

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1 OF 26 PAGES	
1. REQUEST NO. HQ0013-11-T-0013	2. DATE ISSUED 15-Jun-2011	3. REQUISITION/PURCHASE REQUEST NO. DUAC10019	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY DEFENSE SECURITY COOPERATION AGENCY-CON ALI BESHIR 201 12TH STREET, SOUTH SUITE 203 ARLINGTON VA 22202			6. DELIVER BY (Date) SEE SCHEDULE			
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) ALI BESHIR 703-602-1341			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) DEFENSE SECURITY COOPERATION AGENCY-PGM PHYLLISS MARSHALL HUMANITARIAN ASSTANCE/DISASTER RELIEF AND 201 12TH STREET SOUTH SUITE 203 ARLINGTON VA 22201-5408 TEL: (703) 601-3854 FAX:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 14-Jul-2011						
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State, and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
SEE SCHEDULE						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER (Type or print)		TELEPHONE NO. (Include area code)	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Cargo Inspection CONUS FFP The contractor shall provide all labor and materials required to provide CONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019	208	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Cargo Inspection OCONUS FFP The contractor shall provide all labor and materials required to provide OCONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019	12	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003			Dollars, U.S.	\$5,200.00	\$5,200.00

Travel

COST

Travel shall be reimbursed in accordance with Joint Travel Regulation (JTR).

FOB: Destination

PURCHASE REQUEST NUMBER: DUAC10019

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		208	Each		

OPTION

Cargo Inspection CONUS

FFP

The contractor shall provide all labor and materials required to provide CONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below.

FOB: Destination

PURCHASE REQUEST NUMBER: DUAC10019

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002	Cargo Inspection OCONUS	12	Each		
OPTION	FFP The contractor shall provide all labor and materials required to provide OCONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003	Travel		Dollars, U.S.	\$5,200.00	\$5,200.00
OPTION	COST Travel shall be reimbursed in accordance with Joint Travel Regulation (JTR). FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Cargo Inspection CONUS FFP The contractor shall provide all labor and materials required to provide CONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019	208	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	Cargo Inspection OCONUS FFP The contractor shall provide all labor and materials required to provide OCONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019	12	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003			Dollars, U.S.	\$5,200.00	\$5,200.00

OPTION Travel
 COST
 Travel shall be reimbursed in accordance with Joint Travel Regulation (JTR).
 FOB: Destination
 PURCHASE REQUEST NUMBER: DUAC10019

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		208	Each		

OPTION Cargo Inspection CONUS
 FFP
 The contractor shall provide all labor and materials required to provide CONUS
 Cargo Inspection Services in accordance with the requirements called out in
 Performance Work Statement (PWS) below.
 FOB: Destination
 PURCHASE REQUEST NUMBER: DUAC10019

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002	Cargo Inspection OCONUS	12	Each		
OPTION	FFP The contractor shall provide all labor and materials required to provide OCONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003	Travel		Dollars, U.S.	\$5,200.00	\$5,200.00
OPTION	COST Travel shall be reimbursed in accordance with Joint Travel Regulation (JTR). FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	Cargo Inspection CONUS FFP	208	Each		
The contractor shall provide all labor and materials required to provide CONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019					

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002 OPTION	Cargo Inspection OCONUS FFP	12	Each		
The contractor shall provide all labor and materials required to provide OCONUS Cargo Inspection Services in accordance with the requirements called out in Performance Work Statement (PWS) below. FOB: Destination PURCHASE REQUEST NUMBER: DUAC10019					

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003			Dollars, U.S.	\$5,200.00	\$5,200.00

OPTION

Travel

COST

Travel shall be reimbursed in accordance with Joint Travel Regulation (JTR).

FOB: Destination

PURCHASE REQUEST NUMBER: DUAC10019

ESTIMATED COST

Section C - Descriptions and Specifications

PWS

1.0 INTRODUCTION

1.1 Organization

Defense Security Cooperation Agency (DSCA), Programs, Humanitarian Assistance, Disaster Relief and Mine Action (PGM/HDM)

1.2 Background and Objective

The Department of Defense has two humanitarian assistance transportation programs, the Denton Program and the Funded Transportation Program. The Funded Transportation program is conducted under the authority of Title 10 U.S.C., section 2561, which is available for providing humanitarian assistance, while the Denton Program is conducted under title 10 U.S.C., section 402, which is available for providing humanitarian assistance military airlift. Both sections provide DoD the authority to transport humanitarian assistance commodities to foreign countries overseas to include ensuring the inspection of donated humanitarian goods for non-governmental/international organizations (NGO/IO) sources. The Defense Security Cooperation Agency (DSCA) has cargo inspection management responsibilities for the Denton and Funded Transportation Programs.

The objective of this contract is to secure qualified support to inspect all overseas cargo donated for humanitarian assistance in CONUS and OCONUS locations. The company shall perform services with respect to all matters relating to the inspection of privately donated humanitarian assistance cargo approved by the Defense Security Cooperation Agency (DSCA) for shipment via the Denton and Funded Transportation Programs.

This contract is for a one-year period with four additional optional periods.

The scope of work includes:

2.0 Schedule Work Tasks

Task 1. Knowledgeable Comprehension of the Denton Program and the Funded Transportation Program Cargo Guidelines

The Funded Transportation Program permits transportation of DoD non-lethal excess property worldwide and humanitarian commodities for non-governmental/international organizations (NGO/IO). The minimum cargo needed to use either of the DoD humanitarian assistance transportation programs are one 20-foot shipping container, or 1,100 cubic feet. Cargo is limited

only to that which addresses basic humanitarian needs, which includes but is not limited to medical supplies, food, shelter, and clothing.

Task 2. Follow and complete the Denton Program and Funded Transportation Program Inspection Checklist.

Inspect each shipment at the load site. A shipment is defined as any volume of cargo assigned to any DSCA generated reference number from the Denton Program and the Funded Transportation Program website (<http://hatransportation.ohasis.org>.)

- Estimate the cargo volume, weight and total number of pieces
- Visually inspect packaging and its condition to determine if the cargo is suitable for shipping.
- Inspect and place stickers on the inspected boxes and cartons scheduled for transport via airlift.
- Inspect and place stickers on inspected boxes and cartons scheduled for transport which are located in foreign countries.
- Place seals on the inspected containers.
- Spot inspect to ensure inventory is accordance with the humanitarian assistance approved commodities as described by DSCA.
- Spot inspect package labeling, numbering, and addresses, if any.
- Spot inspect the cargo and verify inventory is in accordance with the DSCA humanitarian assistance approved inventory list of the donor.
- Provide an overall recommendation on the cargo's suitability for donation and transport.
- Add any additional pertinent comments concerning the inspection.
- Sign the inspection checklist.

Task 3. Submit the Denton Program and the Funded Transportation Program Inspection Certificate with Photos to DSCA.

Ensure a completed and signed Inspection Certificate is submitted to DSCA the day of loading or no later than noon the business day of loading.

- Ensure the applicant reads and signs the certificate
- Ensure the Inspector signs the certificate.
- Submit at least five different photographs of the commodities inspected.
- Take one picture of the container alone for the Funded Transportation Program.
- Take one picture of the on-site inspection area for the Denton Program.

Task 4. Contact DSCA if cargo is found not to be in compliance with the Denton Program or the Funded Transportation Program Guidelines.

- Notify DSCA immediately if any unapproved items are found that are not identified in the inventory list as presented.

- Provide a detailed description of the problem in the comments section of the Cargo Inspection Checklist and send an e-mail to DSCA as soon as possible.

Task 5. Inspect Cargo Simultaneously throughout the Continental United States (CONUS) and Outside the Continental United States (OCONUS) as required.

- Inspect Cargo at the loading site at an overseas location as well as in the United States.
- Inspect the container dropped off and the container picked up during the timen loading and unloading takes place.
- The inspector will witness and record the placement of the seal.
- DSCA will indicate whether a return visit is necessary in order to visually check the contents of an unsealed container or an inspection load site.

3.0 Contract Management.

DSCA-PGM-HDM will provide necessary data, information, documentation, and access to subject matter experts as required for successful task order performance. DSCA will provide necessary access to the DSCA Denton and Funded Transportation website as required for the performance of inspection duties.

3.1 Task Oversight. The Contracting Officer Representative will provide any required oversight.

3.0 DELIVERABLES

3.1 Delivery Schedule

SOW		Days After Task Order Award	
Task #	Deliverable Title		Final
1	Provide a Monthly Status Report (MSR) of the Denton Program and the Funded Transportation Program Respectively (electronic/hard copy)		10th business day of following month
2	Complete and Submit Inspection Checklist After Each Inspection **		No later than 12:00 on the next business day
3	Complete and Submit Inspection Certification After Each Inspection**		No later than 12:00 on the next business day
4	Contact DSCA Immediately following the Inspection of Noncompliance cargo*		Within contract limits, IAW prioritization established by

			DSCA
5	Simultaneously work in the Continental United States (CONUS) as well as Outside the Continental United States (OCONUS), as required**		Within contract limits, IAW prioritization established by DSCA
	*As required **May combine with MSR		

3.2 Deliverables.

- Verbal or email status reports as required to cognizant COR.
- Monthly progress report via email addressing tasks accomplished and any issues regarding processes and functional requirements. Due 15 days after end of each month.
- Supplemental monthly financial report via email that includes budgeted amounts, expenditures and current balances. Due 15 days after end of each month.
- Hard/electronic copies of any other reports as required.

4.0 Performance

4.1 Place of Performance

All work is to be accomplished at the non-governmental/international organizational loading site. Travel to government facilities for requirements data gatherings, meetings, demonstrations and support may be required. The location for submission of all deliverables and products is 201 12th Street, S. Suite 203, Arlington, VA 22202.

4.2 Period of Performance. This contract is for a one-year (12 month) base period and 4 twelve month option periods.

5.0 Travel

Travel shall be reimbursed in accordance with Joint Travel Regulation (JTR).

6.0 Proprietary Information.

The Government will retain rights to all intellectual property and publications produced in the course of this project.

7.0 Payment Schedule.

7.0.1 IN ACCORDANCE WITH DFARS 232.7002, USE OF ELECTRONIC PAYMENT REQUESTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.

Invoicing Instructions:

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow – Receipt and Acceptance (WAWF-RA) system at <https://wawf.eb.mil>. All contractors must create two documents (Invoice and Receiving Report; i.e. Combo Documents) with a single data entry session.

Questions concerning payment should be directed to the Defense Finance Accounting Services (DFAS) Indianapolis at (888) 332-7336. Please have your order number and invoice number ready when contacting DFAS about payment status.

You can easily access payment and receipt information using the DFAS Web Site at <https://invoice.csd.disamil>. Your purchase order/contract number or invoice number will be required to verify the status of your payment.

7.02 Instructions for the Payment Office:

Do not prorate payments on this contract. Invoices are to be paid per specific contract line item number (CLIN) and accounting classification reference number (ACRN) in order of allocation as cited by the contractor. A copy of the final paid invoice should be forwarded to the Issuing Office's address in block 9, SF 1449 or block 6, DD1155.

8.0 Point of Contact:

8.0.1 COR Name and Address:

Phylliss Marshall

Defense Security Cooperation Agency (DSCA)

201 12th Street South, Suite 203

Arlington, VA 22202-5408

Phone Number: (703) 601-3854

Fax Number: (703) 601-2451 or (703) 602-0075

Email: Phylliss.Marshall@dsca.mil

8.0.2 Contact Specialist Name and Address:

Ali Beshir

Defense Security Cooperation Agency (DSCA)

201 12th Street South, Suite 402

Arlington, VA 22202-5408

Phone Number: (703) 602-1341

Fax Number: (703) 601-2451

Email: Ali.beshir@dca.mil

9.0 Contract Type. This solicitation will result in a firm-fixed price contract..

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 28-AUG-2011 TO 27-AUG-2012	N/A	DEFENSE SECURITY COOPERATION AGENCY-PGM PHYLLISS MARSHALL HUMANITARIAN ASSTANCE/DISASTER RELIEF AND 201 12TH STREET SOUTH SUITE 203 ARLINGTON VA 22201-5408 (703) 601-3854 FOB: Destination	HQ0013
0002	POP 28-AUG-2011 TO 27-AUG-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
0003	POP 28-AUG-2011 TO 27-AUG-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
1001	POP 27-AUG-2012 TO 28-AUG-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
1002	POP 28-AUG-2012 TO 27-AUG-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
1003	POP 28-AUG-2012 TO 27-AUG-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
2001	POP 28-JUL-2013 TO 27-AUG-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
2002	POP 28-JUL-2013 TO 27-AUG-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
2003	POP 28-AUG-2013 TO 27-AUG-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
3001	POP 28-AUG-2014 TO 27-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
3002	POP 28-AUG-2014 TO 27-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
3003	POP 28-AUG-2014 TO 27-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013

4001	POP 28-AUG-2015 TO 27-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
4002	POP 28-AUG-2015 TO 27-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013
4003	POP 28-AUG-2015 TO 27-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0013

Section G - Contract Administration Data

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JUN 2008)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for

quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information

on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.246-4 INSPECTION OF SERVICES--FIXED-PRICE (AUG 1996)

(a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service or (2) terminate the contract for default.

(End of clause)

**WIDE AREA WORKFLOW – RECEIPT AND ACCEPTANCE (WAWF-RA)
ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS AND RECEIVING REPORTS**

IN ACCORDANCE WITH DFARS 232.7002, USE OF ELECTRONIC PAYMENT REQUESTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.

Invoicing Instructions:

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow – Receipt and Acceptance (WAWF-RA) system at <https://wawf.eb.mil>. All contractors must create two documents (Invoice and Receiving Report; i.e. Combo Documents) with a single data entry session.

Questions concerning payment should be directed to the Defense Finance Accounting Services (DFAS) Indianapolis at (888) 332-7336. Please have your order number and invoice number ready when contacting DFAS about payment status.

You can easily access payment and receipt information using the DFAS Web Site at <https://invoice.csd.disamil>. Your purchase order/contract number or invoice number will be required to verify the status of your payment.

THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR RECEIVING REPORTS, INVOICES AND ADDITIONAL E-MAILS CORRECTLY THROUGH WAWF.

CONTRACT NUMBER: _____		
DELIVERY ORDER NUMBER: _____		
TYPE OF DOCUMENT:	Combo	
CAGE CODE: _____		
ISSUE BY DODAAC:	HQ0013	NAME: _____
ADMIN DODAAC:	HQ0013	NAME: _____
SERVICE ACCEPTOR/SHIP TO: <u>HQ0013</u>		
LOCAL PROCESSING OFFICE: Leave Blank		
PAY OFFICE DODAAC: _____		
SEND E-MAIL NOTIFICATIONS: (COR/GOV'T OFFICIAL) _____		
CONTRACT ADMINISTRATOR: (CONTRACT SPECIALIST) _____		
For shipping, delivery, invoice and payment questions/Issues, Please contact:		
To:	_____	
Attn:	_____	
Phone:	_____	
Fax:	_____	
Email:	_____	

Section J - List of Documents, Exhibits and Other Attachments

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Pastperformance Questionnaire	3	