

Purchase Request	Description BrailleNote Apex 32 BTs	Purchase Request Number HT000322335	
	Requisition Date 27-Jun-2012	DPAS Priority Rating	Priority
Requesting Office TRICARE MANAGEMENT ACTIVITY COMPUTER/ELECTRONIC ACCO PROGRAM DIVISION INFORMATION ASSURANCE- IA DHHQ BUILDING 7700 ARLINGTON BLVD, SUITE 5101 FALLS CHURCH VA 22042-5101 Tel: _____ Fax: _____		Type of Action <input checked="" type="checkbox"/> Small Purchase <input type="checkbox"/> Competed Contract <input type="checkbox"/> Non-competed Contract <input type="checkbox"/> Manufacturer Sole Source <input type="checkbox"/> Delivery Order <input type="checkbox"/> Task Order <input type="checkbox"/> Grants/Coops Agreement <input type="checkbox"/> Sealed Bid <input type="checkbox"/> FSS/GSA Schedule <input type="checkbox"/> Commercial <input type="checkbox"/> NIB / NISH / FPI	
Issuing Office TRICARE MANAGEMENT ACTIVITY 14501 GEORGE CARTER WAY SUITE 105 CHANTILLY VA 20151 Tel: 703-735-4959 Fax: _____		Ship To TRICARE MANAGEMENT ACTIVITY COMPUTER/ELECTRONIC ACCO PROGRAM DIVISION INFORMATION ASSURANCE- IA DHHQ BUILDING 7700 ARLINGTON BLVD, SUITE 5101 FALLS CHURCH VA 22042-5101 Tel: _____ Fax: _____	Code HT0003
Suggested Supply Source		Comments	
Suggested Vendor(s)			
Line Item Summary	Total Cost \$0.00 Total Funding \$0.00	See Attached Page(s) for Line Item Detail	
Contract Data Suggested Type of Contract Firm Fixed Price See Line Item Detail for Proposed Individual CLIN Contract Types		Suggested Contracting Officer's Representative(s) No CORs Defined	
Suggested Contract/Agreement Information Contract/Agreement Number: <input type="checkbox"/> Delivery Order <input type="checkbox"/> Modification <input type="checkbox"/> Association			
Suggested Preference Program No Preference / Not Listed		KO Notes See Attached for KO Notes	

Contract Data (cont'd)REFERENCE NO. OF DOCUMENT BEING CONTINUED
BrailleNote Apex 32 BTs / HT000322335PAGE
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KO Notes

Delivery / Task Order**Additional Data**

Additional Point of Contact (POC) Information

Phone:
Fax:**Property Officer Information**Phone:
Fax:**J/A Number:****Proposal Due:****Execution Method:****Date:****Project Number:****Subtype Codes:****Security Clearance Required** Unclassified
 Confidential Secret
 Top Secret

Section Supplies or Services and Price

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	BrailleNote Apex BT 32 FFP BrailleNote Apex BT 32 See Schdule for shipping details. FOB: Destination BRAND NAME/SOLE SOURCE: BN PURCHASE REQUEST NUMBER: HT000322335	2	Each		\$0.00

NET AMT \$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	Provide funding for CLIN 0001 FFP FOB: Destination PURCHASE REQUEST NUMBER: HT000322335				\$0.00

NET AMT \$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Shipping FFP See Schdule for shipping details. FOB: Destination PURCHASE REQUEST NUMBER: HT000322335	1	Each		\$0.00

NET AMT \$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201	Provide funding for CLIN 0002 FFP FOB: Destination PURCHASE REQUEST NUMBER: HT000322335				\$0.00

NET AMT \$0.00

Section Descriptions and Specification

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 Low Vision Impairments.

This request is to provide 2 BrailleNote Apex 32 BTs

- The BrailleNote is a portable device that allows an individual who is blind to have the capability of writing notes and documents away from the computer, read electronic documents remotely, and have PDA features such as scheduling, phone and address book, etc. The Braille Note allows both speech and Braille communication. Having both features supports quick look up and detailed reading of documents.

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 award and customer should receive their items no later than 15 days from the award date for CONUS and 25 days for OCONUS. 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. APPLICABLE SECTION 508 PRODUCT REQUIREMENTS

1. BrailleNote Apex 32 BT

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

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|----------|-------|--|---------------------------------|
| 1194.21a | maybe | When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually. | Quick Reference |
| 1194.21b | yes | Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer. | Quick Reference |
| 1194.21c | maybe | A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input | Quick Reference |

		focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.	
1194.21d	maybe	Sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Quick Reference
1194.21e	maybe	When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Quick Reference
1194.21f	maybe	Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Quick Reference
1194.21g	yes	Applications shall not override user selected contrast and color selections and other individual display attributes.	Quick Reference
1194.21h	maybe	When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Quick Reference
1194.21i	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
1194.21j	maybe	When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Quick Reference
1194.21k	maybe	Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Quick Reference
1194.21l	maybe	When electronic forms are used, 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

1194.22 Web-based Intranet and Internet Information and Applications

Based on your responses no provisions are determined to apply.

1194.23 Telecommunication Products

1194.23a	maybe	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
1194.23b	maybe	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	Quick

		telecommunications systems shall be usable by TTY users with their TTYs.	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	maybe	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	Quick Reference

or keys shall be visually discernible, and discernible either through touch or sound.

1194.24 Video and Multimedia Products

Based on your responses no provisions are determined to apply.

1194.25 Self Contained, Closed Products

1194.25a	yes	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	yes	When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Quick Reference
1194.25c	maybe	Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).	Quick Reference
1194.25e	maybe	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	maybe	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	yes	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	yes	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	maybe	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	Quick Reference

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.

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|-------------|-------|---|---------------------------------|
| 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 |
| 1194.26b | maybe | If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies 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.

Based on your responses no information, documentation, and support provisions are determined to apply.

Brand Name Justification

BrailleNote Apex BT 32

The Employees are Braille readers who work interviewing applicants and need to be able to take notes remotely and read legal documents. The Braille display allows reading without speech avoiding interfering with discussions and meetings. Without this device the employee will have to rely on a full laptop with a separate Braille display to perform the job. Competing products are: Pac Mate Bx440. This unit requires a separate Braille display, thus it is less integrated and unsuitable for a notetaker. The BrailleSense, another comparable product has many features than the employees need and would complicate their job functions rather than simplifying them.

Section Inspection and Acceptance

INSPECTION AND ACCEPTANCE

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
000201	Destination	Government	Destination	Government

Section Deliveries and Performance

SHIPPING INFORMATION

Request ID	Address	Customer Name	Contact Email	Contact Phone	Product Name	Qty
77867	Attn: William Bordley Office of General Counsel 10th Fl. 2604 Jefferson Davis Highway Alexandria, Virginia 22301	1. William Bordley	ed.bordley@usdoj.gov	202.307.8571	BrailleNote Apex BT 32	1
77800	1 Cross Island Plz, 3rd Floor Attn: Girmai Kahsai Rosedale, New York 11422	2. Girmai Kahsai	Girmai.Kahsai@uscis.dhs.gov	(718) 723-5954	BrailleNote Apex BT 32	1
						2

DELIVERIES AND PERFORMANCE

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	15 dys. ADC	2	TRICARE MANAGEMENT ACTIVITY COMPUTER/ELECTRONIC ACCO PROGRAM DIVISION INFORMATION ASSURANCE- IA DHHQ BUILDING 7700 ARLINGTON BLVD, SUITE 5101 FALLS CHURCH VA 22042-5101 FOB: Destination	HT0003
000101	N/A	N/A	N/A	N/A
0002	15 dys. ADC	1	TRICARE MANAGEMENT ACTIVITY COMPUTER/ELECTRONIC ACCO PROGRAM DIVISION INFORMATION ASSURANCE- IA DHHQ BUILDING 7700 ARLINGTON BLVD, SUITE 5101 FALLS CHURCH VA 22042-5101 FOB: Destination	HT0003
000201	N/A	N/A	N/A	N/A

Section 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

Service Acceptor 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:

Service Acceptor / Ext.

LPO DoDAAC / Ext

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HT0003 / FTICAP

HT0003 / FTICAP

Section Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JAN 2012
52.204-7	Central Contractor Registration	FEB 2012
52.211-5	Material Requirements	AUG 2000
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2012
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

Section Instructions, Conditions and Notices to Bidders

QUOTE SUBMISSION

Please submit your quote to Cornell House at cornell.house@tma.osd.mil by July 12, 2012 by 2:30 pm eastern time.