

UIDA Business Services

86 S. Cobb Drive, MZ 0510 Marietta GA 30063-0510
(770) 494-0431 FAX (770) 494-1236

QUARTERLY CONTRACT REPORT AGREEMENT

UIDA Business Services operates its Procurement and Technical Assistance program for American Indian businesses with funding provided by the Department of Defense, Defense Logistics Agency. These funds are provided to the PTA program to assist American Indian companies in doing business with the Federal, State, and local government agencies.

UIDA Business Services provides a wide variety of services at no cost to registered American Indian or Tribal clients including Bid Match services, marketing assistance, one-on-one counseling, training opportunities and many other services.

In return for these services, we require your company to complete a Quarterly Contract Report Form. The information obtained from this form is used by our funding sources to evaluate and measure the successfulness of small businesses in government contracting. We are also required to substantiate each contract awarded with a copy of the face page of the contracts. As a result of this requirement, we ask that you send in a copy of the cover sheet of each contract awarded that should contain the following information:

- (1) Purchasing Agency Name
- (2) Contract or Purchase Order Number,
- (3) and the Dollar Amount of the Award.

If the quarterly reports are not received within the specified timeframe, we reserve the right to interrupt services until reports are received.

Please sign and return this form to UIDA, 86 S. Cobb Drive, MZ0510, Marietta GA 30063-0510. Or Fax the form to (770) 494-1236. If you have any questions, please call (770) 494-0431.

I agree to complete and submit the Quarterly Contract Report form indicating any contracts, new or existing, that my company receives as a client of UIDA. I agree to submit reports in the allotted timeframe and understand if the reports are not received, UIDA reserves the right to interrupt services until the report is received. I also understand that if the Quarterly Contract Reports are not received for two consecutive periods, UIDA reserves the right to change my status from an Active Client to an Inactive Client. This information is to be treated as confidential.

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE:

PRINT NAME _____

SIGNATURE _____

DATE _____