

<b>REQUEST FOR QUOTATIONS</b> <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 12 PAGES	
1. REQUEST NO. HT0011-12-T-0004	2. DATE ISSUED 12-Jan-2012	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING		
5a. ISSUED BY TRICARE MANAGEMENT ACTIVITY CONTRACT OPERATIONS DIV (COD) 5111 LEESBURG PIKE SUITE 550 FALLS CHURCH VA 22041			6. DELIVER BY (Date) <b>SEE SCHEDULE</b>			
5b. FOR INFORMATION CALL: (Name and Telephone no.)(No collect calls) ALIM KOROMA 703-681-5996			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) <b>SEE SCHEDULE</b>			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 22-Jan-2012						
<b>IMPORTANT:</b> 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)
<b>SEE SCHEDULE</b>						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
<b>NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.</b>						
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	BrailleSense Plus FFP See Schedule for Shipping Details. FOB: Destination BRAND NAME/SOLE SOURCE: BN	1	Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Braille Sense OnHand FFP See schedule for shipping details FOB: Destination BRAND NAME/SOLE SOURCE: BN	1	Each		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Shipping Cost FFP See schedule for shipping details FOB: Destination	1	Lump Sum		

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## Section C - Descriptions and Specifications

### STATEMENT OF WORK

#### **1. 1. BACKGROUND**

The Department of Defense (DoD) established the Computer/Electronic Accommodations Program (CAP) in 1990 to improve accessibility for people with disabilities throughout the DoD and remove the cost of accommodations. The TRICARE Management Activity (TMA), a field activity in the Office of the Assistant Secretary of Defense (Health Affairs), serves as the executive agent for CAP. CAP is housed at TMA's Office of the Chief Information Officer (OCIO). CAP's mission is to provide assistive technology and accommodations to ensure people with disabilities and wounded service members have equal access to the information technology environment and opportunities in DoD and throughout the Federal Government. In October 2000, the National Defense Authorization Act granted CAP the authority to provide assistive technology, devices, and services to any department or agency in the Federal Government upon the request of the head of the agency. Via this authority, CAP is the Federal Government's centrally funded accommodations program, providing assistive technology solutions at no cost to the requesting agency. Much of CAP's success lies in the ability to provide assistive technology and reasonable accommodations to employees quickly and easily, which can increase employment and retention of employees with disabilities. On October 17, 2006, the National Defense Authorization Act granted CAP the authority to provide assistive technology to wounded/injured service members allowing them to retain the equipment upon separation. CAP provides the assistive technology to the service members and coordinates the service as outlined in the Department of Defense Instruction (DoDI) 6025.22. Since the inception of CAP, procurement of information technology management support services provided best administrative value to CAP as it expanded and provided over 12,000 assistive technology and accommodation services to 68 Federal agency partners and wounded Service members in the recent Fiscal Year.

#### **2. OBJECTIVE**

Provide Assistive Technology and Accommodation Services to Federal Employees with disabilities and Wounded Service Members.

#### **3. SCOPE**

This award provides assistive technology to Federal Employees with vision impairments. This request is to provide a Braille Sense Plus and Braille Sense OnHand.

The Braille Sense Plus is an electronic note taking device with similar functionality to a PDA optimized for users who are blind with a braille display as well as a video display to aid in communication of information to sighted co-workers

The Braille Sense OnHand is a smaller, lighter electronic note taking device optimized for users who are blind whose job duties include frequent travel or multiple work locations.

#### **4. OTHER CONSTRAINTS/CONSIDERATIONS**

4a Shipping: Items will need to be shipped to any CAP customer within the Department of Defense or one of their partner agencies around the world. The items will need to be shipped to the customers within 5 days of receipt of the order. To ensure delivery, the ship to addresses should not be altered. Need to be shipped as provided. (SEE ATTACHED SPREADSHEET)

4b Proof of Delivery: To secure payment the vendor must provide proof of delivery and signed acceptance receipt of package along with the invoice. Vendor should EITHER provide a spreadsheet to include, at a minimum; recipient name, item(s) sent, mailing tracking number, and mailing carrier OR individual invoice that includes the mailing

tracking number and carrier via attachment to the WAWF system, email, or fax.  
4c Payment: Vendors will need to ship all items to each CAP customer per Purchase Order Award before submitting a payment request into the Wide Area Workflow (WAWF). Vendors should NOT split the Purchase Order Award. Once all items have been shipped per customer and purchase order, the vendor should submit the one charge (referencing the purchase order award) for all items into WAWF. Vendors should NOT have separate charges per individual shipment.

**Brand Name Justification****Braille Sense Plus**

This product has three features that make it preferable as a Braille note taker and PDA for people who are blind or deaf and blind. Having both a Braille display and video display which allows a person who is deaf and blind to talk to a sighted person or it allows a blind person to share information with coworkers who are sighted. Other Braille note takers do not include a video display only a Braille display, thus someone who is sighted and who does not know Braille cannot work with the employee who is blind. The file formats are compatible with common applications used in the federal government such as Word, Excel, and Outlook. It has the ability to sync with windows 7 and current Office applications without additional equipment or file conversion software.

**Braille Sense OnHand**

This product offers similar functionality to the Braille Sense Plus but in a more compact form factor to facilitate travel or working from multiple locations for a user with increased portability requirements as opposed to a heavier model of electronic note taker. The file formats are compatible with common applications used in the federal government such as Word, Excel, and Outlook. It has the ability to sync with windows 7 and current Office applications without additional equipment or file conversion software.

## 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	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

**SHIPPING INFORMATION**

Address	Customer Name	Contact Email	Contact Phone	Product Name	Quantity
Wendy David VA - Veterans Health Administration 1660 S. Columbian Way W-116-WTRC Seattle, Washington 98108	1.Wendy David	<a href="mailto:wendy.david@va.gov">wendy.david@va.gov</a>	206-277-1S24Ext.	BrailleSense On-Hand	1
Marian Stankiewicz VA - Veterans Health Administration 10701 East Boulevard Cleveland, Ohio 44106	2.Marian Stankiewicz	marian.stankiewicz2@va.gov	216 7913800Ext. 2137	Braille Sense Plus	1
					2

**DELIVERY INFORMATION**

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	N/A	N/A	N/A	N/A
0002	N/A	N/A	N/A	N/A
0003	N/A	N/A	N/A	N/A

## Section G - Contract Administration Data

PAYMENT 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

Admin DoDAAC: HT0003

Service Approver / Ext.:

Sharon Terrell-Lindsay| FTICAP

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

52.202-1	Definitions	JUL 2004
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	OCT 2010
52.204-7	Central Contractor Registration	APR 2008
52.211-5	Material Requirements	AUG 2000
52.212-4	Contract Terms and Conditions--Commercial Items	JUN 2010
52.216-24	Limitation Of Government Liability	APR 1984
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-25	Prohibition on Engaging in Sanctioned Activities Relating to Iran--Certification.	NOV 2011
52.232-1	Payments	APR 1984
52.233-1	Disputes	JUL 2002
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.243-1	Changes--Fixed Price	AUG 1987