

OUTSTANDING

CONTRACTOR'S NAME: CETRA, INC.

Contract Number: GS10F0128L

ADMINISTRATIVE REPORT CARD

Are you an outstanding Contractor?

01/27/2005

Topic		Questions	Findings
ORDERING AGENCY CONSIDERATIONS			
Delivery	1	Based on a sample of orders, is the contractor delivering on-time an average of 95% or greater of the time?	Yes
Teaming Arrangements	2	If there are Teaming Arrangements, do these Arrangements address how customer service and warranty issues will be resolved?	N/A
Blanket Purchase Agreements (BPA)	3	If the contractor has entered into BPAs, have they offered additional discounts?	N/A
Warranty-Multiple Award Schedules	4	Is the contractor honoring the warranty terms of the contract?	Yes
	5	Are warranty claims being handled promptly and efficiently?	Yes
Ordering Information	6	Did the contractor demonstrate compliance with the Trade Agreement Act?	N/A
	7	Did the contractor demonstrate that they comply with the scope of their contract?	Yes
Participating Dealers	8	If there are participating dealers, are the dealers listed and current in the contract?	N/A
	9	Is the contractor complying with Billing Responsibility clause G-FSS-913?	Yes

Topic		Questions	Findings
FINANCIAL			
Bankruptcy	14	Is the contractor free from Bankruptcy proceedings?	Yes
Payment by Government Commercial Purchase Card	15	Has the contractor made arrangements to accept payment by purchase card?	Yes
	16	Does the contractor accept purchase card payments for orders above the micro purchase threshold?	Yes
Report of Sales	17	In the most recent period of the contract, not to exceed five years, are the contractor's Report of Sales 95% or greater on-time?	Yes
Participating Dealer Sales	18	If there are dealers, are dealer sales being collected in the contractor's system and included in the 72A report?	N/A
Industrial Funding Fee	19	For the past period of the contract, not exceeding five years, has the contractor submitted the IFF 90% or greater on-time?	Yes
ADMINISTRATIVE			
Novation/Change of Name	20	Has the contractor complied with Change of Name and/or Novation Agreement requirements?	N/A
Central Contractor Registration (CCR)	21	Is the contractor registered with Central Contractor Registration (CCR)?	Yes

PRICE LISTS & GSA ADVANTAGE!			
Price List	10	The pricelist being used by the contractor is the current approved pricelist?	Yes
Economic Price Adjustment (EPA)	11	Is the contractor complying with the Economic Price Adjustment Clause of the contract?	Yes
Modifications	12	Is the contractor being proactive in proposing to add and delete items from the contract?	Yes
GSA Advantage!	13	Prices listed in GSA Advantage! Match those on the current approved pricelist or GSA Advantage! Update is in progress.	Yes
EXPLANATION OF FINDINGS			

Administrative	22	Is the basic contract load information correct?	Yes
	23	Are the 72A Records located where the contract says they are?	Yes
	24	If a Commercial or Individual Subcontracting Plan is required, did the contractor meet the goals specified in the Individual Subcontracting Plan?	N/A
	25	Is the DUNS Number correct?	Yes
	26	Is the contractor's Contact for Contract Administration information (address/phone/fax/email) correct?	Yes
	27	The contractor reduced prices to customers effective January 1, 2004, to reflect the lower (0.75%) IFF rate.	Yes

Additional Information:

OUTSTANDING

Please contact your Administrative Contracting Officer (ACO), BONITA WILLIAMS - (404)331-3145 - BONITA.WILLIAMS@GSA.GOV, with any questions regarding your Administrative Report Card.