

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N00033-11-D-6505	2. DELIVERY ORDER/ CALL NO. 0038	3. DATE OF ORDER/ CALL (YYYYMMDD) 2014 Jan 14	4. REQ./ PURCH. REQUEST NO. N0003340026101	5. PRIORITY
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6. ISSUED BY MILITARY SEALIFT COMMAND WASHINGTON D.C. 914 CHARLES MORRIS COURT SE WASHINGTON NAVY YARD DC 20398-5540	CODE N00033	7. ADMINISTERED BY (if other than 6) SEE ITEM 6	CODE	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
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9. CONTRACTOR US INFORMATION TECHNOLOGIES JOSEPH MORRONE 4800 WESTFIELDS BLVD, STE 250 CHANTILLY VA 20151-4202	CODE 4LYJ5	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY WAWF SUBMIT ELECTRONIC INVOICES IAW WAWF CONTRACT CLAUSE MSC WORLDWIDE DC ANY	CODE	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: (b) (6) EMAI (b) (6) BY: ERIN W. GRENINGER	 CONTRACTING / ORDERING OFFICER	25. TOTAL	(b) (4)
			26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN
 INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
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f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment.			31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	
0001		1	Dollars, U.S.	\$(b) (4)	(b) (4)

Oracle Professional IT Technical Support
FFP

The period of performance is from 14 January 2014 to 16 December 2014.

(b) (4) covers the performance from 14 January 2014 to 30

September 2014. Funding for 01 October 2014 to 16 December 2014 will be added incrementally.

FOB: Destination

PURCHASE REQUEST NUMBER: N0003340026101

NET AMT

(b) (4)

ACRN AA

CIN: N00033400261010001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Dollars, U.S.	\$(b) (4)	\$(b) (4)

Oracle Professional IT Technical Support
FFP

(b) (4) of performance is from 14 January 2014 to 16 December 2014.

(b) (4) covers the performance from 14 January 2014 to 30 September 2014. Funding for 01 October 2014 to 16 December 2014 will be added incrementally.

FOB: Destination

PURCHASE REQUEST NUMBER: N0003340026101

NET AMT

(b) (4)

ACRN AA

CIN: N00033400261010002

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

Contract: N00033-11-D-6505

Title: Maintenance Support for Human Resources Management Portfolio (HRMP)

Period of Performance: 02 December 2013 thru 01 December 2014

COR/ACOR: As per contract, Section G-3

Government Program Manager (PM): Thomas Knowlton, (b) (6)

ORACLE PROFESSIONAL IT TECHNICAL / MAINTENANCE SUPPORT FOR HUMAN RESOURCES MANAGEMENT PORTFOLIO (HRMP)

Objective

The contractor shall perform activities in support of the MSC Human Resources Management Portfolio (MSC-HRMP) Maintenance in accordance with section C4.3 of the base contract. This support includes the impact analysis, design, development, testing and execution of system change requests for correction of system problems (maintenance / sustainment) requested to the HRMS baseline by the MSC Government Program Manager (PM). The support personnel shall respond to user questions resulting from MSC Global Service Desk (GSD) Tier II and Tier III inquiries and provide guidance on proper system process user interaction. The support also includes developing changes to custom reports and interfaces necessitated by customer processing and review.

Background

The Military Sealift Fleet Support Command (MSFSC) uses multiple systems such as Oracle, Human Resources Management System (MSC-HRMS) and additional support systems that create the MSC Human Resource Management Portfolio (MSC-HRMP). MSC-HRMP is used to support the over 5,500 civilian mariners that man MSC afloat units and identify qualified candidates and retain existing Civil Service Mariners to crew the MSC Ships. In addition to using systems under the HRMP to hire, train, identify qualified candidates, and assign Civil Service Mariners, additional information is maintained such as training needs, certifications, licenses, medical information and immunizations. All of this information is used to determine if a mariner is qualified to fill a vacant position aboard ship.

Other systems within the HRMP include the Sea Service Letter Program and Mariner Advancement Program. Future systems, initiatives and interface upgrades may include AFLOAT Applications Consolidation / Elimination delivery integrated into HRMS as well as accepting all CIVMAR Time and Attendance data and providing interface to Defense Finance and Accounting Center (DFAS).

The Contractor shall provide the following maintenance and support services for the MSC-HRMS Portfolio in accordance with tasks 4.1 and 4.3 (to include subtasks therein) of the Contract Statement of Work:

C4.1 – Portfolio Management Support

Task 1 – C4.1.1—Portfolio Management Reviews (PMR)

The Contractor shall:

- Prepare and submit a PMR agenda five (5) business days prior to the meeting, that addresses:
 - Current contract performance in comparison with contract performance metrics.
 - Mitigation plans for under-performing areas.
 - Issues and concerns.
- Prepare minutes within one business day after the PMR meeting.
- Assist the government with documentation and artifacts included in the Capital Planning, Investment Control (CPIC) process and the MSCHQ-N6 process.
- Preparation of business cases that may include but are not limited to analysis of alternatives, funding profiles and plan of actions and milestones.
- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

Task 2 - C4.1.2--- Information Assurance Support

The contractor shall comply with Military Sealift Command's Information Assurance Policy per MSC Instruction (COMSCINSTR 5239.3 series Appendix J-8) and Information Assurance Training, Certification and Workforce Management per DOD Directive (DOD 8570.01 Appendix J-9). Compliance with both directives is mandatory during the execution of design, development, and implementation and maintenance tasks.

Task 3 - C4.1.3--- Enterprise Architecture Support

The contractor shall comply with the Enterprise Architecture team MSCHQ-N64 to ensure the EA is updated for MSC supported systems. The contractor will not be expected to produce EA artifacts, but may be required to submit changes to MSC's Enterprise Architecture models, views or textual documentation, as required for the system.

Task 4 - C4.1.4--- COMSC and N6 Technical Support

The contractor will follow all applicable COMSC and N6 instructions and shall provide technical support by assisting MSC in drafting Instructions, Standard Operating Procedures (SOPs) and other guidance documents as they pertain to this performance work statement.

C4.2 – Human Resources Management Portfolio (HRMP)

Task 6 – C4.2.1 – MSC –HRMS Maintenance / Sustainment

The Contractor shall:

- Provide detailed project plan for all maintenance / sustainment activities.
- Provide MSC with a detailed system change assessment that includes a description of the change request, an analysis of the manual or systemic options and impacts of programmatic options.
- Provide detailed functional, technical and architectural design documentation for all approved programmatic.

- Develop, test, and integrate approved configuration change requests, and maintain configuration control of the systems engineering environment.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.
- Provide a systems change assessment when additional functionalities are requested by MSC. The Assessment shall include:
 - Description of the change request.
 - Analysis of the manual or systemic options and impacts of each option. The analysis should include all functional, technical, cost, and schedule considerations.
- Develop, test and integrate approved change requests.
- Maintain configuration control of the systems engineering environment.
- Respond to MSC requests for the development of Department of Defense/ Department of Navy (DOD/DON) interfaces, and interface requirements defined by MSC.
- Provide an impact analysis, requirements analysis, design, development, and testing of developed system interfaces.
- Develop a technical design for existing interfaces.
- Provide support in the maintenance of operational system interfaces. Order of precedence for task execution shall be:
 - Resolution of operational issues.
 - Providing necessary operational system maintenance; and lastly.
 - Addressing requests for system changes / modifications.

Task 7 – C4.2.2 – Tier III Support

The Contractor shall:

- Provide functional and technical knowledge of system processes.
- Investigate and analyze user reported issues.
- Provide functional and technical knowledge of system processes and detailed understanding of the capabilities of their respective applications.
- Assess the nature of reported issues and problems to determine if the issue or problem is in the domain of one of the MSC enterprise process partners.
- Investigate and analyze user reported issues and problems and determine if the issue or problems from the Tier II Support Team and provide a timely response with a documented resolution.
- Evaluate the applicability of maintenance patch releases to the installed Oracle product baseline and recommend appropriate changes to the MSC configuration for Tier III support issues.
- Provide release management support to facilitate migration of changes from the development and test instance to the production instance.

C4.3 – Other Systems (N6) Initiatives and Activities

The contractor shall provide additional support for other system (N6) initiatives around HRMS maintenance / sustainment, and Tier III support activities.

Trip Reports

Provide a trip report for travel to locations as an MSC N6 representative. It shall contain the following detailed travel information:

- Dates
- Purpose
- Location
- Dates of Site
- Personnel Contacted
- Summary
- Chronology of Events
- Observations
- Deliverables Left
- Software Performance
- Action Items
- Conclusion

Software and Business Documentation

The contractor shall provide the following deliverables:

- Software Requirements Specification, including use cases, with functional sponsor signatures.
This includes but is not limited to:
 - Updated CCR forms.
 - Requirements Documentation.
 - Detailed Requirements Documents.
 - Analysis of Alternatives (AoA).
 - Functional Design Documentation.
 - Technical Design Documentation.
- Business Case Analysis Documentation.
- User Interface screens/options (as required).
- Software Class specifications.
- Test Plans.
- Contingency Plan updates (as required).
- Test Results.
- Software Installation Instructions.
- Meeting Presentation Handouts, Slides and Meeting Minutes.
- Source code and operating program for all designed and developed modules (as required).
- System specifications necessary to recompile and deploy the software (as required).
- System Administrator Standard Operating Procedures (SOPs) (as required).

All documentation deliverables shall be prepared using Microsoft Office products (Word, Excel, Project, and PowerPoint) in a format acceptable by the COR, unless the COR and contractor mutually agree to the use of other software. Delivery shall be posted to the MSC IS Portal (per the IS Portal handbooks) or via email.

Delivery Schedule

Description	Due Date	Media Type	Delivery Point(s)
Meeting Minutes	3 business day after meeting	Soft Copy	MSC COR and Program Manager
Trip Reports	5 business days after completion of travel	Soft Copy	MSC COR and Program Manager
Software Requirements Specifications -Signed	Within 45 days of Task Order acceptance	Soft Copy	MSC COR and Program Manager
Business Case Analysis Documentation	Within 45 days of Task Order acceptance	Soft Copy	MSC COR and Program Manager
User Interface Screens/Options	As Required	Soft copy	MSC COR and Program Manager
Software Class Specifications	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR and Program Manager
Test Plans	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR and Program Manager
Contingency Plan Updates	As required	Soft copy	MSC COR and Program Manager
Test Results with Functional Sponsor signature	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR and Program Manager
Software Installation Instructions and SOPs	45 Days after the project closeout review milestone , but no later than the end of the task order performance period	Soft copy	MSC COR and Program Manager
Source code and operating program for all designed and developed modules	As Required	Soft copy	MSC COR and Program Manager
System specifications for recompiling and deploying the software	As Required	Soft copy	MSC COR and Program Manager
System Administrator Standard Operating Procedures (SOPs)	As Required	Soft Copy	MSC COR and Program Manager

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	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 14-JAN-2014 TO 16-DEC-2014	N/A	N/A FOB: Destination	
0002	POP 14-JAN-2014 TO 16-DEC-2014	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97 X 4930 ND2A 000 00033 0 000033 2F000000000000000000

AMOUNT: \$ (b) (4)

CIN N00033400261010001: \$ (b) (4)

CIN N00033400261010002: \$ (b) (4)

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

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).

Invoice

(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.

N/A

(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	N00033
Issue By DoDAAC	N00033
Admin DoDAAC	N00033
Inspect By DoDAAC	_____
Ship To Code	N62387
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.

Jody.Anderson@navy.mil

(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.

mschq_wawf@navy.mil

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

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

(End of clause)

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006)

- (a) Contract line item(s) 0001 through 0002 are incrementally funded. For these item(s), the sum of \$1,209,942.42 of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.
- (b) For items(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".
- (d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.
- (e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."
- (f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.
- (g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract (b) (4)

October 01, 2014 (b) (4)

(month) (day), (year) \$----

(month) (day), (year) \$----

(End of clause)

MSC SPECIFIC WIDE AREA WORKFLOW (WAWF) INSTRUCTIONS (AUG 2012)

The information contained in this instruction is supplemental to DFARS 252.232-7006.

The information contained in the table in DFARS 252.232-7006 is for WAWF purposes only. Information included in DFARS 252.232-7006 and this WAWF instruction apply only to WAWF Invoicing and WAWF Receiving Reports. Contradictory information elsewhere in this contract, e.g. Ship to DoDAAC, shall be followed per the terms and conditions of the contract.

When entering the invoice into WAWF, the Contractor shall fill in the DoDAAC fields or DoDAAC extensions exactly as shown in the table in DFARS 252.232-7006. Fields that should not be filled in when entering the invoice into WAWF will be indicated with the direction, "Leave Blank."

In some situations the WAWF system will pre-populate the "Pay DoDAAC," "Admin By DoDAAC" and "Issue By DoDAAC." The Contractor shall verify that those DoDAACs automatically entered by the WAWF system match the information in the table in DFARS 252.232-7006. If these DoDAACs do not match, then the Contractor shall correct the field(s).

If Receiving Reports are required, ensure that the "Inspection" and "Acceptance" defaults of "destination" for both fields are not changed in the WAWF online interface.

The CLINs on the WAWF invoice shall be entered exactly as set forth in the contract document including CLIN number (e.g. 0001), Quantity (may be adjusted for actual quantity or dollar value delivered and invoiced), and Unit Price (e.g. \$1.00). The dollar amounts on each CLIN or SubCLIN on the WAWF invoice shall reflect final performance values, but in no instance can the dollar amount for each CLIN or SubCLIN exceed what is specified in the contract document. The Contractor shall bill to the lowest level, e.g., the SubCLIN level. The Quantity and Unit of Measure fields must be filled out exactly as indicated in the CLINs and SubCLINs to reduce the possibility of the invoice being delayed or rejected during processing.

Before closing out of an invoice session in WAWF, but after submitting the document or documents, the Contractor will be given the option to send additional email notifications by clicking on the "Send More Email

Notifications” link that appears on the page. The Contractor shall click on this link and add the Technical Point of Contact’s (TPOC) or Contracting Officer’s Representative’s (COR) email address in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF system.

(End of instructions)