

ORDER FOR SUPPLIES OR SERVICES						PAGE 1 OF 12			
1. CONTRACT/PURCH ORDER/AGREEMENT NO. NNG155C27B		2. DELIVERY ORDER/CALL NO. HHM402-19-F-0192		3. DATE OF ORDER/CALL (YYYYMMDD) 2019 SEP 01		4. REQUISITION/PURCH REQUEST NO. 288-0072-19-Z 288-0072-19-Z		5. PRIORITY	
6. ISSUED BY Virginia Contracting Activity - ATTN: CFO-IHQ Bolling AFB, Bldg. 6000 Washington DC 20340-5100 [b](3);10 USC 424; (b)(6)				CODE: HHQ402		7. ADMINISTERED BY (If other than 6) Virginia Contracting Activity - ATTN: CFO-IHQ Bolling AFB, Bldg. 6000 Washington DC 20340-5100		CODE: HHQ402	
9. CONTRACTOR CARAI ISOFT TECHNOLOGY CORP. 11493 SUNSET HILLS ROAD RESTON VA 20190 NAME AND ADDRESS VENDOR ID 00004324 FACILITY TIN [b](3);26 USC 6103 DUNS 088365787				9. CONTRACTOR CODE: 1P3CS		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 2019 SEP 01		11. X IF BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED	
14. SHIP TO Specified in Schedule for electronic purpose only Anywhere, VA 12345-0000 Anywhere VA 12345-0000				CODE: 000000		12. DISCOUNT TERMS 0 Days 0% Net 30		13. MAIL INVOICES TO THE ADDRESS IN BLOCK Maryland Procurement Office Finance & Accounting Accounts Payable Suite 6856 9800 Savage Rd. Ft. Meade MD 20755-6856 UNITED STATES	
15. PAYMENT WILL BE MADE BY Maryland Procurement Office Finance & Accounting Accounts Payable Suite 6856 9800 Savage Rd. Ft. Meade MD 20755-6856				CODE: NSAO1A		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> PURCHASE <input 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. Reference your _____ furnish the following on terms specified herein. 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.									
Carahsoft Technology Corp.			[b](6)			8/29/19			DATE SIGNED (YYYYMMDD)
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			
X 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									
16. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
	See Continuation Page for Line Item Details								
	24. UNITED STATES OF AMERICA						25. TOTAL	\$260,643.69	
	BY: [b](3);10 USC 424; (b)(6) CONTRACTING/ORDERING OFFICER						26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN	<input type="checkbox"/> INSPECTED	<input type="checkbox"/> RECEIVED	<input type="checkbox"/> ACCEPTED	ACCEPTED BY CONTRACTOR OR SUPPLIER. THE CONTRACT EXCEPT AS NOTED.					
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		9. E-MAIL ADDRESS		31. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE <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	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
a. DATE (YYYYMMDD) AUG 30, 2019	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			31. PAYMENT	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.				

ORDER FOR SUPPLIES OR SERVICES						PAGE 1 OF 12			
1. CONTRACT/PURCH ORDER/AGREEMENT NO. NNG15SC27B		2. DELIVERY ORDER/CALL NO. HHM402-19-F-0192		3. DATE OF ORDER/CALL (YYYYMMDD) 2019 SEP 01		4. REQUISITION/PURCH REQUEST NO. 288-0072-19-Z 288-0072-19-Z		5. PRIORITY	
6. ISSUED BY Virginia Contracting Activity - ATTN: CFO-HQ Bolling AFB, Bldg. 6000 Washington DC 20340-5100 <input type="text" value="(b)(3);10 USC 424; (b)(6)"/>				7. ADMINISTERED BY (If other than 6) Virginia Contracting Activity - ATTN: CFO-HQ Bolling AFB, Bldg. 6000 Washington DC 20340-5100		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR CARAHSOFT TECHNOLOGY CORP. 11493 SUNSET HILLS ROAD RESTON VA 20190 NAME AND ADDRESS 00004324 FACILITY <input type="text" value="(b)(3);26 USC 6103"/> 088365767				10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 2019 SEP 01		11. X IF BUSINESS IS SMALL SMALL DISAD- VANTAGED WOMEN-OWNED			
12. DISCOUNT TERMS 0 Days 0% Net 30				13. MAIL INVOICES TO THE ADDRESS IN BLOCK Maryland Procurement Office Finance & Accounting Accounts Payable Suite 6856 9800 Savage Rd. Ft. Meade MD 20755-6856 UNITED STATES					
14. SHIP TO Specified in Schedule for electronic purpose only Anywhere, VA 12345-0000 Anywhere VA 12345-0000				15. PAYMENT WILL BE MADE BY Maryland Procurement Office Finance & Accounting Accounts Payable Suite 6856 9800 Savage Rd. Ft. Meade MD 20755-6856		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER		<input checked="" type="checkbox"/> DELIVERY/ CALL <input type="checkbox"/> PURCHASE		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein. 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 Continuation Page for Line Item Details								
*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 <input type="text" value="(b)(3);10 USC 424; (b)(6)"/> BY: _____ CONTRACTING/ORDERING OFFICER				25. TOTAL			\$260,643.69	
					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			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		9. E-MAIL ADDRESS		PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
				FINAL					
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE		34. CHECK NUMBER			
a. DATE (YYYYMMDD) 08/30/2019		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER <input type="text" value="(b)(3);10 USC 424; (b)(6)"/>		PARTIAL		35. BILL OF LADING NO.			
				FINAL					
37. RECEIVED AT	38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>The Contracting Officer is the only individual who can legally commit the government to the expenditure of public funds. No person other than the Contracting Officer can make any changes to the contract terms and conditions, statement of work, attachments, general provisions or other stipulations of this contract.</p> <p>Contracting Officer: [REDACTED]</p> <p>Primary Contracting Officer Representative: [REDACTED]</p> <p>Alternate Contracting Officer Representative(s): [REDACTED]</p> <p>Primary Technical Point of Contact: None</p> <p>Alternate Technical Point(s) of Contact: None</p> <p>SOFTWARE shall be delivered through the following e-mail address: [REDACTED] Please contact the Contracting Office's Representative (COR) when delivery is made.</p> <p>Training location will be in District of Columbia metropolitan/Northern Virginia area. COR will provide training location and date(s).</p> <p>Trados Annual Maintenance -- Current Installation</p> <p>Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 [REDACTED]</p> <p>PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price</p>	[REDACTED]	EA	[REDACTED]	[REDACTED]
0002	<p>WorldServer Annual Maintenance -- Current Installation</p> <p>Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 [REDACTED]</p> <p>PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price</p>		EA		

(b)(3);10 USC 424; (b)(6)

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	WorldServer Upgrade (16 days) Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price	(b)(4)	EA	(b)(4)	(b)(4)
0004	WorldServer Training Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price		EA		
0005	WorldServer Annual Maintenance on New License Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price		EA		
0006	Studio GroupShare 2017 - TM Server @ 5,000,000 TUs Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price		EA		
0007	Studio GroupShare 2017 - MultiTeam Server Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price		EA		

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	Studio GroupShare 2017 - Project Server Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price	(b)(4)	EA	(b)(4)	(b)(4)
0009	Studio GroupShare 2017 - Users (TMS Server, MT Editor, Project Server) Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price	(b)(4)	EA	(b)(4)	(b)(4)
0010	Studio GroupShare 2017 - Online Editor User Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price	(b)(4)	EA	(b)(4)	(b)(4)
0011	Studio GroupShare 2017 - Project Creation API Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price	(b)(4)	EA	(b)(4)	(b)(4)
0012	Studio GroupShare 2017 - Annual Support & Maintenance Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price	(b)(4)	EA	(b)(4)	(b)(4)

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013	Professional Services - Installation, Knowledge Transfer, and Trainings (15 days) Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price Travel Costs (for both initial installation & trainings and for future upgrade)	(b)(4)	EA	(b)(4)	(b)(4)
0014	Accounting and Appropriation Data: ACRN: AA 9790100.4400 119ST9 3101B S49205 0YSXX 1SSTNME0T1 1144X300 610000 (b)(4) PR NUMBER: 288-0072-19-Z FOB : Destination Period of Performance: 09/01/2019 to 08/31/2020 Pricing Option: Firm-Fixed-Price Trados Annual Maintenance -- Current Installation		EA		
1001	FOB : Destination Period of Performance: 09/01/2020 to 08/31/2021 Pricing Option: Firm-Fixed-Price WorldServer Annual Maintenance -- Current Installation		EA		
1002	FOB : Destination Period of Performance: 09/01/2020 to 08/31/2021 Pricing Option: Firm-Fixed-Price Studio GroupShare 2017 - Annual Support & Maintenance		EA		
1003	FOB : Destination Period of Performance: 09/01/2020 to 08/31/2021 Pricing Option: Firm-Fixed-Price Trados Annual Maintenance -- Current Installation		EA		
2001	FOB : Destination Period of Performance: 09/01/2021 to 08/31/2022 Pricing Option: Firm-Fixed-Price WorldServer Annual Maintenance -- Current Installation		EA		
2002	FOB : Destination Period of Performance: 09/01/2021 to 08/31/2022 Pricing Option: Firm-Fixed-Price Studio GroupShare 2017 - Annual Support & Maintenance		EA		
2003	FOB : Destination Period of Performance: 09/01/2021 to 08/31/2022		EA		

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004	Pricing Option: Firm-Fixed-Price WorldServer Upgrade (16 days) FOB : Destination Period of Performance: 09/01/2021 to 08/31/2022 Pricing Option: Firm-Fixed-Price WorldServer Training	b:(4)	EA	b:(4)	b:(4)
2005	FOB : Destination Period of Performance: 09/01/2021 to 08/31/2022 Pricing Option: Firm-Fixed-Price Travel Costs (for both initial installation & trainings and for future upgrade)		EA		
2006	FOB : Destination Period of Performance: 09/01/2021 to 08/31/2022 Pricing Option: Firm-Fixed-Price Trados Annual Maintenance -- Current Installation		EA		
3001	FOB : Destination Period of Performance: 09/01/2022 to 08/31/2023 Pricing Option: Firm-Fixed-Price WorldServer Annual Maintenance -- Current Installation		EA		
3002	FOB : Destination Period of Performance: 09/01/2022 to 08/31/2023 Pricing Option: Firm-Fixed-Price Studio GroupShare 2017 - Annual Support & Maintenance		EA		
3003	FOB : Destination Period of Performance: 09/01/2022 to 08/31/2023 Pricing Option: Firm-Fixed-Price Trados Annual Maintenance -- Current Installation		EA		
4001	FOB : Destination Period of Performance: 09/01/2023 to 08/31/2024 Pricing Option: Firm-Fixed-Price WorldServer Annual Maintenance -- Current Installation		EA		
4002	FOB : Destination Period of Performance: 09/01/2023 to 08/31/2024 Pricing Option: Firm-Fixed-Price Studio GroupShare 2017 - Annual Support & Maintenance		EA		
4003	FOB : Destination Period of Performance: 09/01/2023 to 08/31/2024 Pricing Option: Firm-Fixed-Price WorldServer Upgrade (16 days)		EA		
4004	FOB : Destination		EA		

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005	Period of Performance: 09/01/2023 to 08/31/2024 Pricing Option: Firm-Fixed-Price WorldServer Training	(b)(4)	EA	(b)(4)	(b)(4)
4006	FOB : Destination Period of Performance: 09/01/2023 to 08/31/2024 Pricing Option: Firm-Fixed-Price Travel Costs (for both initial installation & trainings and for future upgrade)		EA		

UNCLASSIFIED
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CLAUSES

- 52.212 4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (OCT 2018)
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- 52.244 2 SUBCONTRACTS (OCT 2010)
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- 252.201 7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)
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- 252.239 7017 NOTICE OF SUPPLY CHAIN RISK (FEB 2019)
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- 252.245 7001 TAGGING, LABELING, AND MARKING OF GOVERNMENT FURNISHED PROPERTY (APR 2012)
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- 252.246 7007 CONTRACTOR COUNTERFEIT ELECTRONIC PART DETECTION AND AVOIDANCE SYSTEM (AUG 2016)
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- 252.246 7008 SOURCES OF ELECTRONIC PARTS (MAY 2018)
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- 252.239 7018 (DEVIATION 2018 00020) SUPPLY CHAIN RISK (SEP 2018) (DEVIATION 2018 00020)
(Reference 252.239-7018 (DEVIATION 2018-00020))
- 52.217 9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 45 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of Clause)

5552.211-9006 SHIPPING AND MARKING DELIVERABLES (SEP 2018)

For all shipments of packaged materiel to the Government, which includes either Depot or Direct Vendor Delivery (DDVD) shipments, both DoD linear and two-dimensional (2D) bar code markings are required on Military shipping labels in accordance with MIL STD 129P, dated 19 September 2007, or commercially acceptable equivalent.

Subject 2D bar coding shall be in accordance with ISO/IEC 15434 (MHIA ME10.8.2) and DoD 4500.9-R. Linear (Code 39) bar coding shall be in accordance with ISO/IEC 16388.

For sensitive electronic devices, special marking, packaging, labeling and handling instructions shall be applied IAW MIL-STD-129P, or commercial equivalent. An electrostatic discharge sensitivity identifier

shall be plainly marked. Items shall be protectively wrapped against Electro Magnetic Interference (EMI), IAW MIL-STD-2073D or commercially acceptable equivalent.

The Bar-Code and Shipping Label shall be in accordance with the Contractors best commercial practice for domestic shipment to ensure safe arrival at destination. Two copies of the packing slip shall be included with the shipment and must contain the following information on the shipping label:

At a minimum, the container(s) must be clearly marked with the following:

1. Delivery Address (See Block 15 of SF 1449; Block 11 of SF26 or Block 14 of DD1155)
2. Recipients Name, Office Symbol, Phone Number
3. Contract Number, Task Order Number, and (modification#, if applicable)
4. Purchase Request Number
5. Total number of boxes shipped (i.e., Box 1 of 5, Box 2 of 5, Box 3 of 5, etc. ")
6. Contracting Officer Representative (COR) Name and Phone Number
7. Name of Prime Contractor (Note: this is not the third party, drop shipper)
8. Prime Contractors Point of Contact

Additional label items as required:

- National Stock Number (NSN)
- Gross weight and cubic dimensions
- Transportation Control Number (TCN)

PRIOR to shipment of all supplies and equipment an email shall be sent to: DIACContractorDeliveries@dodis.mil. The email shall include, at a minimum

1. Contract number, task order number, modification number
2. COR or TPOC name and phone number
3. Packing Slip for all packages being shipped
4. Shipping label
5. Copy of signed contract

The default shipping address is for the b(3);10
USC 424 unless an Alternate address is specified below.

DEFAULT ADDRESS:

b(3);10 USC 424

Attn: Recipient's Name/Office Symbol/Phone Number:
 Contract/Task Order/Mod #:
 Purchase Request#:
 Total number of boxes shipped (Box 1 of 5, Box 2 of 5, etc.):
 COR (Name and Phone number):
 Name of Contractor:
 Prime Contractor POC:

ALTERNATE ADDRESS:

Agency Name: .
 Street Address: .
 City/State/Zip code: .
 Attn: Recipient's Name/Office Symbol/Phone Number: .
 Contract/Task Order/Mod #: .
 Purchase Request#: .
 Total number of boxes shipped (Box 1 of 5, Box 2 of 5, etc.): .
 COR (Name and Phone number): .
 Name of Contractor: .
 Prime Contractor POC: .

EXAMPLE:

b(3);10 USC 424

Attn: Mr. Recipient of Shipment, COR, Phone: 202 231 1234
 Contract #: 14-D-0001/ P00005
 PR#: 999 0000 16Z
 Total Number of boxes shipped (Box 1 of 5, Box 2 of 5, Box 3 of 5, etc.)

Mr. COR, 202 231 9999
 ACME Company
 Mr. Prime ACME

If the contract number begins with HHM402, only the last seven letters/numbers (plus any delivery order number, if applicable) needs to be referenced. For example, HHM402-0X-C-0001 MUST BE shown on the packing slip as 0X C 0001, and HHM402 0X D 1001, Delivery Order 0005 may be shown as 0X D 1001/0005. Contract numbers beginning with other than HHM402 shall be included in their entirety. The contract/delivery order number may be hand written on packing slip if contractor's automated system will not accommodate the entire contract number.

Packing List, Invoice, Shipping Documents

- A packing list, invoice or shipping document shall accompany and be included in all shipments, and is required for both interior and exterior packaging.

The packing documentation shall include the following:

Complete "mark for or ship to" information including Requisition or PR number

Point of Contact and/or Alternate POC

Packing slips shall contain:

1. Name of Contractor
2. Point of Contact and/or Alternate POC
3. Contract Number and Delivery Order Number (modification number, if applicable)
4. Delivery Address
5. Quantity of items included correlating to the CLIN/SLIN numbers in the contract
6. CLIN/SLIN and Unit of Issue identification to include the quantity shipped, contract item description and part numbers
7. Governments Point of Contact
8. The prime contractors point of contact and phone number (to discuss any discrepancies)
9. National Stock Number (NSN), if applicable or Part number or item number, if NSN is not available
10. Identify any hazardous material (include Material Safety Data Sheet)

(End of Clause)

3552.232-9000 INVOICING PROCEDURES AND PAYMENT - FIXED PRICE CONTRACTS (JUL 2017)

(a) Invoices will be submitted through the electronic invoicing internet website using the procedures described at: <https://www.nsa.gov/business/programs/electronic-invoicing.shtml>, unless otherwise authorized. Access to the electronic invoicing website requires an External Certificate Authority/ Interim External Certificate Authority (ECA/IECA) PKI certificate. Information on purchasing an ECA/IECA certificate is available on the internet at: <http://iase.disa.mil/pki/eca/Pages/index.aspx>. Contact the electronic commerce office at (410) 854-5445 if you need additional information. After obtaining the ECA/IECA certificate, contact the electronic commerce office to obtain an account if one currently does not exist.

(b) At a minimum, invoices will contain the following.

- (1) Name and address of the contractor.
- (2) Invoice date and invoice number.
- (3) Contract number for supplies delivered or services performed (if award is a delivery or job order, ensure entire contract number basic award and order number is included).
- (4) Description, quantities and prices will be described exactly as shown on the contract, including
 - (i) Contract Line Item Number (CLIN),
 - (ii) Sub-Line Item Number (SLIN) (Where no SLIN applies, specify

"CO" for the SLIN number.), and (iii) Accounting Classification Reference Number (ACRN). (NOTE: An invoice not properly allocated to include all three of these numbers will be an improper invoice under the Prompt Payment Act and automatically rejected by the paying office.)

- (5) Name of the contractor's official (and address) to whom payment is to be sent, if other than Electronic Funds Transfer (EFT) is authorized.
 - (6) Shipping/payment terms (e.g., date of shipment, address, discount for prompt payment).
 - (7) Name, title, phone number and mailing address of person to be notified in the event of a defective invoice.
 - (8) Taxpayer Identification Number (TIN), EFT banking information, and Data Universal Numbering System (DUNS) number.
 - (9) COR's name.
 - (10) Any other information or documentation required by the contract.
 - (c) The contractor is authorized to invoice (insert, as appropriate: "monthly," "bi-weekly", etc.)
 - (d) The COR is required to review and approve invoices as part of the payment process. When invoicing electronically, the identified COR will automatically receive notification of a pending invoice.
 - (e) Questions regarding payment will be directed to the Finance and Accounting Office at (443) 654-3700.
- (End of Clause)