

SECTION G

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SECTION G

CONTRACT ADMINISTRATION DATA

G1 Contracting and Administrative Authority.

1.1 The Contracting Officer (CO) identified in paragraph G2.1 is the only person authorized to approve changes or modify any of the requirements under this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely in the CO. In the event the Contractor effects any such change at the direction of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

1.2 The Contractor shall submit requests for modification of this contract to the CO.

1.3 Contractual problems, of any nature, that may arise during the life of this contract must be handled in conformance with very specific public laws and regulations (e.g., Federal Acquisition Regulation). Only the CO is authorized to formally resolve such problems. Therefore, the user and the Contractor are hereby directed to bring all such contractual problems to the immediate attention of the CO.

1.4 Requests for information on matters related to this contract, such as explanation of terms and contract interpretation, shall be submitted to the CO designated in paragraph G2.1.

1.5 Requests to ordering offices for issuance of delivery orders must include the following:

- a. A copy of the letter of appointment for each Quality Assurance Evaluator (QAE), Contracting Officer's Technical Representative (COTR), Contracting Officer's Representative (COR), or agency equivalent assigned to the delivery order;
- b. A statement that the QAE/COTR/COR has been trained;
- c. A copy of the QAE/COTR/COR Duties and Responsibilities letter signed by the QAE;
- d. A statement that the QAE/COTR/COR has access to FAR Part 46 and all agency supplements and regulations pertaining to quality assurance;
- e. Organizations authorized to place orders under this contract are responsible for ensuring that adequate quality assurance is provided.

1.6 The QAE/COTR/COR shall be responsible, as appropriate, for the purpose of:

- a. Issuing requests to the COs for issuance of delivery orders against this contract.
- b. Conducting inspection and acceptance in accordance with Section E.
- c. Performing malfunction reporting.

d. Performing the liaison with the Contractor required by the above actions.

e. Providing reports to the designated CO, until the system/component is formally accepted include contractor progress toward system/component installation and certification, system/component, acceptance and training status.

1.7 In addition to the Navy, Army, Air Force, Coast Guard, and Defense Logistics Agency, other Federal agencies will be allowed to utilize this contract on a non-mandatory basis to satisfy requirements for super-minicomputers. The total other agency requirement satisfied under this contract shall not exceed 10 percent of the total estimated contract value over the life of the contract as determined at the time of contract award. Other Federal agencies must contact the designated COPO in paragraph G2.5 prior to issuing a Delivery Order against this contract.

G2 Administrative Matters.

2.1 The name and telephone number of the Successor Contracting Officer (SCO) and the Contract Manager are:

W.M.Huber - Code 0272.1
Naval Inventory Control Point
5450 Carlisle Pike
P.O. Box 2020
Mechanicsburg, PA 17055-0788

(717) 605-3210
DSN 430-3210
FAX (717) 605-1941 or DSN 430-1941
William_M_Huber@icpmec.navy.mil

2.2 A Government PM Customer Service Representative will be allowed access to the contractor order receipt/processing location for review and inspection of the contractor receipt/processing procedures. Space and office assets shall be made available for this individual. There may be occasions where the Government may suspend ordering (either by CLIN/SCLIN up to and including the entire Contract.) If a suspension is announced, the Contractor will adhere to this suspension by not accepting/processing delivery orders for the suspended item(s). Also, the Government reserves the right to unilaterally change any processes and information contained in paragraph G2.5.

2.3 The Contractor shall provide a copy of any correspondence received from any Government activity involved with this contract which is related or might be related to a contractual matter to the CO designated in paragraph G2.1.

2.4 A Central Order Processing Office (COPO) has been established for each agency. These offices will assist customers with Delivery Orders and other administrative contractual matters as described in paragraph G6.5. Each COPO may have different ordering requirement for its' constituents. Paragraph G2.5 lists each COPO and its respective ordering procedures.

2.5 The designated COPO's for submittal of delivery orders are as follows:

a. The COPO for the Navy, Non-DoD (including Coast Guard) and other DoD Agencies not listed below

is:

SSC Charleston Norfolk Office
9456 Fourth Ave – Ste 233
Code 6411.2 – Shirley Dunbar
Norfolk, VA 23511-2130
Phone: (757) 445-1493
DSN: 565-1493
FAX: (757) 445-2103

For overnight express only, send to:

SSC Charleston Norfolk Office
9456 Fourth Ave – Ste 233
Code 6411.2 – Shirley Dunbar
Norfolk, VA 23511-2130

All Navy, Non-DoD (except Coast Guard) and other DoD Agency Delivery Orders and Modifications MAY be routed through this COPO or may be sent directly to the Contractor.

If the COPO route is chosen, the COPO will perform Delivery Order distribution to the Contractor, DFAS, and DCMC.

If the Direct to Contractor route is chosen, each Contracting Officer is encouraged to coordinate draft Delivery Orders with the Contractor. The Contracting Officer shall ensure Orders are issued IAW G6 and shall perform ALL Order/Mod distribution including the Contractor, DFAS, DCMC and a copy to this COPO.

All Coast Guard Delivery Orders and Modifications shall NOT be routed through the COPO.

Each Contracting Officer is encouraged to coordinate draft Delivery Orders with the Contractor. The Contracting Officer shall ensure Orders are issued IAW G6 and shall perform ALL Order/Mod distribution including the Contractor, DFAS, DCMC and a copy to this COPO

b. The COPO for the Air Force is:

SSG/SSMP
Attn: SuperMini Order Desk
85 Hodges Avenue South
Maxwell AFB - Gunter Annex, AL 36114-3218
(205) 416-1785
DSN 596-1785

All Air Force Delivery Orders and Modifications shall NOT be routed through the COPO. Each Contracting Officer is encouraged to coordinate draft Delivery Orders with the Contractor. The Contracting Officer shall ensure Orders are issued IAW G6 and shall perform ALL Order/Mod distribution including the Contractor and a copy to this COPO.

c. The COPO for the Defense Logistic Agency is:

Defense Logistics Agency Administrative Support Center

Attn: DASC-CA (Attn: SuperMini Project Mgr.)
8725 John J. Kingman Rd. Suite 0119
Fort Belvoir, VA 22060-6220
(703) 767-1206
DSN 427-1206

All DLA Delivery Orders and Modifications shall be routed through this COPO. The COPO will perform Delivery Order distribution to the Contractor, DFAS, and DCMC.

d. The COPO for the Army is:

Mark Corzine
CECOM/SMC/PM SCP
ATTN: CODE AMSEL-DSA-SCP
Building 283
Ft. Monmouth, NJ 07703-5605
(732) 427-6792
DSN 987-6792

All Army Delivery Orders and Modifications shall NOT be routed through the COPO. If the Direct to Contractor route is chosen, each Contracting Officer is encouraged to coordinate draft Delivery Orders with the Contractor. The Contracting Officer shall ensure Orders are issued IAW G6 and shall perform ALL Order/Mod distribution including the Contractor, DFAS, DCMC and a copy to this COPO.

e. The COPO for Defense Information Systems Agency is:

DISA SuperMini COPO
DISA DISCI
Attn: Joy Boteler
701 South Courthouse Road
Arlington, VA 22204-2199
(703) 607-6253
DSN 226-6953

All DISA Army Delivery Orders and Modifications shall be routed through this COPO. The COPO will perform Delivery Order distribution to the Contractor, DFAS, and DCMC.

f. The ordering offices for other Federal agencies are as specified on the individual delivery orders. Before placing a delivery order against this contract contact the applicable COPO in paragraph G2.5.

2.6 The following information is provided for the use of ordering agencies in preparation of Individual Procurement Action Reports (DD Forms 350):

<u>Item No.</u>	<u>Code</u>	<u>Item No.</u>	<u>Code</u>	<u>Item No.</u>	<u>Code</u>
B1	F1963093D0001	B12D	3571	D1	C
B5A	009592056	B13	5	D2	C
B5B	N	B13B	B	D3	C
B5C	6D666	B13C	S	D4A	A
B5D	PRC, Inc.	C1	A	D4B	A
B5E	1500 PRC Drive McLean VA 22102	C3	A		
		C4	N	D4C	A
		C5	K		
		C6	2	D6	N
B5F	951783392	C7	2	D7	N
B9	N	C8	B	D8	D
B10	N	C10	A	D9	N
B12A	010	C11	N	D11	N
B12B	A70	C12	Z		
B12C	000	C13A	A		

G3 Points of Contact for Maintenance.

3.1 A primary and alternate point of contact for maintenance shall be furnished by the Contractor to each QAE or agency equivalent. This information shall include the name, title, address, and telephone number of the Contractor's maintenance personnel.

3.2 The Government shall provide a point of contact during the periods of maintenance coverage ordered to enable the Contractor to notify the Government that the system/component has been returned to the Government in proper operating condition.

G4 Invoices and Payment.

4.1 All invoices must be prepared per Section I, FAR Clause 52.232-25, "Prompt Payment", and all payments will be made per Section I, FAR Clause 52.232-1, "Payments."

4.2 Reserved

4.3 Reserved

4.4 Reserved

4.5 The Government will pay all invoices per the provisions of the Prompt Payment Act, withholding only amounts questioned by the Government or arising from liquidated damages claims or maintenance credits. When CLINs 7401AA-7409AA are ordered using the annual fee, the billing will be in monthly increments.

4.6 Payment of invoices shall be made to the addressee shown below:

a. Remittance Address for Electronic Payments:

PRC, Inc.

NationsBank
ABA: 111000012
Account Number: 3750546235

b. Remittance Address for Lockbox Payments:

PRC, Inc.
PO Box 281039
Atlanta GA 30384-1039

c. Remittance Address for Overnight Mail:

NationsBank
6000 Feldwood Road
Atlanta GA 30349
Attn: Lorrie Bishop (770) 774-6598

4.7 – Alternate Single Signature Authority

AIR FORCE: For monthly invoicing of all billable MAINTENANCE and TRAINING invoices the delegation is given to:

Janice Purefoy (334) 416-3282 or DSN 596-3282 – FAX (334) 416-3262
Air Force Project Manager-Computer Information Technology
Product Area Directorate
HQ SSG/DIPH
501 East Moore Drive, Bldg 884
MAFB – Gunter Annex, AL 36114-3014
E-mail - janice.purefoy@gunter.af.mil

ARMY: For monthly invoicing of all billable MAINTENANCE invoices the delegation is given to:

Brian Rieth PHO: (732) 427-6859 FAX: (732) 532-5185
Product Leader
US Army Small Computer Program
AMSEL-DSA-SCP, Bldg 283
Ft. Monmouth, NJ 07703-5605
e-mail: brian.rieth@mail1.monmouth.army.mil

NAVY: For monthly invoicing of all billable MAINTENANCE invoices the delegation is given to:

SSC Charleston Norfolk Office
9456 Fourth Ave – Ste 233
Code 6411.2 – Jakki Rightmeyer
Norfolk, VA 23511-2130
(757) 445-1493 DSN 565-1493

5.1 The fund citation(s) for that portion of the contract identified as the minimum quantity is:

5.1.1 _____Accounting_Classification_Number_____

1721810 81KM 000 SAS13 0 068342 2D 000000 KM2000000000

_____MIPR_Number_____	Obligation_Amount
N0002492MP37581	\$2,000,000

5.1.2 _____Accounting_Classification_Number_____

97X4930.5CAO.040 P986.14 31.24 533181

PR/MIPR/OA_Number	Obligation_Amount
DLAH-93-ZRM-3	\$3,400,000

5.1.3 _____Accounting_Classification_Number_____

21 22035 203 4281 P52739632 31NA S28043

PR/MIPR/OA_Number	Obligation_Amount
W15OPC-2-AT023-CLGM	\$1,500,000

5.1.4 _____Accounting_Classification_Number_____

5723080 172 5710 834010 0000 525000

PR/MIPR/OA_Number	Obligation_Amount
AFMPC 92-13	\$750,000

5.2 The fund citation for ordering of all items other than the minimum quantity designated in Paragraph B2 shall be stated on the individual delivery orders.

G6 Delivery Orders.

6.1 Delivery orders may be written using the DD 1155; SF 1449 or any other order forms authorized by the federal government and acceptable to the Contractor. Order shall be forwarded to the following address subject to the restrictions of G2.5:

PRC, Inc.
Attn. SMP Contracts Department
12005 Sunrise Valley Drive
Reston, VA 20191-3473

6.2 Delivery orders placed under this contract shall contain the following information, which shall be consistent with the contract terms:

- a. Date of order;
- b. Contract number and order number;

- c. CLIN(s) or SLIN(s), description, quantity ordered, and contract price;
- d. The using activity's desired delivery or performance date;
- e. The delivery or performance date;
- f. The place of delivery or performance;
- g. Packaging, packing, and shipping, uncrating and placement instructions, if any; if OCONUS, you must identify priority of the shipment for packaging and transportation purposes.
- h. Accounting and appropriation data: in accordance with DFARS 204.7107 (a), Instructions for assigning ACRNs are as follows:

Each Ordering Office is responsible for assigning ACRNs to each line of accounting in each Delivery Order. The assigned ACRN shall consist of a 2 position alpha/numeric code, excluding the letters "I and O". In no case shall an assigned ACRN apply to more than one line of accounting in a given delivery order. Any Delivery Order containing only one line of accounting shall automatically be assigned ACRN "AA", unless otherwise stated in the Delivery Order.

Note: This applies to those ordering activities utilizing DFAS Columbus as payment office.

- i. Appointment of QAE, COR, or COTR(s) (List name, office symbol, address, and commercial phone number);
- j. Consignment instructions per (DFARS 247.305-10) to include, as a minimum, the clear text and coded MILSTRIP data as follows:
 - (1) Code of consignee and clear text identification of consignee and destination as published in the following:
 - (a) Department of Defense Activity Address Directory (DODAAD), DOD 4000.25-6-M
 - (b) Military Assistance Program Address Directory (MAPAD), DOD 4000.25-8-M
 - (c) Commercial and Government Entity (CAGE) Handbook H4/H8,
 - (2) Project Code, when applicable,
 - (3) Transportation Priority (TP),
 - (4) Required Delivery Date (RDD),
 - (5) Coded MIL-STRIP document number, demand suffix code, a supplementary address and signal code. Non-MILSTRIP shipments shall include data similar to 6.2.j (1) through 6.2.j (4) above and the applicable portion of the first sentence in this subparagraph, together with the notation "Non-MILSTRIP",
 - (6) In addition to the data requirements of 6.2.j(1) through 6.2.j(5), amended shipping instructions shall include the following when appropriate:
 - (a) Name of the activity originally designated, from which the stated quantities are to be deducted
 - (b) Any other features of the amended instructions not contained in the basic contract,
 - (7) For contracts assigned for any contract administration function listed in FAR Subpart 42.3 to any office listed in DOD 4105.59-H, DOD Directory of Contract Administration Services Components, such include the modification serial number and, if a new line item is created by the issuance of shipping instructions, the new line item number and the existing line item number if affected,
 - (8) See DFARS 247.371 for use of Standard Form (SF) 30 when consignment instructions are not initially known, amended, or confirmed;
- k. Core System Components must be designated (See Table C-2);
- l. Associated primary sites will be identified (See Paragraph C40.5.2);
- m. Components that will be configured at the factory will be specified (See Paragraph C43.4 and C43.6);

- n. If partial delivery is acceptable, the items to be shipped will be specified;
- o. The address where the invoice will be submitted for all orders.
- p. Distribution and addressee for ordered CDRLs;
- q. Any other pertinent information.

6.3 Delivery orders issued under this contract shall not conflict with the contract (see FAR Clause 52.216-18 entitled "Ordering" incorporated by reference in Section I).

6.4 The CO at each office designated in paragraph G2.5 has the following authority and responsibility under this contract.

- a. Issue delivery orders;
- b. Complete any and all administrative and contractual actions with the Contractor concerning those delivery orders including quality assurance and settlement of claims or liquidated damages;
- c. The function of the CO in matters related to this contract, is restricted to paragraph G6.4 above unless otherwise authorized in writing by the CO designated in paragraph G2.1.

6.5 The COPO at each office designated in paragraph G2.5 has the following authority and responsibility under this contract.

- a. Processing of all orders;
- b. Assign a tracking number to the order and forward to the contractor;
- c. Function as the User's primary point of contact;
- d. The function of the COPO in matters related to this contract is restricted to paragraph G6.5 above unless otherwise authorized in writing by the CO designated in paragraph G2.1.

6.6 Contract Administration Data

This Contract utilizes several single unit product CLINs for a family of products that allow for specific extended prices for a family to be rolled up into a quantity of the master CLIN. This master CLIN has a firm unit price of \$1.00. The unit of measure is "Each". The quantity is the sum of the extended prices detailed in the family. Examples of this CLIN structure are found in CLIN 0600 for CISCO products, CLIN 1810 for Oracle products, and CLIN 0034CC for EMC products. A problem arises when Delivery Orders are placed with the unit price and quantity reversed. Instead of the quantity being a summation of extended amounts, the unit price is incorrectly used as the summation. Another problem arises when the unit of measure is identified as Lot, Job, etc., instead of Each.

Therefore, if unit price on a "family" CLIN is anything other than \$1.00 and the associated quantity *is listed* as 1, assuming no other errors have occurred, it shall be assumed that the unit price and quantity have erroneously been reversed and shall be interpreted to read as \$1.00 as the unit price and the summation amount in the quantity field.. Further if the unit of measure is stated as Job, Lot or any other designation, the unit of measure shall be changed to Each. No further Delivery Order modifications are necessary to fix this transposition. There will be no change in

the extended amount of the Delivery Order. The Contractor shall invoice the proper, corrected method (with a unit price of \$1.00).

This provision applies to any historic and future Delivery Orders and Modifications.

G7 GOVERNMENT CREDIT CARD PROCEDURES

Government credit card orders may be placed by the Government for purchases of supplies or services. Once received by the Contractor, the Contractor shall transmit the credit card order to the appropriate agency COPO identified in Section G2.5 of the contract. The COPO will have two (2) working days after receipt of order transmittal to disapprove the order. Orders not expressly disapproved by the COPO within the (2) working days are considered approved and the contractor may proceed with order fulfillment. The Government reserves the right to unilaterally terminate the use of the Government credit card, prospectively, under this contract at any time.