

# Administrative Report Card

Not for Past Performance Evaluation

Contractor Name: *TECHSOURCE, INC.*  
 Contract Number: *GS-10F-0312M*  
 Schedule Number: *874*  
 Date Report Card Was Created: *08/07/2009*

## Contractor Assessment

EXCEPTIONAL		
Category 1		
1.	Did the contractor demonstrate compliance with the scope of their contract?	Yes
2.	Did the contractor demonstrate compliance with the Trade Agreements Act?	Yes
3.	Is the pricelist being used by the contractor the current approved pricelist?	Yes
4.	Does the contractor have a system in place that substantially identifies, tracks and reports GSA sales accurately and completely?	Yes
7.	Is the contractor meeting or exceeding minimum contract sales requirement in accordance with the Contract Sales Criteria clause?	Yes
8.	Does the contractor have a system in place to monitor the "basis of award" customer discount relationship?	Yes
9.	Did the contractor charge customers the contract price or lower?	Yes
10.	Is the contractor complying with the Economic Price Adjustment clause of the contract?	Yes
11.	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?	
12.	Goal values for Small Business (all 6 values have to be shown and filled in)	
13.	Goal values for Veteran Owned Small Business	
14.	Goal values for Small Disadvantaged Veteran Owned Small Business	
15.	Goal values for HUBZone Small Business	
16.	Goal values for Small Disadvantaged Business	
17.	Goal values for Woman Owned Small Business	
18.	Achieved values for Small Business (all 6 values have to be shown and filled in)	
19.	Achieved values for Veteran Owned Small Business	
20.	Achieved values for Small Disadvantaged Veteran Owned Small Business	
21.	Achieved values for HUBZone Small Business	
22.	Achieved values for Small Disadvantaged Business	
23.	Achieved values for Woman Owned Small Business	
24.	Is the contractor accurately identifying products that have environmental attributes?	N/A
Category 2		
25.	Since the issuance of the most recent Report Card but no more than 36 months back, are the contractor's Reports of Sales on time?	Yes
26.	Quarters reported on time	
27.	Total Quarters	
28.	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?	No
29.	Quarters remitted on time	
30.	Total Quarters	
31.	Since the issuance of the most recent Report Card but no more than 36 months back, is the contractor free of ACO issued claims?	Yes
32.	Is the contractor up-to-date on GSA Advantage!?	Yes
33.	Is the contractor delivering timely based upon a sampling of orders?	Yes
34.	Is the contractor honoring warranty terms of the contract?	N/A
35.	Is the contractor capable of accepting the Government wide Commercial Purchase card?	Yes
36.	Is the contractor's records location and administrative representative information correct? (e.g., address, phone, fax, e-mail, etc.)	Yes

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37.	Has the contractor complied with Change of Name and/or Novation Agreement requirements?	N/A
39.	Since the issuance of the most recent Report Card but no more than 36 months back, is the contractor free of cure notices issued by the Schedule Contracting Officer (PCO or ACO)?	Yes
40.	If there are participating dealers, are the dealers listed and current in the contract pricelist and GSA Advantage!?	N/A
41.	If the contract has prompt payment discounts, are the prompt payment terms shown on the invoices?	N/A
<b>Category 3</b>		
42.	Is the contractor being proactive in proposing to add and delete items from the contract?	Yes
43.	Does the contractor accept credit cards over the micro-purchase threshold?	Yes
44.	Is the contractor using all applicable e-contracting tools (e.g., eMod, eBuy, ePay)?	Yes
45.	Does the contractor offer second tier pricing discounts on blanket purchase agreements issued against this contract?	N/A
46.	If there are contractor teaming arrangements, do these arrangements address how customer service and warranty issues will be resolved?	Yes
47.	Is the contractor free from bankruptcy proceedings?	Yes
<b>Explanation of findings</b>		

Please contact Administrative Contracting Officer(ACO), Keisha K. Willis # 4043313751, E-Mail: keisha.willis@gsa.gov with any questions regarding your Administrative Report Card.