations / Information for GSA Contracting Officer/IOA: (narrative):

Action Item -- The IOA may create a “User Defined” action item only if appropriate and necessary.

Data Tracking - There is no data tracker for the Supplemental Information topic.

Section 9.17 - Assessment Attendees / Participants

Application: The Assessment Attendees/Participants topic is required for both the “Annual” and “End of Term” Contractor Assessments.

Q33— Attendees who participated in the assessment : (narrative)

Action Item -- The IOA may create a “User Defined” action item only if appropriate and necessary.

Data Tracking - There is no data tracker for the Assessment Attendees topic.

Section 9.18 - Transactional Data Reporting (TDR) Participation

Is the contractor participating in “Transactional Data Reporting ([TDR](#))”? (Yes/No)

Contract Clauses: 552.238-74, Industrial Funding Fee and Sales Reporting Alternate I Jun 2016)

Section 9.19 - Data Tracking Only Questions

The following questions appear at the end of the OCMS CAR report and require no narrative, merely data fill-ins and are used for data tracking purposes only. Collecting this data assists with ongoing management and oversight for GSA’s MAS program. They are:

Sales Adjustments:

1. Total sales adjustments required as a result of the assessment: (dollar amount)
2. Actual amount of sales adjustments processed: (dollar amount)

Pricing Overcharges:

1. Pricing overcharges found as a result of the assessment: (dollar amount)
2. Actual amount of pricing overcharges recovered: (dollar amount)

PPT Overcharges:

1. Prompt Payment Terms overcharges found as a result of the assessment: (dollar amount)
2. Actual amount of Prompt Payment Terms overcharges recovered: (dollar amount)

Section 10 - Contractor Assessment Report Attachments

Supporting documentation shall be attached in OCMS and are uploaded directly into ECMS and are required by GSA’s Policy and Procedure (PAP) directive 2016 -06, Schedules Electronic Contract File Compliance and Standardized Naming Conventions. Attachments are not sent to the contractor or the PCO/ACO via email, but are available to the PCO/ACO in ECMS. For accessibility, attachments should abide by the following naming convention:

IOAs must utilize the assessment date in the file name to ensure the attachment can easily be associated with the assessment. Below are some file name examples for documents frequently attached to the assessment report. Use these examples to help guide you when naming your OCMS file attachments for the future:

- Signed Assessment Intention Letter - Assessment 01.16.2021
- Invoice 534353 showing Overcharges - Assessment 01.16.2021
- 8 Invoices showing PPT Overcharges - Assessment 01.16.2021
- Notice of Concern dated 01.18.2021 for Overcharges - Assessment 01.16.2021