

SECTION G

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SECTION G

CONTRACT ADMINISTRATION DATA

G.1 USAISSAA POINT OF CONTACT.

The following USAISSAA point of contact has been established to assist Department of Army Activities in executing and administering the contract. All requests for interpretation and assistance should be referred to:

US Army Information Systems Selection
and Acquisition Agency
ATTN: Acquisition Division (ISSA-AAB)
Hoffman Bldg No. 1, Rm 272
2461 Eisenhower Avenue
Alexandria, VA 22331-0700

Telephone Numbers: Commercial (703) 325-3334, DSN 221-3334
DATAFAX Numbers: Commercial (703) 325-3351, DSN 221-3351

G.2 CONTRACT MANAGEMENT.

Notwithstanding the Contractor's responsibility for management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The following individuals will be the Government points of contact during performance of the contract:

a. Contract Administration Office (CAO):

The component listed on the face page of the contract is the Contract Administration Office for this contract. In accordance with FAR 42.202(a), this office shall perform, as applicable, those contract administration functions listed in FAR 42.302(a). Communications pertaining to these administrative matters shall be addressed to the administrative contracting officer (ACO) at that office. A copy of any written communications pertaining to these matters shall be provided to the Procuring Contracting Officer (PCO) at the address identified in Paragraph G.1 of this contract.

b. Contracting Officer's Representative.

A Contracting Officer's Representative (COR) will be designated on authority of the Contracting Officer to monitor all technical aspects and assist in administering the contract. The types of actions within the purview of the COR's authority are to assure that the Contractor performs the technical requirements of the contract; to perform, or cause to be performed, inspections necessary in connection with performance of the contract; to maintain both written and oral communications with the Contractor concerning the aspects of the contract within his purview; to issue written interpretations of technical requirements of Government drawings, designs, and specifications; to monitor the Contractor's performance under the contract and notify the Contractor and Contracting Officer of any deficiencies observed; and to coordinate Government-furnished property availability and provide for site entry of Contractor personnel, if required. A letter of designation will be issued to the COR, with a copy supplied to the Contractor, stating the responsibilities and limitations of the COR. This letter will clarify to all parties of this contract the responsibilities which would result in a modification to the scope of work; changes in cost or price totals or estimates; changes in delivery dates; changes in any other mutually agreed upon term or provision of the contract.

c. Procuring Contracting Officer (PCO):

The PCO, at the address identified in Paragraph G.1, shall retain the authority to perform all contract administration functions not listed in FAR 42.302(a). Communications relating to any contractual matter not listed in FAR 42.302(a) shall be addressed to the PCO.

d. Ordering Officer

The ordering of goods and services described in the schedule shall be accomplished by any procurement office in DoD and CG. Additionally, any other Federal Agency procurement office, which is authorized to use this contract, may place orders under this contract in accordance with H.19.

G.3 CONTRACTING OFFICER'S AUTHORITY.

The PCO is the only person authorized to approve changes to any of the requirements under this contract, and notwithstanding any provision contained elsewhere in this contract the said authority remains solely with the Contracting Officer. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

G.4 INVOICES AND RECEIVING REPORTS.

a. All invoices and Material Inspection and Receiving Reports, DD Form 250s, shall comply with the requirements of Section I, FAR Clause 52.232-25, "Prompt Payment." The Contractor may use the DD Form 250 as an invoice.

b. A DD Form 250 shall accompany any shipment for which a payment is due. A monthly DD Form 250 shall be submitted for any services; e.g., training or maintenance, which were provided in that month. For travel (CLIN X130) and per diem (CLIN X131), a monthly invoice may be submitted to the ACO for approval for payment of the travel and per diem for that month. Upon completion of performance of CLIN X130 and X131, a DD Form 250 shall be submitted with the final monthly invoice. At a minimum, the DD Form 250s shall include:

- (1) Contract or other authorization number.
- (2) Product or service description.
- (3) Quantities received, if applicable.
- (4) Date(s) property or services accepted.
- (5) Signature, printed name, title, phone number, and mailing address of the receiving official.
- (6) Evidence of Shipment, if applicable.

c. Separate invoices and/or DD 250s shall be prepared and submitted in quadruplicate for each separate delivery site. Although payment will be made by the appropriate Payment Office, all invoices and/or DD Form 250s shall first be submitted to the CAO on the face page of the contract. The CAO representative will be the Certifying Officer for goods. Once certified, the contractor shall forward the documents to the appropriate Payment Office.

d. Maintenance charges for a portion of a month shall be prorated on

the basis of 1/30 of the basic monthly rate for each calendar day. Consequently, charges that begin accruing on the 15th day of a 28- or 31-day month would accrue for 14 and 17 days, respectively.

e. Each ordering office, or the office designated in the delivery order by the ordering office, will be the Certifying Officer for services. Once certified, the ordering office shall forward the documents to the appropriate payment office.

f. A copy of the certified DD 250s for receipt of goods and acceptance of services shall be forwarded to the CAO and ordering office.

G.5 PAYMENT.

a. Accounting and Appropriation Data for the minimum guaranteed amount is set forth in paragraph G.10 of this section. Other Accounting and Appropriation Data shall be placed on each individual delivery order as required.

b. Payment will be made by the Payment Office listed in paragraph G.9 of this section for all delivery orders funded with DoD funds. All other payments will be made by the Payment Office annotated on the face page of the delivery order when other than DoD funding is being used. No invoices will be processed by the payment offices without an identification of the applicable delivery order's unique control number. The payment office will provide a copy of the paid voucher to the ordering office once payment has been made.

c. The Contract Administration Office representative's certification of inspection and acceptance is an integral part of the correct invoice or voucher.

d. All payments shall be made in accordance with FAR Clause 52.232-25 found in Section I.

G.6 SUBMISSION OF STANDARD FORMS 294/295.

The Contractor's attention is directed to Clause "Small Business and Small Disadvantaged Business Subcontracting Plan" in Section I which requires the submission of SF 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Subcontract Report, in accordance with the instructions contained on the forms. The copy which is to be submitted to the Administrative Contracting Office should be submitted to the address on the face page of the contract. A copy which is to be submitted to the administering contracting office should also be submitted to the following address:

USAISSAA
ATTN: ISSA-PP (MR. STAN DAISE)
HOFFMAN I, ROOM 954
2461 EISENHOWER AVENUE
ALEXANDRIA, VA 22331-0700

G.7 REMITTANCE ADDRESS.

Payment shall be made to the following address:

Intermec Corporation
P. O. Box 102493
Atlanta, Georgia 30368-0493

G.8 EQUAL EMPLOYMENT OPPORTUNITY (EEO) CLEARANCES.

Intermec Corporation and all its subcontractors received from the Office

of Federal Contract Compliance Program (OFCCP) on 25 October 1993 EEO Clearances for award of this contract.

G.9 PAYMENT OFFICE.

a. The Payment Office for orders funded with DoD funding follows.

CODE: HQ0339

DFAS Columbus Center (800)354-3654
 West Entitlement Operations
 P.O. Box 182381
 Columbus OH 43218-2381

b. The Payment Office for orders funded with non-DoD funding will be paid by the Payment Office annotated on the order.

G.10 ACCOUNTING AND APPROPRIATION DATA AND REQUISITION REQUEST NUMBER.

a. The funding obligated for this contract follows:

<u>ACRN</u>	<u>ACCOUNTING AND APPROPRIATION</u>	<u>REQN NO.</u>	<u>AMOUNT</u>
AA	2142035 MPTLO 4 5T-5T88 TTA4087100 31E4 001007 W81FUJ40210100 405087 S02088	TTA4087100	\$0
AB	2142020 5T-5T02 P432612-25CZ S44008 QMTL W81FUJ40210402	PES 4-QM-402	\$0

b. The funds in paragraph a. above are obligated to cover the minimum guaranteed amount set forth in paragraph B.5 of this contract. The Contractor is not authorized to submit an invoice for these funds at this time. These funds, or any portion of these funds, may either be used to fund a future delivery order(s), or shall be deobligated once the minimum guaranteed amount is ordered under this contract.