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| **CONTRACTOR:** |  |

**INSTRUCTIONS:** The Contractor shall reference ACOM Policy 438, Section regarding Administrative Services Subcontractor Evaluation Report for detailed requirements that are to be incorporated in the report below.

| **ADMINISTRATIVE SERVICES SUBCONTRACTOR OR MSA NAME** | **DELEGATED DUTIES**  **AND RESPONSIBILITIES** | **REVIEW DATE OF DUTIES, RESPONSIBILITIES AND FINANCIAL POSITION OF SUBCONTRACTOR** | **COMPREHENSIVE SUMMARY** | **NEXT SCHEDULED REVIEW DATE** | **IDENTIFIED AREAS**  **OF DEFICIENCY** | **CORRECTIVE ACTION PLAN (CAP) ISSUED?**  **Y/N** | **STATUS OF CAP**  ***(PROVIDE IN SEPARATE SUMMARY)*** |
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