

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 29 PAGES
1. REQUEST NO. HT0011-12-T-0016	2. DATE ISSUED 02-Feb-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) SEE SCHEDULE		
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) TEAGAN O'BAR 703-681-1143			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) TRICARE MANAGEMENT ACTIVITY COMPUTER/ELECTRONIC ACCO PROGRAM DIVISION PROCUREMENT SUPPORT DIVISION 5111 LEESBURG PIKE SUITE 810 FALLS CHURCH VA 22041 TEL: FAX:		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 11-Feb-2012					
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	Dragon Technical Services FFP Dragon Technical Services are assistance to ensure the successful implementation and integration of what can be complicated speech recognition software, which is helpful to individuals requiring cognitive and/or dexterity accommodations; enabling the user to speak words rather than type. Speech recognition software is frequently easier to use because of a cognitive inability to process the acts of typing and thinking simultaneously. Speech recognition software assists people with more severe dexterity disabilities (cerebral palsy, prosthesis, polio, quadriplegia, severe carpal tunnel, etc.), by allowing users to "type" using voice alone or in conjunction with alternative keyboards/pointing devices. This AT provides users with the capability to create text and operate a computer by speaking. FOB: Destination	20	Each		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel (Request# 72941) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Travel (Request# 72944) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Travel (Request# 72949) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Travel (Request# 72982) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Travel (Request# 73006) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Travel (Request# 73052) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	Travel (Request# 73094) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	Travel (Request# 73126) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010	Travel (Request# 73160) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011	Travel (Request# 73525) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0012	Travel (Request# 73637) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013	Travel (Request# 73763) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014	Travel (Request# 72937) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015	Travel (Request# 74026) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0016	Travel (Request# 73451) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Travel (Request# 72342) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018	Travel (Request# 74092) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0019	Travel (Request# 74408) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0020	Travel (Request# 75136) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0021	Travel (Request# 74702) FFP Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem. FOB: Destination	1	Each		

NET AMT

Section C - Descriptions and Specifications

STATEMENT OF WORK

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 Wounded Service Members with Dexterity, Vision, and Cognitive Impairments. This request is to provide 20 Dragon Technical Services and Associated Travel Costs.

Dragon Technical Services are assistance to ensure the successful implementation and integration of what can be complicated speech recognition software, which is helpful to individuals requiring cognitive and/or dexterity accommodations; enabling the user to speak words rather than type. Speech recognition software is frequently easier to use because of a cognitive inability to process the acts of typing and thinking simultaneously. Speech recognition software assists people with more severe dexterity disabilities (cerebral palsy, prosthesis, polio, quadriplegia, severe carpal tunnel, etc.), by allowing users to "type" using voice alone or in conjunction with alternative keyboards/pointing devices. This AT provides users with the capability to create text and operate a computer by speaking.

Associated travel costs cover additional expenses incurred by the vendor in providing the requested Technical Services at standard GSA rates. Costs can include airfare, hotel, other travel costs, and per diem.

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.

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
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
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0011	Destination	Government	Destination	Government
0012	Destination	Government	Destination	Government
0013	Destination	Government	Destination	Government
0014	Destination	Government	Destination	Government
0015	Destination	Government	Destination	Government
0016	Destination	Government	Destination	Government
0017	Destination	Government	Destination	Government
0018	Destination	Government	Destination	Government
0019	Destination	Government	Destination	Government
0020	Destination	Government	Destination	Government
0021	Destination	Government	Destination	Government

Section F - Deliveries or Performance

CUSTOMER SHIPPING INFORMATION

Address	Customer Name	Contact Email	Contact Phone	Product Name	Quantity
National Geospatial-Intelligence Agency 7500 Geoint Dr, Rm N43163 ATTN: Rodney Yelder/Craig Souza Springfield, Virginia 22150	1.Craig Souza	Craig.A.Souza@nga.mil	301-227-0672	Dragon Technical Services	1
National Geospatial-Intelligence Agency 7500 Geoint Dr, Rm N43163 ATTN: Rodney Yelder/Craig Souza Springfield, Virginia 22150	1.Craig Souza	Craig.A.Souza@nga.mil	301-227-0672	Travel	1
TBI Clinic R-17 11050 Mt Belvedere Blvd ATTN: CPT Kristen Kroll/Rebecca Colbert Fort Drum , New York 13602	2.Rebecca Colbert	hooahismywatchword@gmail.com	315-772-3087	Dragon Technical Services	1
TBI Clinic R-17 11050 Mt Belvedere Blvd ATTN: CPT Kristen Kroll/Rebecca Colbert Fort Drum , New York 13602	2.Rebecca Colbert	hooahismywatchword@gmail.com	315-772-3087	Travel	1
Charlie Reynolds 5911 93rd St SW Apt 102 Lakewood, Washington 98499	3.Charlie Reynolds	charlie.reynoldsjr@us.army.mil	757-339-1203	Dragon Technical Services	1

Charlie Reynolds 5911 93rd St SW Apt 102 Lakewood, Washington 98499	3.Charlie Reynolds	charlie.reynoldsjr @us.army.mil	757-339-1203	Travel	1
Michelle Obata Office of the Secretary of Defense 3500 Defense Pentagon Room 5B742A Washington, District of Columbia 20301-3500	4.Michelle Obata	michelle.obata@os d.mil	703-693-3813	Dragon Technical Services	1
Michelle Obata Office of the Secretary of Defense 3500 Defense Pentagon Room 5B742A Washington, District of Columbia 20301-3500	4.Michelle Obata	michelle.obata@os d.mil	703-693-3813	Travel	1
Winn ACH - TBI Clinic 531 E 9th St Bldg 357 ATTN: Carla Chase/Edwin Hoyos Fort Stewart, Georgia 31314	5.Edwin Hoyos	Edwin.F.Hoyos@u s.army.mil	912-435-7001	Dragon Technical Services	1
Winn ACH - TBI Clinic 531 E 9th St Bldg 357 ATTN: Carla Chase/Edwin Hoyos Fort Stewart, Georgia 31314	5.Edwin Hoyos	Edwin.F.Hoyos@u s.army.mil	912-435-7001	Travel	1

Michael Mednansky 5020 Nolte Dr N Colorado Springs , Colorado 80916	6.Michael Mednansky	Michael.Mednansk y@us.army.mil	850-974-0139	Dragon Technical Services	1
Michael Mednansky 5020 Nolte Dr N Colorado Springs , Colorado 80916	6.Michael Mednansky	Michael.Mednansk y@us.army.mil	850-974-0139	Travel	1
Winn ACH - WTB 1061 Harmon Ave. Attn: Debra DeHart/ John Londono Fort Stewart, Georgia 31314	7.John Londono	jw.londono@us.ar my.mil	912-980-1723	Dragon Technical Services	1
Winn ACH - WTB 1061 Harmon Ave. Attn: Debra DeHart/ John Londono Fort Stewart, Georgia 31314	7.John Londono	jw.londono@us.ar my.mil	912-980-1723	Travel	1
Fort Bragg - Womack AMC - Army 3601 Darby Loop Attn: Herman Perez Fort Bragg, North Carolina 28310	8.Herman Perez	herman.perez@us. army.mil	910-396-7700	Dragon Technical Services	1
Fort Bragg - Womack AMC - Army 3601 Darby Loop Attn: Herman Perez Fort Bragg, North Carolina 28310	8.Herman Perez	herman.perez@us. army.mil	910-396-7700	Travel	1
BACH - TBI Clinic 650 Joel Drive ATTN: Cynthia Zmroczek/Joseph Sandlin Fort Campbell, Kentucky 42223	9.Joseph Sandlin	joeyas72@yahoo.c om	270-412-9056	Dragon Technical Services	1

BACH - TBI Clinic 650 Joel Drive ATTN: Cynthia Zmroczek/Joseph Sandlin Fort Campbell, Kentucky 42223	9.Joseph Sandlin	joeyas72@yahoo.com	270-412-9056	Travel	1
Raymond Blinkmann 489 McGill Rd. Vass, North Carolina 28394	10.Raymond Blinkmann	RayBlinkmann@yahoo.com	910-366-1858	Dragon Technical Services	1
Raymond Blinkmann 489 McGill Rd. Vass, North Carolina 28394	10.Raymond Blinkmann	RayBlinkmann@yahoo.com	910-366-1858	Travel	1
BROOKE ARMY MEDICAL CENTER 3551 Roger Brooke Dr, BLDG 3600 Attn: Albert Barrera CFI / Darius Johnson Fort Sam Houston, Texas 78234	11.Darius Johnson	Kathryn.Korp@us.army.mil	267-987-6621	Dragon Technical Services	1
BROOKE ARMY MEDICAL CENTER 3551 Roger Brooke Dr, BLDG 3600 Attn: Albert Barrera CFI / Darius Johnson Fort Sam Houston, Texas 78234	11.Darius Johnson	Kathryn.Korp@us.army.mil	267-987-6621	Travel	1
Brooke AMC 3851 Roger Brooke Dr, Bldg 3600 Attn:Albert Barrera /Kathryn Korm / Erik Galvan Fort Sam Houston, Texas 78234	12.Erik Galvan	Kathryn.Korp@us.army.mil	214-516-5348	Dragon Technical Services	1

Brooke AMC 3851 Roger Brooke Dr, Bldg 3600 Attn:Albert Barrera /Kathryn Korm / Erik Galvan Fort Sam Houston, Texas 78234	12.Erik Galvan	Kathryn.Korp@us. army.mil	214-516-5348	Travel	1
Arthur Rizer U.S. Department of Justice 14560 Avion Parkway Chantilly, Virginia 20151	13.Arthur Rizer	arthur.rizer@usdoj .gov	703-488-4510	Dragon Technical Services	1
Arthur Rizer U.S. Department of Justice 14560 Avion Parkway Chantilly, Virginia 20151	13.Arthur Rizer	arthur.rizer@usdoj .gov	703-488-4510	Travel	1
Brooke AMC 3551 Roger Brooke Dr, bldg 3600 Attn: Susanne Stanley / Albert Barrera / Carlos Lugo Fort Sam Houston, Texas 78234	14.Carlos Lugo	abc2dahlos87@aol .com	210-601-1398	Dragon Technical Services	1
Brooke AMC 3551 Roger Brooke Dr, bldg 3600 Attn: Susanne Stanley / Albert Barrera / Carlos Lugo Fort Sam Houston, Texas 78234	14.Carlos Lugo	abc2dahlos87@aol .com	210-601-1398	Travel	1

Ethan Haris 2730 Bluestem Dr Lawrence, Kansas 66047	15.Ethan Harris	eeharris@gmail.com	360-818-4867	Dragon Technical Services	1
Ethan Haris 2730 Bluestem Dr Lawrence, Kansas 66047	15.Ethan Harris	eeharris@gmail.com	360-818-4867	Travel	1
Matthew Crotty DHS - Customs Border Protection 150 Westpark Way Suite 300, Room MSF 314 Euless, Texas 76040	16.Matthew Crotty	matthew.crotty@dhs.gov	817-868-8940	Dragon Technical Services	1
Matthew Crotty DHS - Customs Border Protection 150 Westpark Way Suite 300, Room MSF 314 Euless, Texas 76040	16.Matthew Crotty	matthew.crotty@dhs.gov	817-868-8940	Travel	1
Brooke AMC - Center for the Intrepid 3851 Roger Brooke Dr Bldg 3634 4th Floor ATTN: Susanne Stanley/Rusty Dunagan Fort Sam Houston, Texas 78234	17.Rusty Dunagan	susanne.stanley@amedd.army.mil	210-601-1398	Dragon Technical Services	1
Brooke AMC - Center for the Intrepid 3851 Roger Brooke Dr Bldg 3634 4th Floor ATTN: Susanne Stanley/Rusty Dunagan Fort Sam Houston, Texas 78234	17.Rusty Dunagan	susanne.stanley@amedd.army.mil	210-601-1398	Travel	1

Occupational Therapy 5005 N Piedras Room 2353 C Attn: Theresa Prudencio/Jerod Palmer El Paso, Texas 79920	18.Jerod Palmer	jerod.s.palmer@us .army.mil	915-892-8513	Dragon Technical Services	1
Occupational Therapy 5005 N Piedras Room 2353 C Attn: Theresa Prudencio/Jerod Palmer El Paso, Texas 79920	18.Jerod Palmer	jerod.s.palmer@us .army.mil	915-892-8513	Travel	1
Samuel Ethridge 673d Medical Group / MDOS / SGOY / OT Dept 5955 Zeamer Ave JBER, Alaska 99506	19.Samuel Ethridge	richard.vandegrift. ctr@elmendorf.af. mil	907-580-1701	Dragon Technical Services	1
Samuel Ethridge 673d Medical Group / MDOS / SGOY / OT Dept 5955 Zeamer Ave JBER, Alaska 99506	19.Samuel Ethridge	richard.vandegrift. ctr@elmendorf.af. mil	907-580-1701	Travel	1
Timothy Fallon 9800 Bristol Square Ln #201 Bethesda, Maryland 20814	20.Timothy Fallon	Fallon.Timothy.E @gmail.com	908-625-4291	Dragon Technical Services	1
Timothy Fallon 9800 Bristol Square Ln #201 Bethesda, Maryland 20814	20.Timothy Fallon	Fallon.Timothy.E @gmail.com	908-625-4291	Travel	1

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	15 dys. ADC	20	TRICARE MANAGEMENT ACTIVITY COMPUTER/ELECTRONIC ACCO PROGRAM DIVISION PROCUREMENT SUPPORT DIVISION 5111 LEESBURG PIKE SUITE 810 FALLS CHURCH VA 22041 FOB: Destination	HT0003
0002	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0003	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0004	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0005	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0006	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0007	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0008	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0009	N/A	N/A	N/A	N/A
0010	15 dys. ADC	1	TRICARE MANAGEMENT ACTIVITY COMPUTER/ELECTRONIC ACCO PROGRAM DIVISION PROCUREMENT SUPPORT DIVISION 5111 LEESBURG PIKE SUITE 810 FALLS CHURCH VA 22041 FOB: Destination	HT0003
0011	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0012	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0013	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003

0014	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0015	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0016	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0017	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0018	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0019	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0020	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003
0021	15 dys. ADC	1	(SAME AS PREVIOUS LOCATION) FOB: Destination	HT0003

Section G - Contract Administration Data

PAYMENT INSTRUCTIONS**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.:

Kameelah Montgomery| 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	JAN 2012
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
52.216-24	Limitation Of Government Liability	APR 1984
52.222-41	Service Contract Act Of 1965	NOV 2007
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-25	Prohibition on Engaging in Sanctioned Activities Relating to Iran--Certification.	NOV 2011
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.243-1	Changes--Fixed Price	AUG 1987
52.244-6	Subcontracts for Commercial Items	DEC 2010