

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER 0010569766-0003		PAGE 1 OF 40			
2. CONTRACT NO. W56HZV-14-P-A852		3. AWARD/EFFECTIVE DATE 30-Sep-2014		4. ORDER NUMBER		5. SOLICITATION NUMBER W56HZV-14-T-A393		6. SOLICITATION ISSUE DATE 19-Sep-2014	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME KIM RAMSAY				b. TELEPHONE NUMBER (No Collect Calls) 586-282-8470		8. OFFER DUE DATE/LOCAL TIME 04:00 PM 24 Sep 2014	
9. ISSUED BY INSTAL & VEHICLE SUP CONTRACTING DIV 6501 E. 11 MILE ROAD WARREN MI 48397-5000  TEL: FAX:			CODE W56HZV		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: <u>100</u> % FOR:  <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: 541410 SIZE STANDARD: \$7,500,000				
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT TERMS Net 30 Days		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING		
15. DELIVER TO CENTER OF MILITARY HISTORY JOHN PASCHAL 102 4TH AVENUE, BUILDING 35 FT. MCNAIR, DC 20319			CODE W74R7L		16. ADMINISTERED BY INSTAL & VEHICLE SUP CONTRACTING DIV KIM RAMSAY CCTA-HDC-BMS 350 DENETTE.K.RAMSAY.CIV@MAIL.MIL WARREN MI 48397-5000				
17a. CONTRACTOR/OFFEROR BROCKINGTON AND ASSOCIATES, INC. CAT MCBEE 3850 HOLCOMB BRIDGE RD STE 105 NORCROSS GA 30092-5220 TELEPHONE NO. 678-638-4149			CODE 1L7S8		FACILITY CODE		18a. PAYMENT WILL BE MADE BY DFAS-INDY VP GFEB5 8899 E 56TH STREET INDIANAPOLIS IN 46249-3800		
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
		<b>SEE SCHEDULE</b>							
25. ACCOUNTING AND APPROPRIATION DATA  <b>See Schedule</b>							26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>\$227,508.92</b>		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.      ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.      ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.					<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR					31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  <i>Heather M Mوندt</i>				
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) HEATHER M. MUNDT / CONTRACTING OFFICER TEL: 586-282-6506 EMAIL: heather.m.mundt.civ@mail.mil			31c. DATE SIGNED 30-Sep-2014	

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p><b>SEE SCHEDULE</b></p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )	
	41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	
	42b. RECEIVED AT ( <i>Location</i> )	
41c. DATE	42c. DATE REC'D ( <i>YY/MM/DD</i> )	42d. TOTAL CONTAINERS

## Section A - Solicitation/Contract Form

## CLAUSES INCORPORATED BY FULL TEXT

52.201-4000 TACOM-WARREN OMBUDSPERSON

Jan 06

Information regarding the TACOM-Warren Ombudsperson is located at the website <http://contracting.tacom.army.mil/acqinfo/ombudsperson.htm>.

52.204-4016 TACOM-WARREN ELECTRONIC CONTRACTING

(DEC 2012)

(a) All TACOM solicitations and awards are distributed on the TACOM-Warren Procurement Network (ProcNet) Business Opportunities website (<http://contracting.tacom.army.mil/opportunity.htm>) and are no longer available in hard copy. The Technical Data Packages (TDPs) and other documents, when available electronically, will be attachments or links to the solicitation package on ProcNet.

(b) You may need to use special software to view documents that we post on ProcNet. This viewing software is freeware, available for download at no cost from commercial websites like Microsoft and Adobe. In cases where such software is required, we provide a link from ProcNet to the commercial site where the software is available. Once you arrive at the software developer's site, follow its instructions to download the free viewer. You can then return to the ProcNet.

(c) Unless otherwise authorized in this solicitation, you are required to submit your offer, bid, or quote electronically, via the Army Single Face to Industry (ASFI) Online Bid Response System (BRS). For detailed information about submitting your offer electronically, please see <http://contracting.tacom.army.mil/acqinfo/ebidnotice.htm>.

(d) Requirements for the online ASFI bid submission:

(1) You must be registered in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) (a Federal Government owned and operated free web site) and have a CAGE Code and CCR Marketing Partner Identification Number (MPIN).

(2) If you found the solicitation on ProcNet, use the following link to the Start Bid Page on the ASFI BRS website for this solicitation:

[https://acquisition.army.mil/asfi/solicitation\\_view.cfm?psolicitationnbr=-1-](https://acquisition.army.mil/asfi/solicitation_view.cfm?psolicitationnbr=-1-)

(3) If you found the solicitation by searching on ASFI, you can start the online bidding process by using the Start Bid button on the ASFI Solicitation View page. You may also access the ASFI BRS by going to <https://acquisition.army.mil/asfi/> and clicking on the Contracting Opportunities Search to find the solicitation.

(4) Once in the ASFI BRS, you will be asked to enter basic information and will then be directed to upload one or more files containing your offer and information required by the solicitation.

(5) You will receive a confirmation of your bid upon completion of the bid submission process.

(6) You can find detailed BRS user instructions on the ASFI website at [https://acquisition.army.mil/asfi/BRS\\_guide.doc](https://acquisition.army.mil/asfi/BRS_guide.doc).

(e) Note to offerors:

Your attention is called to the solicitation closing date and time as stated on the cover page of this solicitation, local time for the TACOM Contracting Center, Warren, Michigan. In accordance with FAR 15.208(a), offerors are responsible for submitting proposals, and any revisions, and modifications, so as to be received by the Government office designated in the solicitation by the time specified.

It is the offeror's responsibility to assure their proposal is received by the date and time specified above. In accordance with FAR 15.208, if your proposal was not received at the initial point of entry to the Government infrastructure (in this case, received through ASFI) by the exact date and time specified above, it will be determined late. Proposal, as the term is used here, means ALL volumes and/or parts of the proposal.

Unless otherwise authorized in the solicitation, you are required to submit your offer, bid, or quote electronically, via the Army Single Face to Industry (ASFI) On-Line Bid Response System (BRS). Note: There is no "expected" or "target" length of time for proposal submission; size and content may be factors, therefore offerors are strongly cautioned to submit their proposals allowing adequate time for submission.

Solicitations may remain posted on the AFSI Open Solicitation Web page after the solicitation closes. Even though the system will allow you to submit a proposal after the closing date/time, your proposal will be considered late and may not be considered for award. If you are responding to a Request for Proposal, your offer will not be considered if it is submitted after the closing date and time unless one of the exceptions is met at FAR 15.208(b). If you are responding to a Request for Quotation, your quote may be considered if it is received after the closing date, and it will not unduly delay award.

(f) Any award issued as a result of this solicitation will be distributed electronically. Awards posted on ProcNet represent complete OFFICIAL copies of contract awards and will include the awarded unit price. This is the notice required by Executive Order 12600 (June 23, 1987) of our intention to release unit prices in response to any request under the Freedom of Information Act (FOIA), 5 USC 552. Unit price is defined as the contract price per unit or item purchased as it appears in Section B of the contract and is NOT referring to nor does it include Cost or Pricing data/information. If you object to such release, and you intend to submit an offer, notify the contracting officer in writing prior to the closing date identified in this solicitation and include the rationale for your objection consistent with the provisions of FOIA. A release determination will be made based on rationale given.

(g) If you have questions or need help using ProcNet, call our Electronic Contracting Help Desk at (586) 282-7059, or send an email to DAMI\_AcquisitionCenterWebPage@conus.army.mil. If you have questions about the content of any specific item posted on the ProcNet, please call the contract specialist or point of contact listed for the item. For technical assistance in doing business with the Government, and doing business electronically, please visit the Procurement Technical Assistance Center website at <http://www.dla.mil/db/procurem.htm> to find a location near you.

End of Clause

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Each	\$227,508.92	\$227,508.92

101st Ariborne Design

FFP

The contractor shall provide an Design of an Exhibit for the Don F. Pratt Museum at Ft Campbell, Kentucky in accordance with the Statement of Work, located in Section C.

100% SMALL BUSINESS SET-ASIDE

NAICS Code 541510 Applies to this solicitation

Small Business Size Standard is \$7,500,000

FOB: Destination

PURCHASE REQUEST NUMBER: 0010569766-0003

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NET AMT \$227,508.92

ACRN AA \$227,508.92

CIN: GFEB001056976600001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A001					\$0.00

Contract Data Requirements List

FFP

The contractor shall provide the data required in accordance with the Statement of Work. Contract Data Requirements List (CDRL) A001

This line item is not separately priced.

See Exhibit A

FOB: Destination

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NET AMT

\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A002					\$0.00

Contract Data Requirements List

FFP

The contractor shall provide the data required in accordance with the Statement of Work. Contract Data Requirements List (CDRL) A002

This line item is not separately priced.

See Exhibit A

FOB: Destination

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NET AMT \$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A003					\$0.00

Contract Data Requirements List

FFP

The contractor shall provide the data required in accordance with the Statement of Work. Contract Data Requirements List (CDRL) A003

This line item is not separately priced.

See Exhibit A

FOB: Destination

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NET AMT

\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A004					\$0.00

Contract Data Requirements List

FFP

The contractor shall provide the data required in accordance with the Statement of Work. Contract Data Requirements List (CDRL) A004

This line item is not separately priced.

See Exhibit A

FOB: Destination

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NET AMT

\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A005					\$0.00

Contract Data Requirements List

FFP

The contractor shall provide the data required in accordance with the Statement of Work. Contract Data Requirements List (CDRL) A005

This line item is not separately priced.

See Exhibit B

FOB: Destination

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NET AMT

\$0.00

## Section C - Descriptions and Specifications

STATEMENT OF WORKStatement of Work (SOW)  
For  
Exhibit DesignPART 1  
GENERAL INFORMATION

The Contractor shall furnish the design required under this contract so as to permit the award of a contract, using standard Federal Acquisition Regulation procedures for fabrication of the exhibit designed at a price that does not exceed \$2,534,700.00. When bids or proposals for the fabrication of the exhibit are received that exceed the estimated price, the contractor shall perform such redesign and other services as are necessary to permit contract award within the funding limitation. The additional changes shall be performed at no increase in the price of this contract. However, the Contractor shall not be required to perform such additional services at no cost to the Government if the unfavorable bids or proposals are the result of conditions beyond its reasonable control.

The Contractor will promptly advise the Contracting Officer if it finds that the project being designed will exceed or is likely to exceed the funding limitations and is unable to design an exhibit within these limitations. Upon receipt of such information, the Contracting Officer will review the Contractor's revised estimate of fabrication cost. The Government may, if it determines that the estimated fabrication contract price set forth in this contract is so low that award of a fabrication contract not in excess of such estimate is improbable, authorize a change in scope or materials as required to reduce the estimated construction cost to an amount within the estimated fabrication contract price, or the Government may adjust such estimated fabrication contract price. When bids or proposals are not solicited or are unreasonably delayed, the Government shall prepare an estimate of fabricating the design submitted and such estimate

## 1.1 Description of Services/Introduction:

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform exhibit design as defined in this

Performance Work Statement except as specified in section 3 as government furnished property and services at Ft Campbell, Kentucky.

## 1.2 Background:

On behalf of the Don F. Pratt Museum at Ft Campbell, Kentucky the U. S. Army Center of Military History (CMH) requires the design of new museum exhibits in the Don F. Pratt Museum. The Don F. Pratt Museum shall consist of approximately 650 objects spread over 15 sections. The exhibit includes approximately 8 macro objects and approximately 37 uniforms. The exhibit will also include more than 400 images. In addition the design will include several full size dioramas. The exhibit space of the museum is 9,000 square feet.

The exhibit covers the history of a military unit the 101st Airborne Division (Air Assault); the post history of Fort Campbell, Kentucky; and the history of units past and present that were based there, including the 12th, 14th and 20th Armored Divisions, the 11th Airborne Division, and 173d Airborne Brigade (Separate).

The storyline has 15 sections:

1. Namesakes of Ft. Campbell and of the Pratt Museum
2. Formation of Ft. Campbell in World War II
3. Early airborne training and formation of the 101st
4. 101st in the Pacific Theater in World War II
5. 101st in the European Theater in World War II
6. World War II glider
7. 101st in Korea
8. 101st in the Cold War (reactivated 1956)
9. 101st in Vietnam (from 1968)
10. Units and activities at Ft. Campbell
11. The Volunteer Army
12. Operation Desert Storm

### 13. Operation Iraqi Freedom

### 14. 9-11 and Afghanistan

15. Past units (these may be integrated into the preceding chronology rather than at the end of the exhibit)

#### 1.3 Objectives:

Design exhibits and prepare a design package and digital production files to be used in solicitation bids to fabricate and install the exhibit. The design package and the digital files shall include all drawings, specifications and digital files necessary to fabricate and install the exhibit.

*1.3.1 Exhibit Design – Fixtures.* Design of cases, pedestals, graphic displays, plinths, brackets, mounts, audio components, video components, and multimedia kiosks.

*1.3.2 Exhibit Design – Graphics.* Design of graphic panels, labels, and kiosks.

*1.3.3 Exhibit Design – Lighting.* Design of room lighting, case lighting and lighting for other exhibit components such as dioramas.

*1.3.4 Exhibit Design - Project Management.* To include list of deliverables, schedule of deliverables, and milestone dates.

*1.3.6 Exhibit Design – Digital image work.* Scan and Photoshop images provided by the museum to be used in the preparation of the design package and digital production files.

#### 1.4 Scope:

Work shall include the design of fixtures, graphics and lighting. Contractor will be responsible for the scanning of images and Photoshop work on those images in preparation for use in the design.

1.5 Period of Performance: Work shall be completed no later than 22 June 2015.

#### 1.6 General Information

1.6.1 Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this SOW. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. As a minimum, the contractor shall

develop quality control procedures that address the areas identified in Technical Exhibit 1, “Performance Requirements Summary”. After acceptance of the quality control plan the contractor shall receive the contracting officer’s acceptance in writing of any proposed change to his QC system.

1.6.2 Quality Assurance: The government shall evaluate the contractor’s performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

### 1.6.3 Recognized Holidays

New Year’s Day

Martin Luther King Jr.’s Birthday

President’s Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran’s Day

Thanksgiving Day

Christmas Day

1.6.4 Hours of Operation: The contractor is responsible for conducting any on site work between the hours of 8am to 5pm, Monday-Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar government directed facility closings. Extension of these hours may be requested if necessary.

1.6.5 Place of performance is the Don F. Pratt Museum at Ft Campbell, Kentucky

1.6.6 Security Requirements: iWATCH Training. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 14 calendar days of contract award and within 14 calendar days of new employees commencing performance with the results reported to the COR NLT 21 calendar days after contract award.

1.6.6.1 Access and General Protection/Security Policy and Procedures. This standard language text is for contractor employees with an area of performance within an Army controlled installation, facility or area. Contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by COR). The contractor shall also provide the full name, birth date, place of birth and social security number necessary to meet installation access requirements enforced by the Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition

(FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.6.6.2 PHYSICAL Security. The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

1.6.6.3 Conservation of Utilities. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

1.6.7 Special Qualifications: Each of the contractor personnel who will be working on post are required to possess a valid government issued photo identification for entry onto Ft Campbell, Kentucky.

1.6.8 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.9 Contract Manager: The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

1.6.10 Identification of Contractor Employees: All contract personnel attending meetings, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Personnel will be required to obtain required documentation for entry onto the base each day.

## PART 2 DEFINITIONS & ACRONYMS

SOW – Statement of Work

PART 3  
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3.1 The government shall provide an object list with object dimensions and an image of the object, an image list, the storyline and sample text at the contract kick off meeting. Hard copies of images to be used or low resolution digital image files will be supplied no later than 4 weeks after the kick off meeting. Final text shall be supplied to the contractor no later than 1/23/2015.

3.2 The Contractor shall provide all equipment needed for the completion of this contract.

3.3 Services:

3.3.1 Utilities. All utilities in the facility will be available for the contractor's use in performance of duties outlined in this SOW. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

3.4 The Government will furnish the necessary workspace for the contractor staff to provide the support outlined in this SOW.

PART 4  
CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 General: Except for those items specifically stated to be government furnished in Part 3, the contractor shall furnish everything required to perform this SOW.

PART 5  
SPECIFIC TASKS

5.1 BASIC SERVICES. The contractor shall provide services for:

5.1.1 Industrial design or fixture design focuses on the design and detailing of exhibit components such as cases, pedestals, graphic displays, plinths, brackets, mounts, audio components, video components, multimedia kiosks. All fixtures should be designed to meet Americans with Disabilities Act (ADA) and National Park Service (NPS) Conservation standards as shown in NPS Guidelines. (<http://www.nps.gov/hfc/products/cons/ex-con-guidelines.cfm>)

5.1.2 Graphic design is the design and detailing of two and three dimensional graphic components which may be presented on graphic panels, labels, and kiosks. In addition, graphic design includes the scanning and manipulation of images for repair or effect using Photoshop.

All graphic components should be designed to meet ADA and NPS Conservation standards as shown in NPS Guidelines. (<http://www.nps.gov/hfc/products/cons/ex-con-guidelines.cfm>)

5.1.3 Lighting design of both the ambient light present in the galleries but also the illumination of specific objects while paying attention to the light thrown by video screens, projectors, etc. All lighting design should meet ADA and NPS Conservation standards as shown in NPS Guidelines. (<http://www.nps.gov/hfc/products/cons/ex-con-guidelines.cfm>).

5.1.4 The contractor shall provide project management for the project to include a list of deliverables accordance with (IAW) contract data requirements list (CDRL) A001, and a schedule of deliverables IAW CDRL A002. In addition, the contractor shall provide the COR with a monthly update IAW CDRL A003 appraising the COR of the projects progress. Contractor shall advise the COR of any real or foreseen difficulty in maintaining the schedule and the contractor shall submit proposals to the COR on any corrective action needed.

5.1.5 *Design Package*: Contractor is required to produce a drawing package IAW CDRL A004 that contains at a minimum:

1. Cover Sheet that identifies the site, project location, date of submission and table of contents.
2. Floor plan of the facility showing location of exhibit space within site, floor plan of the exhibit spaces with the name and location of each exhibit section and references to exhibit detail drawings.
3. Floor plan and elevations showing any new architectural features or connections to existing architecture.
4. Plan and elevation views of each exhibit section showing locations of cases, pedestal, graphics, etc within the exhibit section. Contractor should include a floor plan on each sheet showing location of the exhibit section within the overall exhibit space.
5. Plan and elevation views of all exhibit fixtures. Sheets should include fixture layouts (in plan and elevation views) showing locations of objects displayed within fixtures. Sheets should include references to specific construction details contained within the drawing package.
6. Drawings should include sheets showing construction details of all fixtures and graphics.
7. Reflected ceiling plan of the exhibit space showing locations of new lighting fixtures and hardware. Include a separate sheet for the lighting schedule.
8. An electrical plan of the exhibit space showing floor and wall outlets, ceiling junction boxes, power circuits and power load for each exhibit fixture.
9. Schedule of all materials, colors, and finishes to be used.
10. Schedule of all off the shelf items including name, address of manufacturers, telephone number and part number.
11. Locations and routing of all multimedia signal wiring.
12. Schedule of objects showing fixture number, need for bracketing, and blocks.

- 13. Schedule of graphic elements with reference to graphics fixture number and description of fixture.
- 14. Schedule of blocks, risers, and book cradles, with corresponding object number.

5.1.6 *Production* files: Contractor is required to supply production ready files in IAW CDRL A005.

PART 6

APPLICABLE PUBLICATIONS

6.1 None

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS # 1. Contractor personnel shall provide satisfactory exhibit fixture design.  IAW paragraph 5.1.1, 5.1.5 and 5.1.6 of the SOW.	Exhibit Design shall be used in the solicitation of bids for the fabrication and installation of the exhibit.	Contractor meets 95% of delivery deadlines, any deviation from this must be reported to COR. Contractor cannot exceed the exhibit budget without COR permission and cost overrun cannot exceed 10% of the exhibit budget.	100% inspection

<p>PRS # 2. Contractor personnel shall provide satisfactory graphic design.</p> <p>IAW paragraph 5.1.2, 5.1.5 and 5.1.6 of the SOW.</p>	<p>Graphic Design shall be used in the solicitation of bids for the fabrication and installation of the exhibit.</p>	<p>Contractor meets 95% of delivery deadlines, any deviation from this must be reported to COR. Contractor cannot exceed the exhibit budget without COR permission and cost overrun cannot exceed 10% of the exhibit budget.</p>	<p>100% inspection</p>
<p>PRS # 3 Contractor personnel shall provide satisfactory lighting design.</p> <p>IAW paragraph 5.1.3, 5.1.5 and 5.1.6 of the SOW.</p>	<p>Lighting Design shall be used in the solicitation of bids for the fabrication and installation of the exhibit.</p>	<p>Contractor meets 95% of delivery deadlines, any deviation from this must be reported to COR. Contractor cannot exceed the exhibit budget without COR permission and cost overrun cannot exceed 10% of the exhibit budget.</p>	<p>100% inspection</p>
<p>PRS #3. Contractor personnel shall Scan and Photoshop images.</p> <p>IAW paragraph 5.1.2.</p>	<p>Contractor shall meet all requirements to prepare images for use.</p>	<p>Contractor meets 95% of delivery deadlines, any deviation from this must be reported to COR. Contractor cannot exceed the exhibit budget without COR permission and cost overrun cannot exceed 10% of the exhibit budget.</p>	<p>100% inspection</p>
<p>PRS# 4 Contractor shall provide satisfactory project management.</p> <p>IAW paragraph 5.1.4, 5.1.5. and 5.1.6</p>	<p>Contractor shall set determine deliverables, set schedules and communicate with COR on schedule failures.</p>	<p>Contractor shall meet all deadlines that they negotiate with CMH. Deviation is only allowed with written permission from the COR.</p>	<p>100% inspection</p>

## TECHNICAL EXHIBIT 2

## DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Contractor shall provide document-showing list of deliverables for the project.  IAW paragraph of 5.1.3 of the SOW and CDRL A001.	1	1	Word document supplied as electronic file.	COR
Contractor shall provide document-showing schedule of deliverables for the project.  IAW paragraph of 5.1.3 of the SOW and CDRL A002.	1	1	Word document supplied as electronic file.	COR
Contractor shall provide document showing project progress for the project.  IAW paragraph of 5.1.3 of the SOW and CDRL A003.	3	1	Word document supplied as electronic file.	COR
Contractor shall provide an exhibit drawing package.  IAW paragraph of 5.1.5 of the SOW and CDRL A004.	3	3 +1	Hardcopy and electronic copy on disk.	COR
Contractor shall provide production ready files	1	2	Electronic files on disk	COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
IAW paragraph of 5.1.6 of the SOW and CDRL A005.				

CLAUSES INCORPORATED BY FULL TEXT

52.204-4020 ACCESS AND GENERAL PROTECTION/SECURITY POLICY AND PROCEDURES  
(JUN 2012)

The contractor and all associated subcontractors' employees shall comply with applicable installation, facility, and area commander installation and facility access and local security policies and procedures (provided by the Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor workforce must comply with all personal identity verification requirements as directed by DoD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

(End of Clause)

## 52.209-4020 - AT LEVEL I TRAINING (OCT 2013)

All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, or controlled access areas shall complete AT Level I awareness training within 14 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies. The contractor shall submit certificates of completion for each contractor employee and subcontractor employee requiring access to Army installations, facilities, or controlled access areas to the COR (or to the contracting officer, if a COR is not assigned) within 21 calendar days after completion of training. AT Level I awareness training is available at <https://atlevel1.dtic.mil/at>.

(End of Clause)

## 52.209-4022 iWATCH TRAINING (JUN 2012)

The contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Anti-Terrorism Officer (ATO)). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 14 calendar days of contract award and within 14 calendar days of new employees' commencing performance, with the results reported to the COR no later than 21 calendar days after contract award.

(End of Clause)

## 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
A001	Destination	Government	Destination	Government
A002	Destination	Government	Destination	Government
A003	Destination	Government	Destination	Government
A004	Destination	Government	Destination	Government
A005	Destination	Government	Destination	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	25-JUN-2015	1	CENTER OF MILITARY HISTORY JOHN PASCHAL 102 4TH AVENUE, BUILDING 35 FT. MCNAIR, DC 20319 202-685-2454 FOB: Destination	W74R7L
A001	N/A	N/A	N/A	N/A
A002	N/A	N/A	N/A	N/A
A003	N/A	N/A	N/A	N/A
A004	N/A	N/A	N/A	N/A

A005 N/A

N/A

N/A

N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 02120142014202000004434352520030000825

6100.9000021001

COST CODE: A22HH

AMOUNT: \$227,508.92

CIN GFEBS001056976600001: \$227,508.92

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-8	Utilization of Small Business Concerns	MAY 2014
52.219-14	Limitations On Subcontracting	NOV 2011
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-19	Child Labor -- Cooperation with Authorities and Remedies	JAN 2014
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	JUL 2014
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014

52.222-37	Employment Reports on Veterans	JUL 2014
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-54	Employment Eligibility Verification	AUG 2013
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.232-11	Extras	APR 1984
52.232-17	Interest	MAY 2014
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.242-13	Bankruptcy	JUL 1995
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.204-7000	Disclosure Of Information	AUG 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7006	Billing Instructions	OCT 2005
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	NOV 2013
252.204-7015	Disclosure of Information to Litigation Support Contractors	FEB 2014
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 2014
252.225-7001	Buy American And Balance Of Payments Program	DEC 2012
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 2012
252.225-7012	Preference For Certain Domestic Commodities	FEB 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004

252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.246-7000	Material Inspection And Receiving Report	MAR 2008

#### CLAUSES INCORPORATED BY FULL TEXT

#### 52.204-4009 (TACOM) MANDATORY USE OF CONTRACTOR TO GOVERNMENT ELECTRONIC COMMUNICATION (AUG 2008)

- (a) All references in the contract to the submission of written documentation shall mean electronic submission. All electronic submissions shall be in the formats and media described in the website:  
<http://contracting.tacom.army.mil/acqinfo/ebidnotice.htm>.
- (b) This shall include all written unclassified communications between the Government and the Contractor except contract awards and contract modifications which shall be posted on the internet. Return receipt shall be used if a commercial application is available. Classified information shall be handled in full accordance with the appropriate security requirements.
- (c) In order to be contractually binding, all Government communications requiring a Contracting Officer signature must include an affirmative response from the Contracting Officer's e-mail address. The Contractor shall designate the personnel with signature authority who can contractually bind the contractor. All binding contractor communication shall be sent from this contractor e-mail address(es).

- (d) Upon award, the Contractor shall provide the Contracting Officer with a list of e-mail addresses for all administrative and technical personnel assigned to this contract.
- (e) Unless exempted by the Procuring Contracting Officer in writing, all unclassified written communication after contract award shall be transmitted electronically.

(End of Clause)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JULY 2014)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

\_\_\_ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

X (16) 52.219-8, Utilization of Small Business Concerns (MAY 2014) (15 U.S.C. 637(d)(2) and (3)).

(iii) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (JUL 2014) (38 U.S.C. 4212).

(vi) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(viii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(ix) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

(x) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

\_\_\_\_\_ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(xi) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)

(xii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)

(xiii) 52.222-54, Employment Eligibility Verification (Aug 2013).

(xiv) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xvi) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

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52.212-4003 (TACOM)

ALL OR NONE--COMMERCIAL ITEM ACQUISITION

(SEPTEMBER 1996)

This provision serves as an addendum that modifies paragraph (h) of FAR 52.212-1, entitled INSTRUCTIONS TO OFFERORS—COMMERCIAL ITEMS. Paragraph (h) is modified to say that you must offer to provide the total quantity of the items in this solicitation. **ONLY ONE AWARD WILL BE MADE AS A RESULT OF THIS SOLICITATION. OFFERS SUBMITTED FOR LESS THAN THE TOTAL QUANTITIES OF ALL THE ITEMS IN THIS SOLICITATION WILL NOT BE CONSIDERED FOR AWARD**

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## 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JULY 2013)

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

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The

Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it ( ) is, ( ) is not a small business concern under NAICS Code 541410- assigned to contract number .

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.farsite.hill.af>

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation (48 CFR 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

## 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2 in one

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

\_\_\_\_\_

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”).

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0490
Issue By DoDAAC	W56HZV
Admin DoDAAC	W56HZV
Inspect By DoDAAC	W74R7L
Ship To Code	W74R7L
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	_____
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

\_\_\_\_\_

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

\_\_\_\_\_

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENTS

Attachments

Exhibit A Contract Data Requirements List DD1423

Exhibit B Contract Data Requirements List DD1423 pg 2

Pratt Existing Floor Plan