

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 12	
2. CONTRACT NO.		3. SOLICITATION NO. HT0011-12-R-0029	4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 24 May 2012	6. REQUISITION/PURCHASE NO. HT000321441076		
7. ISSUED BY TRICARE MANAGEMENT ACTIVITY 14501 GEORGE CARTER WAY SUITE 105 CHANTILLY VA 20151 CODE HT0011 TEL: 703-735-4959 FAX:			8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE TEL: FAX:		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until 12:00 PM local time 08 Jun 2012
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME LARRY JONES	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 703-681-1149	C. E-MAIL ADDRESS larry.jones@tma.osd.mil
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN	ITEM
		(4 copies unless otherwise specified)	
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Investigations FFP Contract investigators shall provide Equal Employment Opportunity (EEO) investigative services for complaints of discrimination based on their race, color, religion, sex, national origin, physical or mental disability, genetic information or reprisal under Title VII of the Civil Rights Act of 1964, as amended. FOB: Destination PURCHASE REQUEST NUMBER: HT000321441076	4	Each		

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Section C - Descriptions and Specifications

STATEMENT OF WORK

**TRICARE MANAGEMENT ACTIVITY
EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

**COMPLAINT INVESTIGATION
STATEMENT OF WORK**

(April 2012)

EEO Investigation of Formal Complaint of Discrimination

Contract investigators shall provide Equal Employment Opportunity (EEO) investigative services for complaints of discrimination based on their race, color, religion, sex, national origin, physical or mental disability, genetic information or reprisal under Title VII of the Civil Rights Act of 1964, as amended.

Description of EEO Investigative Service

In accordance with instructions contained in 29 Code of Federal Regulations (C.F.R.) 1614 and Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 110, the agency shall develop an impartial and appropriate factual record upon which to make findings on the claims raised by the written complaint. An appropriate factual record is one that allows a reasonable fact finder to draw conclusions as to whether discrimination occurred.

TMA EEO Office, or designee, will assign four formal complaints of discrimination for investigation to the successful bidder.

NOTE: In case an amendment is required by the Complainant, the agency shall request investigation of amended claims for an amount not to exceed **\$250.00**.

Requirements

The investigation will begin within **seven (7) calendar days** of award of complaint to the contractor. At that time, the agency will provide the complaint file.

The date of completion of the investigation is **45 calendar days** after receipt of a signed Statement of Work and the complaint file. The estimated time for completion of the Report of Investigation (ROI) is no later than **ten calendar days** after completion of the investigation, excluding travel time, if applicable.

The investigative report format is outlined in the U.S. Equal Employment Opportunity Commission (EEOC) Management Directive 110, Chapter 6, Development of Impartial and appropriate Factual Records, and can be found on-line at:
<http://www.eeoc.gov/federal/md11chapter6.html>.

Process

The investigator shall thoroughly review the complaint using a variety of methods to develop an impartial and factual record addressing the accepted claim(s) of the complainant.

The investigator will evaluate the complaint file prior to making contact with all parties associated with the complaint.

Investigations will be conducted face to face or telephonic interviews as well as electronic processing (email, fax, etc).

Investigators are authorized to administer oaths. Statements of witnesses shall be made under oath or affirmation or, alternatively, by written statement under penalty of perjury.

The EEO staff shall coordinate the administrative details with the contacted investigator, agency witnesses and agency legal representative, to ensure the investigation proceeds pursuant to guidelines described in 29 C.F.R. 1614.108.

The agency will provide the following support to the contractor in the investigation:

1. One copy of the Counselor's Report and pertinent documents related to the formal complaint, and all other documents requested by the investigator pertaining to the investigation.
2. Office space for conducting interviews.

The contractor is responsible for all administrative, clerical, and photocopying support not provided for above, as well as appropriate sanitation of all documents.

Agency employees shall fully cooperate during the investigative process. Employees having knowledge of matters relating to the complaint may be required by the investigator to provide evidence or testimony under oath or affirmation without a pledge of confidence.

The Report of Investigation will be the final product submitted to TMA EEO Office upon completion of the investigation. **One hard copy** and **one electronic file** via email will be submitted.

In the event that the investigator is unable to complete the investigation in the number of days required due to delays attributed to the agency, the investigator must immediately contact the TMA EEO Office.

Payment Process

Payment for Contract Counselors shall submit invoice information into the Wide Area Workflow (WAWF).

When these actions are complete, the investigative services contracted for will be complete.

I, _____, agree to the terms as stated.
Type or Print Name

Contract Investigator

EEO Director, TMA EEO Office

Date

Date

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

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	7 dys. ADC	4	TRICARE MANAGEMENT ACTIVITY TMA ADMIN INFORMATION ASSURANCE- IA DHHQ BUILDING 7700 ARLINGTON BLVD, SUITE 5101 FALLS CHURCH VA 22042-5101 FOB: Destination	HT0003

Section G - Contract Administration Data

WAWF INFORMATION**Invoicing and Receiving Report Instructions**

The Contractor is responsible for submitting invoices and initiating receiving reports electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF) for goods and services rendered under this Contract. For fixed price contracts, the WAWF 2 IN 1 format (for services), and the COMBO format (only for supplies or equipment), are the preferred methods of processing electronic invoices and receiving reports within TMA. Back up documentation (such as timesheets, etc.) can be included and attached to WAWF documents as requested by the responsible COR. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF.

Contractor personnel (WAWF Vendor role) shall self-register at the web site: <https://wawf.eb.mil/>, and be activated by the Contractor's designated Electronic Business Point of Contact. WAWF training is available on the internet at <http://wawftraining.com>.

The Contractor shall submit invoices for payment and initiate receiving reports every month.

The Government shall process invoices for payment and associated receiving reports every month.

Prior to submitting the first WAWF-RA electronic form for a given task order, Contractors should first coordinate with the assigned TMA COR.

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports.

As prescribed in [232.7004](#), use the following clause:

ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (MAR 2008)

(a) *Definitions.* As used in this clause—

- (1) “Contract financing payment” and “invoice payment” have the meanings given in section 32.001 of the Federal Acquisition Regulation.
- (2) “Electronic form” means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

- (3) "Payment request" means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) *Definitions.* Important to the WAWF Process

- (1) **Acceptor:** The organization or person designated in block 15 of the SF 1449 (cover page of the purchase request) who accepts the products or services tendered. The acceptor has a unique DoDAAC (Department of Defense Activity Address Code) shown in the upper right had box of block 15 that must be used to notify the acceptor that an electronic invoice is pending.
- (2) **DoDAAC:** As stated above, an acronym for Department of Defense Activity Address Code. This code unique to each organization in the Department of Defense. Knowledge of what DoDAAC codes must be input into WAWF electronic invoices is crucial to the payment process as it alerts the acceptor that an invoice is pending for acceptance and alerts the payment office that a completed action is ready to process for payment.
- (3) **Payment Office:** The location of the Defense Finance and Accounting Service (DFAS) office shown in block 18a of the SF 1449 that will process your electronic invoices. The payment office also has a unique DoDAAC.

(c) Options within WAWF include a "combo" for supply items, a 2-in-1 invoice for service contracts and a "stand-alone" invoice. It is recommended that the use of, stand-alone invoices be avoided. The matching of "stand-alone" invoices by DFAS offices requires invoices and receiving reports be separately or individually submitted by the vendor and the receiving activity and can routinely cause lengthy delays and possible rejection because they do not appear together and therefore must be individually matched and then verified. The use of the "combo" or "2-in-1" does not present this problem and avoids the attendant delays associated with matching. Detailed instructions on how to create an invoice, as well as other topical issues, can be found at the WAWF training website at <http://www.wawftraining.com>.

(d) A key, important, and imperative step for vendors to take is to e-mail notification to the acceptor identified in the contract in block 15 by clicking on the "Send More E-Mail Notifications" link in WAWF upon submission of the electronic invoice instrument (combo or 2-in-1). This step provides notice to the acceptor of your pending invoice. Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(e) The Contractor may submit a payment request and receiving report using other than WAWF only when—

- (1) The Contracting Officer authorizes use of another electronic form. With such an authorization, the Contractor and the Contracting Officer shall agree to a plan, which shall include a timeline, specifying when the Contractor will transfer to WAWF;
 - (2) DoD is unable to receive a payment request or provide acceptance in electronic form;
 - (3) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment; or
 - (4) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System).
- (f) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.
- (g) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.
- (h) The Contractor is responsible for submitting invoices and initiating receiving reports electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF) for goods and services rendered under this Contract. Contractors should use the WAWF cost voucher format to bill on cost-reimbursement contracts, including Time and Materials and Labor Hour (T&M and LH) contracts. For cost-reimbursement, T&M and LH contracts, the DCAA has sole authority for verifying claimed costs and approving interim payment requests, and the Contracting Officer has the sole authority for approving final payment requests. Information on completing a WAWF Cost Voucher is available on the internet at <http://wawftraining.com>. WAWF documents are routed using specific location codes. To insure proper routing the following WAWF location codes are provided for this contract:

Pay DoDAAC: HQ0649

Service Acceptor DoDAAC: HT0003

Service Approver / Ext.:

Gregory S. Byard| FTPADM

Self registration for the use of WAWF can be accomplished at <https://wawf.eb.mil/index.html>.

For assistance in registering contact:

1-866-618-5988

COMMERCIAL: 801-605-7095

CSCASSIG@CSD.DISA.MIL

Helpful training on the use of WAWF for the submission of invoices is available on line at <http://www.wawftraining.com>.

(i) Questions concerning payments:

- (1) DFAS Indianapolis at 1-888-332-7366. You will need to have the delivery/purchase/contract number ready when calling about payments.
- (2) Payment and receipt information can be accessed at the DFAS website <https://myinvoice.csd.disa.mil>. You will need to have the delivery/purchase/contract number or invoice number to inquire about the payment.

When initiating documents within WAWF, Contractors must use the appropriate two-part TMA location code to include BOTH the Government Acceptor DoDAAC / Extension (Ext) fields and the Local Processing Office (LPO) DoDAAC / Extension fields as displayed within the WAWF application and illustrated below:

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.232-1	Payments	APR 1984
52.232-3	Payments under Personal Services Contracts	APR 1984
52.233-2	Service Of Protest	SEP 2006
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.244-6	Subcontracts for Commercial Items	DEC 2010