

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 24	
1. REQUEST NO. HT0011-12-T-0028	2. DATE ISSUED 16-Mar-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) LARRY JONES 703-681-1149			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) SEE SCHEDULE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 31-Mar-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	JAWS Technical Services FFP JAWS Technical Services. To provide services to 8 federal employees throughout CONUS. See attached shipping addresses for locations and the amount of hours required for training. FOB: Destination	84	Hours		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel Cost COST Travel Cost to provide services to all the CONUS locations to provide JAWS Technical Services. FOB: Destination		Lot		

ESTIMATED COST

Section C - Descriptions and Specifications

STATEMENT OF WORK**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 Federal employees with Blind and Low Vision Impairments.

This request is to provide JAWS Technical Services for Federal employees located throughout CONUS.

- JAWS Technical Services are required for Federal employees to ensure successful implementation and integration of potentially complex software. Jaws Technical Services integrates the settings of the Jaws Screen reader with the user interface of the agency's applications. For example, if the employee's agency is using web based user interfaces, the Jaws configuration may need to be told to read the title attributes instead of the "alt" attributes. The JAWS software is the only screen reader program certified for networks throughout the DOD and CAP's partner agencies, such as the Navy's NMCI network. Providing technical services are essential for employees to successful meet their necessary job tasks.

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 award should be processed within 5 days of the award, and customers should receive their items no later than 15 days for CONUS and 25 days for OCONUS from the date of the award. 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.

5. ELECTRONIC & INFORMATION TECHNOLOGY (E&IT)

- 5a JAWS Technical Services

Applicable Section 508 Product Requirements

Technical Provisions

NOTE: Technical provisions are determined to apply based on EIT characterized using the BuyAccessible Wizard.

Technical provisions based on definite EIT characteristics are identified by a "yes". Technical provisions based on possible EIT characteristics are identified by a "maybe". Additional provisions may apply based on the actual characteristics of the EIT.

1194.21 Software Applications and Operating Systems

1194.22 Web-based Intranet and Internet Information and Applications

1194.22a	maybe	A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Quick Reference
1194.22b	maybe	Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Quick Reference
1194.22c	maybe	Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Quick Reference
1194.22d	maybe	Documents shall be organized so they are readable without requiring an associated style sheet.	Quick Reference
1194.22e	maybe	Redundant text links shall be provided for each active region of a server-side image map.	Quick Reference
1194.22f	maybe	Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Quick Reference
1194.22g	maybe	Row and column headers shall be identified for data tables.	Quick Reference
1194.22h	maybe	Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Quick Reference
1194.22i	maybe	Frames shall be titled with text that facilitates frame identification and navigation.	Quick Reference
1194.22j	maybe	Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Quick Reference
1194.22k	maybe	A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Quick Reference
1194.22l	maybe	When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Quick Reference
1194.22m	maybe	When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).	Quick Reference
1194.22n	maybe	When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Quick Reference
1194.22o	maybe	A method shall be provided that permits users to skip repetitive navigation links.	Quick Reference
1194.22p	maybe	When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Quick Reference

1194.23 Telecommunication Products

1194.23a	yes	Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Quick Reference
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1194.23b	yes	Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Quick Reference
1194.23c	yes	Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Quick Reference
1194.23d	yes	Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Quick Reference
1194.23e	yes	Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Quick Reference
1194.23f	yes	For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Quick Reference
1194.23g	yes	If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Quick Reference
1194.23h	yes	Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Quick Reference
1194.23i	yes	Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Quick Reference
1194.23j	yes	Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Quick Reference
1194.23k[1]	maybe	Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Quick Reference
1194.23k[2]	maybe	Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Quick Reference
1194.23k[3]	maybe	Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Quick Reference
1194.23k[4]	maybe	Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Quick Reference

1194.24 Video and Multimedia Products

1194.24a	maybe	All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes,	Quick Reference
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and displays closed captions from broadcast, cable, videotape, and DVD signals.

1194.24b	maybe	Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Quick Reference
1194.24c	yes	All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Quick Reference
1194.24d	yes	All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Quick Reference
1194.24e	maybe	Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Quick Reference

1194.25 Self Contained, Closed Products

1194.25a	maybe	Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Quick Reference
1194.25b	maybe	When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Quick Reference
1194.25e	yes	When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	Quick Reference
1194.25f	yes	When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Quick Reference
1194.25g	maybe	Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Quick Reference
1194.25h	maybe	When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Quick Reference
1194.25i	yes	Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Quick Reference
1194.25j[1]	maybe	Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	Quick Reference
1194.25j[2]	maybe	Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Quick Reference
1194.25j[3]	maybe	Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Quick Reference
1194.25j[4]	maybe	Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Quick Reference

1194.26 Desktop and Portable Computers

1194.26a	maybe	All mechanically operated controls and keys shall comply with 1194.23 (k) (1) through (4).	Quick Reference
1194.26d	maybe	Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards.	Quick Reference

Functional Performance Criteria

NOTE: Functional Performance Criteria provides overall product evaluation and for technologies or components for which there is no specific requirement under other section. These criteria are also intended to ensure that the individual accessible components work together to create an accessible product.

1194.31a	yes	At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.
1194.31b	yes	At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.
1194.31c	yes	At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.
1194.31d	yes	Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.
1194.31e	yes	At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.
1194.31f	yes	At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Information, Documentation, and Support

NOTE: In order for an EIT to be fully usable by person with disabilities, the information about the EIT and EIT support services must also be usable by person with disabilities.

1194.41a	yes	Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charges.
1194.41b	yes	End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats, or alternate methods upon request, at no additional charge.
1194.41c	yes	Support services for products shall accommodate the communication needs of end-users with disabilities.

Applicable Section 508 Service Requirements

NOTE: Section 508 service requirements are determined to apply based on deliverable requirements characterized using the BuyAccessible Wizard. Additional service requirements may apply based on the actual characteristics of the deliverable as a result of the service.

Section 508 service requirements for deliverable type : Information Content

You have characterized Information Content to include topics that address EIT products and EIT-related services. Section 508 must be considered as a requirement on the delivered content to assure that it includes data and/or knowledge appropriate to specific Section 508 accessibility requirements. The specific requirements that apply depend upon the specific type of EIT referred to in the information content as well as the functional performance criteria detailed in 1194.31.

You have characterized the deliverable intended to be posted on your agency's a website. Section 508 must be considered as a requirement on the delivered content to assure that it considers the specific Section 508 accessibility requirements detailed in 1194.22 as well as the functional performance criteria detailed in 1194.31.

You have characterized the deliverable intended to be made available in a multimedia format by your agency. Section 508 must be considered as a requirement on the delivered content to assure that it considers the specific Section 508 accessibility requirements detailed in 1194.24 as well as the functional performance criteria detailed in 1194.31.

Section 508 service requirements for deliverable type of Information Content must also address Information, Documentation and Support Subpart D 1194.41.

- | | | |
|----------|-----|--|
| 1194.41a | yes | Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charges. |
| 1194.41b | yes | End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats, or alternate methods upon request, at no additional charge. |
| 1194.41c | yes | Support services for products shall accommodate the communication needs of end-users with disabilities. |

Section 508 service requirements for deliverable type : EIT Related Labor Hours

You have characterized the activity to be performed relate to or require the use of EIT. Section 508 must be considered as a requirement for the EIT related labor hours activity to assure that it considers specific Section 508 accessibility requirements. The specific requirements that apply depend upon the specific type of EIT related to performing the activity as well as the functional performance criteria detailed in 1194.31

Brand Name Justification

JAWS Technical Services

JAWS Technical Services are required for 8 Federal employees to ensure successful implementation and integration of potentially complex software using their already provided JAWS software. The government has purchased the software for these 8 Federal Workers as a form of a mandatory reasonable accommodation per Equal Employment Opportunity laws. JAWS Technical Services allows for integration of the JAWS Screen reader with the user's interface of the agency's applications. For example, if the employee's agency is using web based user interfaces, the Jaws configuration may need to be told to read the title attributes instead of the "alt" attributes. The JAWS software is the only screen reader program certified for networks throughout the DOD and CAP's partner agencies, such as the Navy's NMCI network. Providing technical services are essential for employees to successful meet their necessary job tasks. The government is therefore restricting this competition to only those providers with training expertise in JAWS. Certified Trainers of JAWS is preferred.

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

Section F - Deliveries or Performance

SHIPPING ADDRESSES

Address	Product Name	Quantity
USDA - RMA 9240 Troost Ave MS 0835 Kansas City, Missouri 64131	JAWS Technical Services	16 hours
DCMA Philadelphia 700 Robbins Ave Bldg 4A Philadelphia, Pennsylvania 19111	JAWS Technical Services	8 hours
1615 Woodward St Austin, Texas 78772	JAWS Technical Services	12 hours
156 Marauder St Goodfellow AFB, Texas 76908	JAWS Technical Services	8 hours
2849 Babylon Ct Oviedo, Florida 32765	JAWS Technical Services	8 hours
8523 W State Hwy 4 Beatrice, Nebraska 68310	JAWS Technical Services	8 hours
DOI - Fish and Wildlife Service 4401 N Fairfax Dr Rm7072-43 Arlington, Virginia 22203	JAWS Technical Services	16 hours

USDA - NRCS 1400 Independence Avenue SW Rm 6231-South Washington, District of Columbia 20250	JAWS Technical Services	8 hours
		84 hours

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

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.:

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

52.222-50 Combating Trafficking in Persons

FEB 2009

CLAUSES INCORPORATED BY FULL TEXT

52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS (JAN 2011)

(a) Definitions. See 13 CFR 125.6(e) for definitions of terms used in paragraph (d).

(b) Evaluation preference. (1) Offers will be evaluated by adding a factor of 10 percent to the price of all offers, except--

(i) Offers from HUBZone small business concerns that have not waived the evaluation preference; and

(ii) Otherwise successful offers from small business concerns.

(2) The factor of 10 percent shall be applied on a line item basis or to any group of items on which award may be made. Other evaluation factors described in the solicitation shall be applied before application of the factor.

(3) A concern that is both a HUBZone small business concern and a small disadvantaged business concern will receive the benefit of both the HUBZone small business price evaluation preference and the small disadvantaged business price evaluation adjustment (see FAR clause 52.219-23). Each applicable price evaluation preference or adjustment shall be calculated independently against an offeror's base offer.

These individual preference amounts shall be added together to arrive at the total evaluated price for that offer.

(4) When the two highest rated offerors are a HUBZone small business concern and a large business, and the evaluated offer of the HUBZone small business concern is equal to the evaluated offer of the large business after considering the price evaluation preference, award will be made to the HUBZone small business concern.

(c) Waiver of evaluation preference. A HUBZone small business concern may elect to waive the evaluation preference, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraphs (d) and (e) of this clause do not apply if the offeror has waived the evaluation preference.

___ Offeror elects to waive the evaluation preference.

(d) Agreement. A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;

(3) General construction. (i) At least 15 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

(ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

(iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns; or

(4) Construction by special trade contractors. (i) At least 25 percent of the cost of contract performance to be incurred for personnel will be spent on the prime contractor's employees;

(ii) At least 50 percent of the cost of the contract performance to be incurred for personnel will be spent on the prime contractor's employees or on a combination of the prime contractor's employees and employees of HUBZone small business concern subcontractors;

(iii) No more than 50 percent of the cost of contract performance to be incurred for personnel will be subcontracted to concerns that are not HUBZone small business concerns.

(e) A HUBZone joint venture agrees that the aggregate of the HUBZone small business concerns to the joint venture, not each concern separately, will perform the applicable percentage of work requirements.

(f)(1) When the total value of the contract exceeds \$25,000, a HUBZone small business concern nonmanufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business concern manufacturers.

(2) When the total value of the contract is equal to or less than \$25,000, a HUBZone small business concern nonmanufacturer may provide end items manufactured by other than a HUBZone small business concern manufacturer provided the end items are produced or manufactured in the United States.

(3) Paragraphs (f)(1) and (f)(2) of this section do not apply in connection with construction or service contracts.

(g) Notice. The HUBZone small business offeror acknowledges that a prospective HUBZone awardee must be a HUBZone small business concern at the time of award of this contract. The HUBZone offeror shall provide the Contracting Officer a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award that could affect its HUBZone eligibility. If the apparently successful HUBZone offeror is not a HUBZone small business concern at the time of award of this contract, the Contracting Officer will proceed to award to the next otherwise successful HUBZone small business concern or other offeror.

(End of clause)

52.225-25 Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran-- Representation and Certification. (NOV 2011)

(a) Definitions. As used in this provision--

Person--

(1) Means--

(i) A natural person;

(ii) A corporation, business association, partnership, society, trust, financial institution, insurer, underwriter, guarantor, and any other business organization, any other nongovernmental entity, organization, or group, and any governmental entity operating as a business enterprise; and

(iii) Any successor to any entity described in paragraph (1)(ii) of this definition; and

(2) Does not include a government or governmental entity that is not operating as a business enterprise.

Sensitive technology--

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically--

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

(b) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(c) Except as provided in paragraph (d) of this provision or if a waiver has been granted in accordance with 25.703-4, by submission of its offer, the offeror--

(1) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran; and

(2) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies.

(d) Exception for trade agreements. The representation requirement of paragraph (c)(1) and the certification requirement of paragraph (c)(2) of this provision do not apply if--

(1) This solicitation includes a trade agreements notice or certification (e.g., 52.225-4, 52.225-6, 52.225-12, 52.225-24, or comparable agency provision); and

(2) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(End of provision)

252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA (MAY 2002) ALTERNATE III (MAY 2002)

(a) Definitions. As used in this clause --

(1) "Components" means articles, materials, and supplies incorporated directly into end products at any level of manufacture, fabrication, or assembly by the Contractor or any subcontractor.

(2) "Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.

(3) "Foreign flag vessel" means any vessel that is not a U.S.-flag vessel.

(4) "Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.

(5) "Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract.

(6) "Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea.

(i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.

(ii) "Supplies" includes (but is not limited to) public works; buildings and facilities; ships; floating equipment and vessels of every character, type, and description, with parts, subassemblies, accessories, and equipment; machine tools; material; equipment; stores of all kinds; end items; construction materials; and components of the foregoing.

(7) "U.S.-flag vessel" means a vessel of the United States or belonging to the United States, including any vessel registered or having national status under the laws of the United States.

(b)(1) The Contractor shall use U.S.-flag vessels when transporting any supplies by sea under this contract.

(2) A subcontractor transporting supplies by sea under this contract shall use U.S.-flag vessels if--

(i) This contract is a construction contract; or

(ii) The supplies being transported are--

(A) Noncommercial items; or

(B) Commercial items that--

(1) The Contractor is reselling or distributing to the Government without adding value (generally, the Contractor does not add value to items that it contracts for f.o.b. destination shipment);

(2) Are shipped in direct support of U.S. military contingency operations, exercises, or forces deployed in humanitarian or peacekeeping operations; or

(3) Are commissary or exchange cargoes transported outside of the Defense Transportation System in accordance with 10 U.S.C. 2643.

(c) The Contractor and its subcontractors may request that the Contracting Officer authorize shipment in foreign-

flag vessels, or designate available U.S.-flag vessels, if the Contractor or a subcontractor believes that --

(1) U.S.-flag vessels are not available for timely shipment;

(2) The freight charges are inordinately excessive or unreasonable; or

(3) Freight charges are higher than charges to private persons for transportation of like goods.

(d) The Contractor must submit any request for use of other than U.S.-flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting Officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum --

(1) Type, weight, and cube of cargo;

(2) Required shipping date;

(3) Special handling and discharge requirements;

(4) Loading and discharge points;

(5) Name of shipper and consignee;

(6) Prime contract number; and

(7) A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) with at least two U.S.-flag carriers contacted. Copies of telephone notes, telegraphic and facsimile message or letters will be sufficient for this purpose.

(e) The Contractor shall, within 30 days after each shipment covered by this clause, provide the Contracting Officer and the Maritime Administration, Office of Cargo Preference, U.S. Department of Transportation, 400 Seventh Street SW., Washington, DC 20590, one copy of the rated on board vessel operating carrier's ocean bill of lading, which shall contain the following information:

(1) Prime contract number;

(2) Name of vessel;

(3) Vessel flag of registry;

(4) Date of loading;

(5) Port of loading;

(6) Port of final discharge;

(7) Description of commodity;

(8) Gross weight in pounds and cubic feet if available;

(9) Total ocean freight in U.S. dollars; and

(10) Name of the steamship company.

(f) The Contractor shall insert the substance of this clause, including this paragraph (f), in subcontracts that are for a type of supplies described in paragraph (b)(2) of this clause.

(End of clause)

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	MAY 2011
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