

**YEAR ~~XX~~**  
**HBITS CONTRACTOR**  
**ANNUAL EVALUATION**

SCORE

Total TO's			Cumulative Score:			
0			Was Inactive Previous July 1-Dec 31?			
Minimum Passing Score:			# of Valid Candidate Response Forms Submitted			
65			Contractor Responsiveness Rate:			
			Total # of Onboardings (Year <del>XX</del> )			
			Total # of Onboardings (Life to Date)			
<b>PART I:</b>					<b>YES</b>	<b>NO</b>
<b>Section</b>	<b>I.</b>	<b>Contractor Responsiveness:</b>			<b>18</b>	
Team	1.	Contractor met 60%*:			6	0
Team	2.	Contractor met 70%*:			6	0
Team	3.	Contractor met 80%*:			6	0
<b>Section</b>	<b>II.</b>	<b>Onboarding:</b>			<b>12</b>	
Team	1.	1 or more*			2	0
Team	2.	10 or more*			4	0
Team	3.	20 or more*			6	0
<b>Part II:</b>					<b>YES</b>	<b>NO</b>
<b>Section</b>	<b>III.</b>	<b>Compliance Review:</b>			<b>25</b>	
Team	1.	Maintained Insurance Requirements (Contract Section 2.10; Attachment 3)			2	0
Team/Admin	2.	Paid Quarterly Administrative Fee timely (Attachment 7 Section 1.9.2)			4	0
Team	3.	Engaged in Good Faith Efforts to meet the 6% SDVOB Participation Goals (Contract Section 2.16)			3	0
Team	4.	Submitted Quarterly Form SDVOB 101 Compliance Report timely (Contract Section 2.16)			2	0
OGS MWBE Office	5.	Engaged in Good Faith Efforts to meet the 15% MBE and 15% WBE Participation Goals (Contract Section 2.15)			3	0
Team	6.	Reported Monthly MWBE Contractor Compliance via the NYSCS timely (Contract Section 2.15)			2	0
Team	7.	Submitted Monthly Sales Report timely (Attachment 7 Section 1.9.3)			2	0
Team	8.	Submitted Annual Form B timely (Contract Section 2.14)			2	0
Team	9.	Submitted Quarterly Sales Report timely (Attachment 7 Section 1.9.4)			2	0
Team	10.	Submitted Monthly Invoice timely (Attachment Section 2.6.1)			1	0
Team/Cust Svcs	11.	Recertified Vendor Responsibility Questionnaire timely AND found to be Responsible (Contract Section 2.11)			2	0
<b>Section</b>	<b>IV.</b>	<b>General Quality</b>			<b>20</b>	
Team	1.	Contractor received 8 or more Form 6s			0	10
Team	2.	Contractor received 5 or more Form 6s			0	5
Team	3.	Contractor received 3 or more Form 6s			0	3
Team	4.	Contractor received 1 or more Form 6s			0	2
<b>Section</b>	<b>V.</b>	<b>Authorized User Evaluation</b>			<b>25</b>	
Team	1.	Average				
Team	2.	Total Count				
Team	3.	Low Score				

**YEAR XX**  
**HBITS INACTIVE CONTRACTOR**  
**6-MONTH EVALUATION**

SCORE

## Cumulative Score:

## Passing Score:

39

A score of 39 represents 65% of the possible 60 points in a mid-year review

## PART II:

YES NO

Section	III.	Compliance Review:	15	
Team	1.	Maintained Insurance Requirements (Contract Section 2.10; Attachment 3)	2	0
Team/Admin	2.	Paid Quarterly Administrative Fee timely (Attachment 7 Section 1.9.2)	4	0
Team	4.	Submitted Quarterly Form SDVOB 101 Compliance Report timely (Contract Section 2.16)	2	0
Team	6.	Reported Monthly MWBE Contractor Compliance via the NYSCS timely (Contract Section 2.15)	2	0
Team	7.	Submitted Monthly Sales Report timely (Attachment 7 Section 1.9.3)	2	0
Team	9.	Submitted Quarterly Sales Report timely (Attachment 7 Section 1.9.4)	2	0
Team	10.	Submitted Monthly Invoice timely (Attachment Section 2.6.1)	1	0
Section	IV.	General Quality	20	
Team	1.	Contractor received 8 or more Form 6s	0	10
Team	2.	Contractor received 5 or more Form 6s	0	5
Team	3.	Contractor received 3 or more Form 6s	0	3
Team	4.	Contractor received 1 or more Form 6s	0	2
Section	V.	Authorized User Evaluation	25	
Team	1.	Average		
Team	2.	Total Count		
Team	3.	Low Score		