**Assessment Preparation Information**

|  |  |
| --- | --- |
| **Contract Number** | long contract number |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contractor Info** | **OCMS** | **SAM** | | **E-Library** | |
| Name: |  | |  | |  |
| Address:\* |  | |  | |  |
| City, State, Zip:\* |  | |  | |  |
| Email: |  | |  | |  |
| Phone Number: |  | |  | |  |
| DUNS:\* (DUNC????) |  | |  | |  |
| E-Verify:\* |  | | n/a | | n/a |
| SAM expiration date | n/a | |  | | n/a |
| PPD:\* ???? |  | | n/a | | n/a |

\*FSS19/URSA

Indicates information already requested in the spreadsheet template that was missed on this document.

Indicates information that Center’s would like to add to the bot

|  |  |  |
| --- | --- | --- |
| **Contract Details (OCMS)** |  | |
| Name: | | Name: |
| Phone | | Phone: |
| Email: | | Email: |

|  |  |  |
| --- | --- | --- |
| **Contractor Admin POC** | **Subcontractor Admin POC** | |
| Name: | | Name: |
| Phone | | Phone: |
| Email: | | Email: |

|  |  |  |
| --- | --- | --- |
| **IFF POC** | **OCMS** | **eMod** |
| Name: |  |  |
| Title: |  |  |
| Phone: |  |  |
| Email: |  |  |

|  |  |
| --- | --- |
| **Authorized Negotiators** | **OCMS** |
| Name: |  |
| Title: |  |
| Phone: |  |
| Email: |  |
| Authorized to Sign:\* |  |
| Name: |  |
| Title: |  |
| Phone: |  |
| Email: |  |
| Authorized to Sign:\* |  |

|  |  |
| --- | --- |
| **Contract Details** | **OCMS** |
| OLM: Y/N | 500/OLM |
| Sales Reporting: | Monthly/Quarterly |

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| --- | --- |
| **Additional Schedules** |  |
| Contract Number: |  |
| Upcoming Assessments\*: |  |
| Assessment IOA: |  |

\*Multi-step process

|  |  |
| --- | --- |
| **IOA Details** | **OCMS** |
| Contract IOA: |  |
| PCO: |  |
| PCS: |  |
| ACO: |  |

|  |  |
| --- | --- |
| **Attachments\*** | **Source** |
| Sales Report: | FAS SRP |
| Pricelist/T&C | eLibrary  For eLibrary, I'd like a screenshot of the information. That information will indicate if the contractor has other types of contracts (OASIS, Aliant, HCaTs). |
| FPDS – Contract | FPDS |
| FPDS – DUNS | FPDS |

\*Later bot version

**Assessment questions:**

|  |
| --- |
| **1. Based on the selected sample and process review, did the contractor**  **demonstrate compliance with sales reporting requirements? (Yes/No/NA)** |
|  |

|  |
| --- |
| **2. Based on the selected sample and process review, did the contractor**  **demonstrate compliance with the OLM 33.33% ceiling? (Yes/No/NA)** |
|  |

|  |
| --- |
| **3. Describe “Sales Reporting” findings: (narrative)\*:**  **\*To be filled out for each individual Assessment** |
|  |