

<b>ORDER FOR SUPPLIES OR SERVICES</b>										PAGE 1 OF 35		
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. W9133L-07-D-0007			2. DELIVERY ORDER/ CALL NO. 0003		3. DATE OF ORDER/CALL (YYYYMMDD) 2007 Sep 24		4. REQ / PURCH REQUEST NO. F9WFD P7261A001			5. PRIORITY		
6. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231				7. ADMINISTERED BY (if other than 6) <b>SEE ITEM 6</b>		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)						
9. CONTRACT OR DOCUMENT AND PACKAGING BROKERS, INC NAME: JEAN ALDRIDGE AND: DBA DOCUPAK ADDRESS: 10 COMMERCE DRIVE PELHAM AL 35124			10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS Net 30 Days					
13. MAIL INVOICES TO THE ADDRESS IN BLOCK <b>SEE FAR 52.232-33 WAWF</b>												
14. SHIP TO F9WFD P.A1/A1ER (b) (6) CMSGT 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231			15. PAYMENT WILL BE MADE BY DFAS/LIMESTONE - F67100 ATTN: VENDOR PAY P.O. BOX 369020 COLUMBUS OH 43236-9020		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.							
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 type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE <b>See Schedule</b>												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT		
		<b>SEE SCHEDULE</b>										
* 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: 703 607-1226 EMAIL: (b) (6) BY: (b) (6)				25. TOTAL \$6,000,002.80		26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> 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. DO VOUCHER NO.		30. INITIALS		
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		35. BILL OF LADING NO.		
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		
						40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Program Operations Support FFP LABOR: To provide Non-personal Guard Recruiting Assistance Program (G-RAP) Services. See PWS for more information. This CLIN shall be based on the fully burdened labor rates set forth in the contract. The fully burdened rates shall include base rate, fringe benefits, overhead, general and administrative expenses (G&A) and profit. Subcontractor costs shall be included in CLIN 0001. FOB: Destination MILSTRIP: F9WFDP7261A002 PURCHASE REQUEST NUMBER: F9WFDP7261A001	1	Lot	\$417,072.80	\$417,072.80
				NET AMT	\$417,072.80
	ACRN AA CIN: F9WFDP7261A0010001				\$417,072.80

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Accession Funds FFP To provide Non-personal Guard Recruiting Assistance Program (G-RAP) Services. See PWS for more information. This CLIN shall account for the payments to the recruiting assistant, the contractor cost of any kind associated with payment to the RA, and any premium payment adjustment premiums (e.g. special circumstances such as deployment near-term and locality). FOB: Destination MILSTRIP: F9WFDP7261A003 PURCHASE REQUEST NUMBER: F9WFDP7261A001	2,208	Each	\$2,395.00	\$5,288,160.00
				NET AMT	\$5,288,160.00
	ACRN AA CIN: F9WFDP7261A0010002				\$5,288,160.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED

Other Direct Cost

FFP

To provide Non-personal Guard Recruiting Assistance Program (G-RAP) Services. See PWS for more information. This CLIN has two subCLINs. The first subCLIN is for General costs that will consist of materials, equipment, supplies, and any other costs that are directly chargeable to this contract to perform the contractor's PWS. This subCLIN shall not contain travel costs. Also, ad hoc deliverables and activities not included elsewhere in this contract shall be included in this subCLIN.

The second subCLIN is for Travel costs. All travel in support of this contract will be in accordance with the Joint Travel Regulations (JTR). No fee of any type shall be applied to travel.

The costs associated with this CLIN will be identified specifically under each FFP task order

FOB: Destination

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MAX  
NET AMT

UNDEFINED

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AA		1	Lot	\$284,770.00	\$284,770.00

General ODCs  
FFP

To provide Non-personal Guard Recruiting Assistance Program (G-RAP) Services. See PWS for more information. General costs that will consist of materials, equipment, supplies, and any other costs that are directly chargeable to this contract to perform the contractor's PWS. Also, ad hoc deliverables and activities not included elsewhere in this contract shall be included in this subCLIN.

The costs associated with this subCLIN will be identified specifically under each FFP task order.

FOB: Destination  
MILSTRIP: F9WFDP7261A004  
PURCHASE REQUEST NUMBER: F9WFDP7261A001

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NET AMT	\$284,770.00
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ACRN AA	\$284,770.00
CIN: F9WFDP7261A0010003	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AB		5	Each	\$2,000.00	\$10,000.00

Travel  
FFP

To provide Non-personal Guard Recruiting Assistance Program (G-RAP) Services. See PWS for more information. This subCLIN is for Travel costs. All travel in support of this contract will be in accordance with the Joint Travel Regulations (JTR). No profit of any type shall be applied to travel.

The costs associated with this subCLIN will be identified specifically under each FFP task order.

FOB: Destination  
MILSTRIP: F9WFDP7261A005  
PURCHASE REQUEST NUMBER: F9WFDP7261A001

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NET AMT	\$10,000.00
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ACRN AA	\$10,000.00
CIN: F9WFDP7261A0010004	

## PERFORMANCE STATEMENT OF WORK

Air National Guard (ANG) Recruiting and Retention  
Lead Generation Program  
Market Expansion and Penetration Support Campaign

### Purpose:

The initial focus of G-RAP has been to support the ANG in achieving its immediate goals for total force end-strength. The program has been so successful that the initial goal is now within reach. This current requirement is part of the G-RAP expansion and places a priority on ensuring that specific Air National Guard requirements are fulfilled to ensure the ability to meet its ever important requirement for unit readiness.

### Scope:

The Air National Guard Recruiting Assistance Program (G-RAP) is a program designed for individuals who voluntarily apply online at [www.GuardRecruitingAssistant.com](http://www.GuardRecruitingAssistant.com) to become eligible to serve as a part-time Recruiting Assistant (RA). The RA applicant will be verified and hired by a contractor, not the Air National Guard (ANG). Each RA will cultivate quality potential Airmen from within their individual spheres of influence. Docupak will provide ANG Recruiting and Retention with thorough, responsive, and uninterrupted execution of GRAP. Enhancement of the program will be conducted through a process of negotiated scope expansions and continuous improvement.

Docupak staff will include a staff of a Program Manager and positions that have effective relationships in place with the Air National Guard, National Guard Bureau and state leadership.

Docupak offers the data infrastructure, program procedures, mature practices, and a well trained staff to support the use of those systems.

### Air Force Specialty Codes (AFSC)

The focus of ANG G-RAP is to support the ANG in achieving its immediate goal to meet end strength. This current requirement is part of GRAP expansion and places a priority on ensuring that specific AFSCs and any valid vacant positions are filled to ensure the ANG's ability to meet its ever important requirement for unit/wing readiness. In cooperation with ANG Recruiting and Retention leadership, Docupak will develop creative approaches to future recruiting and retention

challenges. Continued shortages have the potential to limit the effectiveness of the ANG in general and particularly the unit/wings that are receiving new missions.

The principles that underline G-RAP are very much applicable to this problem. The approach will remain fundamentally the same, rewarding RAs for recruitment of specific AFSC-qualified airmen and officers.

### **Management Improvements**

Docupak has commissioned a third-party assessment of G-RAP, focusing particularly on the need of the RAs. We anticipate valuable feedback from this assessment. We remain open to suggested improvements and will implement changes as appropriate. While Docupak leadership regularly performs ongoing discussions with both RAs and PAs in order to improve the company's performance, the aspect of third-party anonymity may produce suggestions that otherwise might not surface. This process of continuous improvement will support a productive and cost-effective future program.

Docupak will continue to consult with ANG Recruiting and Retention to further clarify needs and expectations. Between the third-party feedback and ANG direction, Docupak will have a clearer perspective on additional measures that can improve G-RAP. This effort is in line with our Plan, Organize, Execute, and Management oversight (POEM) management approach specifically developed for G-RAP. The POEM approach was developed using Docupak's corporate management principles of Analyze, Plan, Design, Implement, and Evaluate.

### **Eligibility Criteria:**

The Recruiting Assistant must be a current member (Enlisted or Officer) with active participation in an Air National Guard Wing/Unit. ANG Retirees can participate in G-RAP. Must be retired from ANG with a minimum of **20 years** good service. Retiree G-RAP applicant must have been retired for greater than 6 months from the ANG. Medically discharged or other services retiree applicants not eligible. Applicant may have previously served in any position or status in the ANG.

### **Recommended Timeline:**

Contractor should provide in the proposal a date this contract will take effect and continue until notified by NGB/AIR to terminate.

### **Compensation:**

The proposal should include t a proposed core staff along with any other creative and unique approaches to minimizing the cost per lead and accession.

Job Descriptions, reports and performance tracking metrics must be developed for all levels of lead generation and included in the proposal.

### **Minimal Performance Metrics:**

Docupak will provide NGB/A1R with thorough, responsive, and uninterrupted execution of G-RAP. Enhancement to the program will be conducted through a process of negotiated scope expansions and continuous improvement. Based on a longstanding and strong relationship between Docupak and the ANG, Docupak has demonstrated its value to the ANG in executing G-RAP. Docupak has:

- Demonstrated responsiveness, creative concepts, and agility in the design and execution of the G-RAP recruitment strategies
- Established comprehensive knowledge of G-RAP, anticipates the needs of the ANG, and provides timely and effective solutions
- Exercised fiscal responsibility by embracing experienced staff, results-oriented leadership, and attractive labor rates
- Deployed a management structure that is sufficient to support large contracts while maintaining the flexibility and responsiveness that is characteristic of a small business
- Selected personnel for the execution of G-RAP that possess customer focus, interpersonal skills, conscientious work ethic, and motivation necessary to assure operational excellence
- Prompt payments
- Event awareness designed to allow the opportunity to meet PAs outside the RAs' sphere of influence
- Prompt customer service with expanded Operations Center hours

### **Data Collection/Capture**

Efficient data collection is obtained primarily through the use of a secure web portal interface designed to obtain large amounts of predetermined data that is applicable to current and future reporting needs. The web portal is used by the designated individuals associated with G-RAP to appropriately enter or edit information. Specified data used for validation purposes or to facilitate information requirements within G-RAP is captured from the following systems via secure file transfer protocol (SFTP) and other means.

- Air Force Recruiting Information Support System (AFRISS), ANG
- Military Personnel Data System (MILPDS), ANG



Designated information is also transferred via SFTP to and from three other systems that provide administrative support to G-RAP.

- Docupak's Financial System (a solution developed in Microsoft Dynamics, Solomon, that Docupak uses as an integrated business solution) to exchange financial data. Section 5.2 of the Program Management Plan provides an overview of Solomon

### ***Data Accuracy/Validation***

Docupak actively manages data for accuracy and validity as follows:

- Data provided via MILPDS is used to help ensure RA applicants are eligible by virtue of their current reported Airman/Officer status, which is updated weekly via a MILPDS data feed.
- A PA's data is validated against MILPDS/**AFRISS** to prevent the nomination of a current enlisted Airman/Officer. Once the nomination is successful, data is updated via daily AFRISS interface.
- The storage and movement of information from the G-RAP database lends itself to data accuracy by eliminating duplication and chance for human error.

In addition to automated process to enhance data accuracy and validation, Docupak's Operations Center uses personal oversight to validate data.

### **Approach to Recruitment Assistance Containment and Supply**

Our approach focuses on four major elements: (1) attracting RAs that increase the quantity and quality of PAs, (2) processing the RA payments in an efficient manner with effective financial controls, (3) providing NGB-ANG leadership access to management reports and on-line charts to more effectively predict long-term plans, and (4) quality assurance and quality control processes.

### **Performance Measures and Reporting**

Docupak has a thorough understanding of G-RAP and the overall objective to maintain a quality force through:

- Recruiting: recruiting quality Airman and Officers (non-prior and prior service)
- Daily report that specify the program daily activity of Recruiting Assistant.
- Weekly report that specify the weekly program actively of Recruiting Assistant.
- Adhoc reporting will be within an appropriate time line.
- The Docupak Quality Control Plan provided with our contract award shall be utilized in ensuring we track and assess the performance.

- Docupak must maintain a minimal contact to contract ratio of 4:1. The ratio shall not increase beyond 8:1 without applying remedies approved by the NGB/A1R.

Contractor will create and assist with development of materials required for the RA package of lead generation materials for use at the local level with NGB/A1R.

### **Performance Data Management and Collection**

Performance data shall be collected and managed in accordance with the data and information management approach identified in our contract award. This approach ensures appropriate data is available to support analysis of RAs, PAs and their relationship to state and local units.

### **Performance Data Accuracy and Timeliness**

Docupak's proven approach, as discussed in Section D.2.3 provides access to performance data in a secure and timely fashion.

ANG and Docupak was successful at a rapid implementation to meet the mission requirement. We are positioning ourselves for other adaptations to this program.

### **Recruiting Assistants Funds**

The management of the RA funds is a critical factor in the success of GRAP. Docupak's first-hand experience in operating this program is valuable to the continued success of the program. The timely and accurate payment of RAs will directly impact whether they continue to serve in that capacity or become inactive.

Docupak capitalizes on the GRAP database to manage and verify the disbursement of RA funds. The interaction between the GRAP database, DOD systems and Docupak's financial system has been critical to successfully performing the disbursement action, as well as providing a valuable train for all financial transactions. The GRAP financial database will be utilized to track and report on this task order.

**Items required for Recruiting Assistant:** Recruiting Assistant Shirt; Recruiter Guide (PDF online); National Guard Almanac; Business Cards. Subject to Change.

Above to include shipping.

Provide any management fees if applicable.

Delivery date: Estimated delivery date is 28 September 2007

Point of contact for this project is (b) (6), (703) 607-2973

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	Origin	Government	Origin	Government
0002	Origin	Government	Origin	Government
0004	Origin	Government	Origin	Government
0004AA	Origin	Government	Origin	Government
0004AB	Origin	Government	Origin	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 24-SEP-2007 TO 23-SEP-2008	N/A	F9WFDP-A1/A1FR MYRTLE GAYNOR, CMSGT 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231 703-607-2913 FOB: Destination	F9WFDP
0002	POP 24-SEP-2007 TO 23-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F9WFDP
0004				
0004AA	POP 24-SEP-2007 TO 23-SEP-2008	N/A	F9WFDP-A1/A1FR MYRTLE GAYNOR, CMSGT 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231 703-607-2913 FOB: Destination	F9WFDP
0004AB	POP 24-SEP-2007 TO 23-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F9WFDP

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 5773840 587 41TH 064990 040000 59290 58150F 667100 F67100  
AMOUNT: \$6,000,002.80  
CIN F9WFDP7261A0010001: \$417,072.80  
CIN F9WFDP7261A0010002: \$5,288,160.00  
CIN F9WFDP7261A0010003: \$284,770.00  
CIN F9WFDP7261A0010004: \$10,000.00

ADDITIONAL INFORMATION

**1. GOVERNMENT CONTRACTING PERSONNEL:**

- a. The Contracting point(s) of contact for this contract will be the following:

**Contract Specialist:**

(b) (6)

Office: 703-607-1217

**Address:**

National Guard Bureau (NGB-ZC-AQ)  
1411 Jefferson Davis Highway, Suite 8100  
Arlington, VA 22202-3231  
Fax: 703-607-1742

- b. All contracting actions and/or correspondence should be forwarded through the COR appointed in the contract schedule.

**2. CONTRACTING OFFICER'S REPRESENTATIVE (COR):**

- a. The Contracting Officer has appointed the following individuals as the primary and alternate COR for this contract:

**Primary COR:**

(b) (6)

703-607-2913

**Address:**

NGB/A1FR  
1411 Jefferson Davis Highway  
Arlington VA 22202-3231

- b. The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of the contractor's performance. The COR is NOT an Administrative Contracting Officer (ACO) and does not have authority to take any action, either

directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other term and condition of the contract, or to direct the accomplishment of effort that goes beyond the scope the statement of work in the contract.

- c. When, in the opinion of the contractor, the COR requests efforts outside the existing scope of the contract, the contractor shall promptly notify the contracting officer in writing. The contractor under such direction shall take no action until the contracting officer has resolved the issue or has otherwise issued a modification to the contract.
- d. In the absence of the Primary COR named above (due to reasons such as leave, illness, and official travel), all responsibilities and functions assigned to the Primary COR shall be the responsibility of the Alternate COR (if appointed) acting on behalf of the Primary COR.

### **3. ACCOUNTING FOR CONTRACT SERVICES:**

The Secretary of the Army has implemented Accounting for Contract Services. This initiative has been put in place to obtain better visibility of the contractor service workforce. The Assistant Secretary of the Army (Manpower and Reserve Affairs) and the Assistant Secretary of the Army (Acquisition, Logistics and Technology) have implemented guidance to comply with this DoD Business Initiative Council (BIC) sponsored initiative. These contract reporting requirements are mandatory. By acceptance of this contract and performance under this contract, the contractor agrees to comply with these reporting requirements.

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site [Contractor Manpower Reporting (CMR) System] where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address:

<https://contractormanpower.army.pentagon.mil>

The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (National Guard Bureau UIC is W00QFF); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

### **4. GENERAL INVOICE PREPARATION & SUBMITTAL INSTRUCTIONS:**

- a. An invoice is a written and/or electronic request for payment under the contract for supplies delivered or for services rendered. In order to be proper, an invoice must include, as applicable, the following:
  - i. Name and address of the contractor

- ii. Invoice Date
  - iii. Contract Number, or other authorization for supplies delivered or services performed (including order number and contract line item number)
  - iv. Name and address of contractor official to who payment is to be sent (must be the same as that in the contract or on a proper notice of assignment)
  - v. Name (where practical), title, phone number and mailing address of person to notified in the event of a defective invoice.
  - vi. Any other information or documentation required by other requirements of the contract (such as evidence of shipment)
- b. Invoices should match terms and CLIN structure of the contract for ease of payment by Defense Finance and Accounting Service (DFAS).
  - c. Invoices shall be processed for approval and payment within 5 working days of the completion of work.
  - d. Receipt of payments by a representative of the contractor's designated bank shall constitute a full accord and satisfaction of the Government's obligation under the contract to the extent of the amount of the payment made.
  - e. This contract requires invoice submittal in accordance with Wide Area Workflow (WAWF). Submit one electronic original of all invoices to DFAS. IMPORTANT: DFAS must receive electronic submittal from the contractor in compliance with DFARS 252.232-7003. The COR(s) will certify all invoices for payment. For payment inquiries after submittal, please contact the DFAS Customer Service Desk or visit the Vendor Pay Inquiry System at the following web address: <http://www.dfas.mil/money/vendor/>

**5. WIDE AREA WORKFLOW INVOICE INSTRUCTIONS:**

*Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.*

- Wide Area Workflow (WAWF) (see instructions below)*
- Web Invoicing System (WInS)(<https://ecweb.dfas.mil>)*
- American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)*
- Other (please specify)\_\_\_\_\_*

*DFAS POC and Phone: DFAS LIMESTONE, 1-800-756-4571, Option 2, option 3*

***WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.***

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) Limestone (F67100) at 1-800-756-4571, Option 2, option 3 or faxed to 1-866-392-7091. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/contractorpay.html>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT [Check the appropriate block]

[Commercial Item Financing](#)

[Construction Invoice](#) (Contractor Only)

[Invoice](#) (Contractor Only)

[Invoice and Receiving Report \(COMBO\)](#)

xx  [Invoice as 2-in-1 \(Services Only\)](#)

[Performance Based Payment](#) (Government Only)

[Progress Payment](#) (Government Only)

[Cost Voucher](#) (Government Only)

[Receiving Report](#) (Government Only)

[Receiving Report With Unique Identification \(UID\) Data](#) (Government Only)

UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle.

[Summary Cost Voucher](#) (Government Only)

CAGE CODE: **4ITS5** DUN NUMBER: **133362058** TAX ID: **52-2217134**

ISSUE BY DODAAC: **W9133L**

ADMIN BY DODAAC: **W9133L**

INSPECT BY DODAAC: **F9WFDP**



*ACCEPT BY DODAAC: F9WFDP*

*SHIP TO DODAAC: W9133L*

*LOCAL PROCESSING OFFICE DODDAC: N/A*

*PAYMENT OFFICE FISCAL STATION CODE: F67100*

*EMAIL POINTS OF CONTACT LISTING: (Use Group e-mail accounts if applicable)*

*INSPECTOR: (b) (6)*

*ACCEPTOR: (b) (6)*

*RECEIVING OFFICE POC: (b) (6)*

*CONTRACT ADMINISTRATOR: (b) (6)*

*CONTRACTING OFFICER: (b) (6)*

*ADDITIONAL CONTACT: (b) (6)*

CONTRACTOR PROPOSAL

## ANG G-RAP PROPOSAL, FY 2008

Docupak is providing this Performance Work Statement in support of the Air National Guard (ANG) Guard Recruiting Assistant Program (G-RAP) recruitment requirement. This proposal will support the recruitment of 2,208 Airmen and Officers and begin in September 2007 to run through 30 September 2008.

### Program Operations

- Docupak offers an existing subcontractor relationship with over 10,000 Citizen-Airmen which provides the foundation for G-RAP.
- Docupak's staff includes a Program Manager, an Account Executive, and two Account Coordinators that have effective relationships in place with the National Guard Bureau (NGB), NGB-ANG Recruiting and Retention leadership, and state leadership.
- Docupak offers executive leadership that has a shared vision of program needs and priorities that ensures reliability, creativity, and personal responsiveness.
- Docupak offers the data infrastructure, program procedures, mature practices, and a well-trained staff to support the use of those systems.
- Eligible participants in G-RAP will be current members (Officer or Enlisted) with Active participation in an Air National Guard Wing/Unit. ANG Retirees will also be allowed to participate. Retirees must have been retired from the ANG at least six months with a minimum of 20 years good service. Medically discharged or other service retiree applicants are not eligible. Applicants may have previously served in any position or status in the ANG.

### Management Improvements

Docupak leadership regularly performs ongoing discussions with ANG leadership, RAs, and PAs in order to improve the company's performance. Daily contact with program participants ensures thorough knowledge of G-RAP policies and procedures and allows participating RAs an open form of communication with Account Coordinators. Docupak proposes on-site support of state and wing activities when directed by ANG leadership. This process of continuous improvement is a necessity for a productive and cost-effective future program.

Docupak will continue to consult with NGB-ANG Recruiting and Retention leadership to further clarify needs and expectations. Between participant feedback and ANG

direction, Docupak will have a clearer perspective on additional measures that can improve G-RAP. This effort is in line with our POEM (plan, organize, execute, and management oversight) management approach specifically developed for G-RAP (as discussed in Section III.C.1.a). The POEM approach was developed using Docupak's corporate management principles of Analyze, Plan, Design, Implement, and Evaluate (discussed in Section 5.1 of the Program Management Plan).

### Program Operations

Docupak will provide the NGB-ANG Recruiting and Retention leadership with thorough, responsive, and uninterrupted execution of G-RAP. Enhancement to the program will be conducted through a process of negotiated scope expansions and continuous improvement. Docupak will develop creative approaches to future recruiting and retention challenges. Docupak has demonstrated its value to the ANG in executing G-RAP. Docupak has:

- Demonstrated responsiveness, creative concepts, and agility in the design and execution of the G-RAP recruitment strategies
- Established comprehensive knowledge of G-RAP, anticipates the needs of the ANG, and provides timely and effective solutions
- Exercised fiscal responsibility by embracing experienced staff, results-oriented leadership, and attractive labor rates
- Deployed a management structure that is sufficient to support large contracts while maintaining the flexibility and responsiveness that is characteristic of a small business
- Selected personnel for the execution of G-RAP that possess customer focus, interpersonal skills, conscientious work ethic, and motivation necessary to assure operational excellence
- Prompt payments
- Prompt customer service with expanded Operations Center hours

## Program Management

In accordance with the ANG solicitation, Docupak shall provide a Program Manager along with continued support by the Account Executive and two Account Coordinators. Resumes for key personnel shall be provided upon award. Pricing and descriptions for all labor categories are in accordance with contract W9133L-07-D-0007.

## Approach to Recruitment Assistance Sustainment and Supply

Our approach focuses on four major elements: (1) attracting RAs that increase the quantity and quality of PAs, (2) processing the RA payments in an efficient manner with effective financial controls, (3) providing NGB-ANG Recruiting and Retention leadership access to management reports and on-line charts to more effectively predict long-term plans, and (4) quality assurance and quality control processes.

## RA Compensation Management

Docupak has processes and procedures in place that ensure the timely payment to RAs. Our Account Coordinators quickly resolve any issues that might result in a delay of payment.

Docupak has a system of internal controls to prevent inappropriate payment of funds. Our controls are strong and compliant. In addition, Account Executives conduct random quality assurance procedures to eliminate fraud, waste, and abuse. These controls include:

- Independent verification of payment eligibility through the Air Force Recruiting Information Support System (AFRISS) and the Military Personnel Data System (MilPDS)
- Periodic internal audits of payments
- Validation of RA status and eligibility for payment
- Verification of financial system integrity and security

These authorized payments are aggregated and invoiced to the Government on a monthly basis.

## Program Reporting

Program reporting is discussed in the Performance Requirements Summary

## Recruiting Strategies

The underlying principles of G-RAP are that RAs are community-based Citizen-Airmen who communicate the benefits of ANG service within their spheres of influence. A level of trust is generated within the RAs' sphere of influence providing the opportunity to bring PAs closer to a commitment to join.

G-RAP recognizes and rewards unit members while providing supplemental income opportunity. Continued encouragement of participation will be an ongoing initiative to ensure that unit members are aware of the opportunity to join G-RAP and assist in the ANG recruiting efforts. Active RAs will be provided appropriate ANG-branded merchandise to assist in recruiting efforts.

### **GFE and GFI Responsibility**

G-RAP involves the use of Government Furnished Information (GFI). Specifically, verifications are performed in AFRISS and MilPDS (both Government databases) as a part of the RA compensation program. Special care is given in the transmittal of data to protect privacy information. The use of this information by Docupak has been to ensure timely payment to RAs. As custodians of GFI, Docupak's IT infrastructure adheres to all appropriate security precautions.

### **Data Relevancy**

We will capture all data as identified by the stakeholders and authorized by NGB-ANG Recruiting and Retention leaders. The data is segregated or aggregated to meet users' requirements for the task order.

### **Data Collection/Capture**

Efficient data collection is obtained primarily through the use of a secure web portal interface designed to obtain large amounts of predetermined data that is applicable to current and future reporting needs. The web portal is used by the designated individuals associated with G-RAP to appropriately enter or edit information. Specified data used for validation purposes or to facilitate information requirements within G-RAP is captured from the following systems via secure file transfer protocol (SFTP) and other means.

- Air Force Recruiting Information Support System (AFRISS)
- Military Personnel Data System (MILPDS)
- NGB-ANG Recruiter Directory
- NGB-ANG Basic Military Training Course Start Date roster
- Docupak's Financial System (a solution developed in Microsoft Dynamics, Solomon, that Docupak uses as an integrated business solution) to exchange financial data. Section 5.2 of the Program Management Plan provides an overview of Solomon

### **Data Accuracy/Validation**

Docupak actively manages data for accuracy and validity as follows:

- Data provided via MilPDS/AFRIS is used to help ensure RA applicants are eligible by virtue of their current reported Airman status, which is updated regularly via a MilPDS data feed.
- A PA's data is validated against MilPDS/AFRIS to prevent the nomination of a current enlisted Airman. Once the nomination is successful, data is updated via regular AFRIS interface.
- The storage and movement of information from the G-RAP database lends itself to data accuracy by eliminating duplication and chance for human error.
- In addition to automated process to enhance data accuracy and validation, Docupak's Operations Center uses personal oversight to validate data.

### **D.2.3.1 Cost Effectiveness of Financial Database**

#### **RA Financial Input**

Docupak developed the G-RAP database to capture, verify, and manage RA payments. The interaction between the database and Docupak's financial system helps to eliminate errors from manual input. The G-RAP database automatically generates an export file for payment once payment eligibility requirements have been met. MilPDS/AFRIS data feeds are the trigger mechanisms for a financial transaction. When MilPDS/AFRIS reports validate a PA's enlistment, the first payment is made within 30-45 days. Second payment for a non-prior service PA is issued when NGB-ANG Recruiting and Retention leadership verifies the individual as having successfully shipped to BMT. If the PA is prior service and therefore not required to ship to BMT, the second payment to the RA is exported 90 days after the contract date provided the PA's status in MilPDS remains current and active. An export payment file from the G-RAP database to the financial system occurs daily to generate payment to RAs whose nominees met the payment eligibility requirements as stated above.

#### **Other Program Costs**

The business aspect of G-RAP is managed in Solomon. All pertinent data is entered into Solomon to track reimbursable items (in accordance with the FAR), supplies, travel, material, subcontracted items, and all other direct costs.

- A monthly report is generated from Solomon that identifies all expenses related

to a particular task order in the following categories: materials, shipping and labor.

- A New Hire Kit (NHK) shall be provided to each RA who completes training as a participant in G-RAP. Kit materials shall include, but not be limited to, a Recruiting Assistant polo shirt with ANG logo, business cards, and an ANG almanac. These items are subject to change as components of the NHK.
- RAs are provided with program policy and procedure guidelines via an on-line PDF.
- Monthly accounting reports are analyzed by the CFO, Contract Manager, Assistant Business Manager, and Program Manager.

### **Financial Data Relevance**

Docupak's G-RAP database as described in our contract award will be utilized to provide financial data as it relates to performance metrics. In addition to providing data relevant to managing the financial and performance of RAs, we are able to provide important financial information to NGB-ANG Recruiting and Retention leadership that projects future contracts and payments in the G-RAP pipeline (i.e., run rates).

#### ***D.2.4 Performance Measures and Reporting***

Docupak has a thorough understanding of G-RAP and the overall objective to maintain a quality force through:

- Recruiting: recruiting quality Officers and Airmen (non-prior and prior service)
- Retention: retaining Officers and Airmen who reach their expiration term of service (ETS)
- Attrition Management: reducing losses while still under contractual military obligations
- The Docupak Quality Control Plan provided with our contract award shall be utilized in ensuring we track and assess the performance.
- Daily report which specifies program and daily activity of RAs
- Weekly report which specifies the program-to-date totals of program participation

- Ad hoc reporting will be provided within an appropriate timeline

Quality Control, Information and Physical Security, Program Management and implementation of Subcontracting shall be in accordance with the approved plans included in Contract W9133L-07-D-0007. Applicable performance metrics and deliverables are as specified in this proposal.

#### **D.2.4.1 Cost Effective Performance Metrics Database**

To support performance measurement, Docupak uses the G-RAP database as a repository of data as described in our contract award. This performance data can then be assembled and moved to individual stakeholders for their use concerning measuring performance.

#### **Performance Data Management and Collection**

Performance data shall be collected and managed in accordance with the data and information management approach identified in the contract award. This approach ensures appropriate data is available to support analysis of RAs, PAs, and their relationship to wings and local units.

#### **Performance Data Accuracy and Timeliness**

Docupak's proven approach, as discussed in Contract W9133L-07-D-0007 Section D.2.3, provides reliable access to performance data in a secure and timely fashion.

In preparation for the future, Docupak is developing and executing an IT plan described below that is scaleable and adaptable to upcoming changes. This plan supports Docupak's IT vision. The IT plan will facilitate changes in processes that will need to accompany expansion to other branches or future policy changes. Docupak's IT Strategic Plan to support the NGB-ANG Recruiting and Retention leadership is a major enabler to providing adaptability and flexibility to G-RAP.

#### **D.2.8 Recruiting Assistance Funds**

The management of the RA funds is a critical factor in the success of G-RAP. Docupak's first-hand experience in operating this program is valuable to the continued success of the program. The timely and accurate payment of RAs will directly impact whether they continue to serve in that capacity or become inactive.

Docupak capitalizes on the G-RAP database to manage and verify the disbursement of RA funds. The interaction between the G-RAP database, DoD systems, and Docupak's financial system has been critical to successfully performing the disbursement action, as well as providing a valuable trail for all financial transactions. The G-RAP financial database will be utilized to track and report on this task order.

#### **D.2.10 Travel**

Travel required by Docupak shall be at the direction of ANG leadership and shall be delineated in cost/price reports.



<b>Deliverable</b>	<b>Quantity</b>	<b>Price Each</b>	<b>Total Cost</b>
<b>CLIN 0001 Labor</b>			<b>\$417,072.80</b>
*see attached labor rates			
<b>CLIN 0002 Accession Funds</b>	2,208	2,395.00	<b>\$5,288,160.00</b>
<b>CLIN 0003 Reporting Deliverables</b>		NSP	NSP
*see attached Deliverables			
<b>CLIN 0004 ODC</b>	0	0	0
<b>CLIN 0004AA General ODC</b>			
<b>RA support materials:</b>			
<b>New Hire Kits</b> *see attached NHK components	5,500	45.24	<b>\$248,820.00</b>
<b>Wing marketing items</b>	NTE	NTE	<b>\$5,950.00</b>
<b>RA promotional items</b>	NTE	NTE	<b>\$30,000.00</b>
<b>Total General ODC</b>			<b>\$284,770.00</b>
<b>CLIN 0004AB Travel</b>	5	2,000.00	<b>\$10,000.00</b>
<b>GRAND TOTAL</b>			<b>\$6,000,002.80</b>

(b) (4)

## DELIVERABLES

### Budget and Cost Reports

Item	For Details See Section	Submission Requirements	Revisions Required	Medium	Recipients
Ad-Hoc Reports	1.1	Mutually agreed dates	As directed by the Government	Softcopy, Hardcopy	As directed by COR
Annual Budget Summary	1.2	Within 10 business days after the end of the Federal Government fiscal year	As directed by the Government	Softcopy, Hardcopy	(b) (6) and others as directed by ANG Recruiting and Retention leadership
Monthly Invoice Supporting Data Report	1.3	Monthly with Invoice to enable payment	With each invoice	Softcopy, Hardcopy	WAWF submission, (b) (6)
Quarterly Budget Report	1.4	Within 10 business days following the end of each Federal Government fiscal year quarter		Softcopy, Hardcopy	(b) (6) and others as directed by ANG Recruiting and Retention leadership
Recruiting assistant (RA) Payment Analysis Report	1.5	Monthly	As directed by the Government	Softcopy, Hardcopy	WAWF submission, (b) (6)
Semi-Annual Budget Summary	1.6	Within 20 business days after the end of mid Federal Government fiscal year	As directed by the Government	Softcopy, Hardcopy	(b) (6) and others as directed by ANG Recruiting and Retention leadership

## Performance Reports

Item	For Details See Section	Submission Requirements	Revisions Required	Medium	Recipients
Ad-Hoc Reports	3.1	Mutually agreed dates	As directed by the Government	Softcopy, Hardcopy	As directed by COR
Recruiting assistant Demographic and Productivity Report	3.2	Monthly	As directed by the Government	Softcopy, Hardcopy	(b) (6) and others as directed by ANG Recruiting and Retention leadership
Recruiting assistant Summary Activity Report	3.3	Daily	As directed by the Government	Softcopy	(b) (6) and others as directed by ANG Recruiting and Retention leadership
Program Activity Summary report	2.4	Weekly	As directed by the Government	Softcopy	(b) (6) and others as directed by ANG Recruiting and Retention leadership

## New Hire Kit components

### New Hire Kit Components

<u>Items</u>	<u>Cost (each kit)</u>
	\$17.5
ANG polo	6
ANG almanac (current year)	\$4.72
Business cards (box of 250)	\$5.91
Shipping carton	\$0.49
	\$16.5
Shipping and Handling	6
	<hr/> \$45.2
	4

Docupak will provide NGB/A1R with thorough, responsive, and uninterrupted execution of G-RAP. Based on a longstanding and strong relationship between Docupak and the ANG, Docupak has demonstrated its value to the ANG in executing G-RAP. Docupak will perform in accordance with the following Performance Requirements Summary:

Requirement	Indicator	Standards Criteria	Min AQL	Milestones
Demonstrate responsiveness, creativity and agility in design and execution of the recruitment strategies	Timeliness	Coordinate delivery of contract requirements within the requested timeframe	99% of requirements fulfilled on time	Sep 07 – Aug 08
Provide personnel with comprehensive knowledge of G-RAP, anticipate needs of the ANG and provide timely solutions.	Quality	Identify personnel and provide resumes for Key personnel to ANG	99% of requirements fulfilled at acceptable levels reviewed by the ANG	Sep 07 - Aug 08
Exercise Fiscal Responsibility	Accuracy	Hire key personnel and utilize infrastructure financial team (experienced staff) within basic contract negotiated labor rates	99% of requirements fulfilled at acceptable accuracy levels reviewed by the ANG	Sep 07 - Aug 08
Deliverables	Timeliness, Quality	Creative/Design and delivery of required RPIs	99% of requirements fulfilled at acceptable quality levels and on time	Sep 07 - Aug 08
Records Maintenance	Timeliness	Task order performance records are updated sufficiently to ensure the most current information is accessible.	99% of requirements fulfilled on time	Sep 07 - Aug 08



Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER—CENTRAL CONTRACTOR REGISTRATION (OCT 2003)

(a) Method of payment. (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for--

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.



(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.

(End of Clause)

#### 252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAR 2007)

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

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using one of the electronic forms provided for in paragraph (b) of this clause.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:

(1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA). Information regarding WAWF-RA is available on the Internet at <https://wawf.eb.mil>.

(2) Web Invoicing System (WInS). Information regarding WInS is available on the Internet at <https://ecweb.dfas.mil>.

(3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.

(i) Information regarding EDI formats is available on the Internet at <http://www.X12.org>.

(ii) EDI implementation guides are available on the Internet at <http://www.dod.mil/dfas/contractorpay/electroniccommerce.html>.

(4) Another electronic form authorized by the Contracting Officer.

(c) The Contractor may submit a payment request in non-electronic form only when--

(1) DoD is unable to receive a payment request in electronic form; or

(2) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

MANPOWER INFORMATION

MAN POWER

SUBJECT: IMPLEMENTATION OF FFICE OF THE ASSISTANT SECRETARY OF THE ARMY DATA COLLECTION SITE:

a. Implement "by order of the Assistant Secretary of the Army Manpower & Reserve Affairs." The following language hereunder of which is hereby incorporated into and made a part of all Basic Contracts Statement of Work; present Task and Delivery Orders Statement of Work. The requiring activity shall include the language hereunder in all forthcoming Contracts; Task and Delivery Orders Statements of Work. The Contracting officer will provide a CLIN in section B to allow for payment in compliance with the requirement.

**b. IMPLEMENTAION:**

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor shall report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address

<https://contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor ( and separate predominant FSC for each sub-contractor if different); (9) Estimate data collection cost; (10) Organizational titles associated with the Unit Identification Number (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with the UIC for the purposes of reporting the information); (11) Locations where contractor and sub-contractors perform the

work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

# ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. W9133L-07-D-0007	2. DELIVERY ORDER/ CALL NO. 0020	3. DATE OF ORDER/CALL (YYYYMMDD) 2008 Dec 24	4. REQ / PURCH REQUEST NO. F9WFD P8294A001	5. PRIORITY
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6. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231	CODE W9133L	7. ADMINISTERED BY (if other than 6)  <b style="text-align: center;">SEE ITEM 6</b>	CODE	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
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9. CONTRACT OR DOCUMENT AND PACKAGING BROKERS, INC JEAN ALDRIDGE DBA DOCUPAK 100 GILBERT DR ALABASTER AL 35007-8867	CODE 1MRK2	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS Net 30 Days	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

14. SHIP TO F9WFD P. A1/A1ER (b) (6) MSGT 1411 JEFFERSON DAVIS HWY SUITE 10500 ARLINGTON VA 22202-3231	CODE F9WFD P	15. PAYMENT WILL BE MADE BY DFAS/LIMESTONE - F67100 ATTN: VENDOR PAY P. O. BOX 369020 COLUMBUS OH 43236-9020	CODE F67100	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
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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 type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____			

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
<b>SEE SCHEDULE</b>					

* 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: 703 607-1226 EMAIL: (b) (6) BY: (b) (6)	<b>(b) (6)</b>	25. TOTAL \$4,883,895.00	26. DIFFERENCES
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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
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		32. PAID BY
			33. AMOUNT VERIFIED CORRECT FOR

**36. I certify this account is correct and proper for payment.**

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
-----------------------	--

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	AMOUNT
0002	Accession Funds FFP APPROX ENLISTED 1,811 X \$ 2,345.00 = \$4,246,795.00. APROX. OFFICER 90 X \$4,690.00 = \$422,100.00 FOB: Destination PURCHASE REQUEST NUMBER: F9WFDP8294A001	1	Lot	\$4,668,895.00	\$4,668,895.00
				NET AMT	\$4,668,895.00
	ACRN AA CIN: F9WFDP8294A0010002				\$4,668,895.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004		UNDEFINED	Lot	UNDEFINED	\$0.00

Other Direct Cost  
FFP

To provide Non-personal Guard Recruiting Assistance Program (G-RAP) Services. See PWS for more information. This CLIN has two subCLINs. The first subCLIN is for General costs that will consist of materials, equipment, supplies, and any other costs that are directly chargeable to this contract to perform the contractor's PWS. This subCLIN shall not contain travel costs. Also, ad hoc deliverables and activities not included elsewhere in this contract shall be included in this subCLIN.

The second subCLIN is for Travel costs. All travel in support of this contract will be in accordance with the Joint Travel Regulations (JTR). No fee of any type shall be applied to travel.

The costs associated with this CLIN will be identified specifically under each FFP task order

FOB: Destination

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MAX NET AMT	\$0.00
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ACRN AA CIN: F9WFDP8294A0010004	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AA		1	Lot	\$210,000.00	\$210,000.00
	General ODCs				
	FFP				
	RA SUPPORT MATERIALS NEW HIRE KITS \$4,000 X \$50.00 = \$200,000.00.				
	WING MARKET / RA PRO ITEMS \$10,000.00				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: F9WFDP8294A001				

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NET AMT	\$210,000.00
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ACRN AA	\$210,000.00
CIN: F9WFDP8294A0010004AA	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AB		5	Lot	\$1,000.00	\$5,000.00

Travel  
FFP  
To provide Non-personal Guard Recruiting Assistance Program (G-RAP) Services.  
See PWS for more information. This subCLIN is for Travel costs. All travel in support of this contract will be in accordance with the Joint Travel Regulations (JTR). No profit of any type shall be applied to travel.

The costs associated with this subCLIN will be identified specifically under each FFP task order.

FOB: Destination  
PURCHASE REQUEST NUMBER: F9WFDP8294A001

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NET AMT	\$5,000.00
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ACRN AA	\$5,000.00
CIN: F9WFDP8294A0010004AB	

Section C - Descriptions and Specifications

CONTRACTOR PROPOSAL

REVISED PROPOSAL 19 NOV 09

SUBJECT: ANG Guard Recruiting Assistance Program

Docupak is submitting this proposal in response to the Air National Guard request for services in continuation of performance of the ANG Recruiting Assistance Program. Docupak proposes the requirement be executed as a task order under W9133L 07 D 0007. This requirement shall continue Program Management Support originally provided under task order W9133L-07-D-0007-0003 and the Accession funding originally provided under task order W9133L-07-D-0007-0020.

Requirement:

1. Labor in support of the ANG GRAP Program: AWARDED UNDER MOD P05 to Task order 0003 on 29 OCT 2008 for the period 1 Nov 08 to 30 Apr 09
  - Program Manager – 1 Nov 08 – 30 Apr 09
  - Account Executive – 1 Nov 08 – 30 Apr 09
  - Account Coordinator (2) – 1 Nov 08 – 30 Apr 09
- 1.a. Labor in support of the ANG GRAP Program: for continued support 1 MAY 09 through 31 OCT 09
  - Program Manager – 1 May 09 – 31 Oct 09
  - Account Executive – 1 May 09 – 31 Oct 09
  - Account Coordinator (2) -1 May 09 – 31 Oct 09
2. Accessions Funds
  - a. Quantity – \*1901new accessions 1 Nov 08 through 30 April 2009
    - \*Approx. Enlisted and Officer Breakdown in charts below.
    - \*\* Officer accession payment structure is based upon continuation of the following:  
Officer accessions/affiliations shall be based upon \$2,345 for accession (Officer NPS/PS oath) and \$2,345 for successful affiliation (AMS/COT shipped or 90-day if officer prior service)
  - b. Option Quantity – 1900 new accessions 1 May 09 through 31 October 2009
3. ODC
  - a. New Hire Kits
    - i. Quantity – 9,739 based on the number of new hires projected through 31 October 2009. We are proposing 4000 for the base period of 1 NOV 08 to 30 APR 09 and 5,739 to cover the projections through 31 OCT 09
    - ii. Contents – ANG Polo Shirt, \*Mini-padfolio, Business Cards
    - iii. Pricing shall include fulfillment and shipping costs.  
\*This is a new item, the ANG no longer requires the Almanac in the NHKs. Items are subject to change.
  - b. Wing Marketing Items
    - i. G-RAP Tri-fold brochures for the Wings and GSUs.
  - c. RA Promotional Items
    - i. Docupak shall propose appropriate promotions subject to NGB approval to support a minimum of two G-RAP promotions.
4. Travel



- a. Travel is estimated at a NTE of \$5,000.00. Since exact locations, length of trip and timeframe are not available at this time the estimate is based upon prior usage. All trips will include itemized details upon billing.

Pricing:

**NOTE PRICING BELOW IS BROKEN DOWN INTO TWO SIX MONTH SEGEMENTS, IF FUNDING IS NOT AVAILABLE FOR THE ENTIRE YEAR OF EFFORT, WE PROPOSE THE TASK ORDER REFLECT AWARD OF THE FIRST SIX MONTHS WITH THE SECOND SIX MONTHS AS AN OPTION TO BE EXERCISED BASED UPON AVAILABILITY OF FUNDS.**

**Period of Performance for 1 December 2008 – 30 June 2009.**

Deliverable	Quantity	Price Each	Total Cost
CLIN 0001 Labor covered under MOD P05 to Task order 0003 under GRAP W9133L 07-D-0007			
CLIN 0002 Accession Funds			
Approx. Enlisted	1,811	\$2,345.00	\$4,246,795.00
Approx. Officer	90	\$4,690.00	\$422,100.00
Total Accessions Funds			<b>\$4,668,895.00</b>
CLIN 0003 Reporting Deliverables		NSP	NSP
CLIN 0004 ODC	0	0	0
CLIN 0004AA General ODC			
RA support materials:			
New Hire Kits	4,000	\$50.00	\$200,000.00
Wing marketing/RA Promo items	NTE	NTE	Est. \$10,000.00
Total General ODC			<b>\$210,000.00</b>
CLIN 0004AB Travel	5	\$1,000.00	<b>\$5,000.00</b>
<b>APPROXIMATE TOTAL</b>			<b>\$4,883,895.00</b>

**OPTION FOR ADDITIONAL 6 MONTHS OF COVERAGE**

**Period of Performance for 1 July 2009 – 31 Oct 2009.**

Deliverable	Quantity	Price Each	Total Cost
CLIN 0001 Labor			\$214,801.60
*see below labor rates			
CLIN 0002 Accession Funds			

Approx. Enlisted	1,811	\$2,345.00	\$4,246,795.00
Approx. Officer	89	\$4,690.00	\$417,410.00
Total Accessions Funds			\$4,664,205.00
CLIN 0003 Reporting Deliverables		NSP	NSP
CLIN 0004AA General ODC			
RA support materials:			
New Hire Kits	5,739	\$50.00	\$286,950.00
Wing marketing/RA Promo items	NTE	NTE	Est. \$15,000.00
Total General ODC			\$301,950.00
<b>APPROXIMATE TOTAL</b>			<b>\$5,180,956.60</b>

Please contact (b) (6) (757) 438 4910 with any questions regarding this proposal.

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
0002	Origin	Contractor	Origin	N/A
0004	Origin	Contractor	Origin	N/A
0004AA	Origin	Contractor	Origin	N/A
0004AB	Origin	Contractor	Origin	N/A

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0002	POP 01-DEC-2008 TO 31-MAY-2009	N/A	F9WFDP-A1/A1FR (b) (6) MSGT 1411 JEFFERSON DAVIS HWY SUITE 10500 ARLINGTON VA 22202-3231 703-607-5451 FOB: Destination	F9WFDP
0004	POP 01-DEC-2008 TO 30-JUN-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F9WFDP
0004AA	POP 01-DEC-2008 TO 30-JUN-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F9WFDP
0004AB	POP 01-DEC-2008 TO 31-MAY-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F9WFDP

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 5793840 589 41TH 113I00 040000 59290 58150F 667100 F67100

AMOUNT: \$4,883,895.00

CIN F9WFDP8294A0010002: \$4,668,895.00

CIN F9WFDP8294A0010004: \$0.00

CIN F9WFDP8294A0010004AA: \$210,000.00

CIN F9WFDP8294A0010004AB: \$5,000.00

Section H - Special Contract Requirements

ADDITIONAL INFO

**1. GOVERNMENT CONTRACTING PERSONNEL:**

- a. The Contracting point(s) of contact for this contract will be the following:

**Contract Specialist:**

(b) (6)

Office: 703-607-1217

**Address:**

National Guard Bureau (NGB-AQ)  
1411 Jefferson Davis Highway, Suite 8100  
Arlington, VA 22202-3231  
Fax: 703-607-1742

- b. All contracting actions and/or correspondence should be forwarded through the COR appointed in the contract schedule.

**2. CONTRACTING OFFICER'S REPRESENTATIVE (COR):**

- a. The Contracting Officer has appointed the following individuals as the primary and alternate COR for this contract:

**Primary COR:**

(b) (6)

703-607-2970

**Address:**

NGB/A1FR  
1411 Jefferson Davis Highway  
Arlington VA 22202-3231

- b. The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of the contractor's performance. The COR is NOT an Administrative Contracting Officer (ACO) and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other term and condition of the contract, or to direct the accomplishment of effort that goes beyond the scope the statement of work in the contract.
- c. When, in the opinion of the contractor, the COR requests efforts outside the existing scope of the contract, the contractor shall promptly notify the contracting officer in writing. The contractor under such direction shall take no action until the contracting officer has resolved the issue or has otherwise issued a modification to the contract.
- d. In the absence of the Primary COR named above (due to reasons such as leave, illness, and official travel), all responsibilities and functions assigned to the Primary COR shall be the responsibility of the Alternate COR (if appointed) acting on behalf of the Primary COR.

**3. ACCOUNTING FOR CONTRACT SERVICES:**

The Secretary of the Army has implemented Accounting for Contract Services. This initiative has been put in place to obtain better visibility of the contractor service workforce. The Assistant Secretary of the Army (Manpower and Reserve Affairs) and the Assistant Secretary of the Army (Acquisition, Logistics and Technology) have implemented guidance to comply with this DoD Business Initiative Council (BIC) sponsored initiative. These contract reporting requirements are mandatory. By acceptance of this contract and performance under this contract, the contractor agrees to comply with these reporting requirements.

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site [Contractor Manpower Reporting (CMR) System] where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address:

<https://contractormanpower.army.pentagon.mil>

The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (National Guard Bureau UIC is W00QFF); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

#### **4. GENERAL INVOICE PREPARATION & SUBMITTAL INSTRUCTIONS:**

- a. An invoice is a written and/or electronic request for payment under the contract for supplies delivered or for services rendered. In order to be proper, an invoice must include, as applicable, the following:
  - i. Name and address of the contractor
  - ii. Invoice Date
  - iii. Contract Number, or other authorization for supplies delivered or services performed (including order number and contract line item number)
  - iv. Name and address of contractor official to who payment is to be sent (must be the same as that in the contract or on a proper notice of assignment)
  - v. Name (where practical), title, phone number and mailing address of person to notified in the event of a defective invoice.
  - vi. Any other information or documentation required by other requirements of the contract (such as evidence of shipment)
- b. Invoices should match terms and CLIN structure of the contract for ease of payment by Defense Finance and Accounting Service (DFAS).
- c. Invoices shall be processed for approval and payment within 5 working days of the completion of work.

- d. Receipt of payments by a representative of the contractor's designated bank shall constitute a full accord and satisfaction of the Government's obligation under the contract to the extent of the amount of the payment made.
- e. This contract requires invoice submittal in accordance with Wide Area Workflow (WAWF). Submit one electronic original of all invoices to DFAS. IMPORTANT: DFAS must receive electronic submittal from the contractor in compliance with DFARS 252.232-7003. The COR(s) will certify all invoices for payment. For payment inquiries after submittal, please contact the DFAS Customer Service Desk or visit the Vendor Pay Inquiry System at the following web address:  
<http://www.dfas.mil/money/vendor/>

## 5. WIDE AREA WORKFLOW INVOICE INSTRUCTIONS:

*Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.*

- Wide Area Workflow (WAWF) (see instructions below)*
- Web Invoicing System (WInS)(<https://ecweb.dfas.mil>)*
- American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)*
- Other (please specify)\_\_\_\_\_*

*DFAS POC and Phone: DFAS LIMESTONE, 1-800-756-4571, Option 2, option 3*

***WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.***

*Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) Limestone (F67100) at 1-800-756-4571, Option 2, option 3 or faxed to 1-866-392-7091. Please have your purchase order/contract number ready when calling about payments.*

*You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/contractorpay.html>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.*

*The following codes and information will be required to assure successful flow of WAWF documents.*



TYPE OF DOCUMENT [Check the appropriate block]

Commercial Item Financing

Construction Invoice (Contractor Only)

Invoice (Contractor Only)

Invoice and Receiving Report (COMBO)

xx  Invoice as 2-in-1 (Services Only)

Performance Based Payment (Government Only)

Progress Payment (Government Only)

Cost Voucher (Government Only)

Receiving Report (Government Only)

Receiving Report With Unique Identification (UID) Data (Government Only)

UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle.

Summary Cost Voucher (Government Only)

CAGE CODE: **IMRK2** DUN NUMBER: **048754530** TAX ID: **63-1190842**

ISSUE BY DODAAC: **W9133L**

ADMIN BY DODAAC: **W9133L**

INSPECT BY DODAAC: **F9WFDP**

ACCEPT BY DODAAC: **F9WFDP**

SHIP TO DODAAC: **F9WFDP**

LOCAL PROCESSING OFFICE DODDAC: **N/A**

PAYMENT OFFICE FISCAL STATION CODE: **F67100**

EMAIL POINTS OF CONTACT LISTING: (Use Group e-mail accounts if applicable)

INSPECTOR: **(b) (6)**

ACCEPTOR: **(b) (6)**

*RECEIVING OFFICE POC:* (b) (6)

*CONTRACT ADMINISTRATOR:* (b) (6)

*CONTRACTING OFFICER:* (b) (6)

*ADDITIONAL CONTACT:* (b) (6)

Section I - Contract Clauses

MANPOWER INFORMATION

MAN POWER

SUBJECT: IMPLEMENTATION OF FFICE OF THE ASSISTANT SECREATARY OF THE ARMY DATA COLLECTION SITE:

a. Implement “by order of the Assistant Secretary of the Army Manpower & Reserve Affairs.” The following language hereunder of which is hereby incorporated into and made a part of all Basic Contracts Statement of Work; present Task and Delivery Orders Statement of Work. The requiring activity shall include the language hereunder in all forthcoming Contracts; Task and Delivery Orders Statements of Work. The Contracting officer will provide a CLIN in section B to allow for payment in compliance with the requirement.

**b. IMPLEMENTAION:**

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor shall report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address

<https://contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer’s Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor ( and separate predominant FSC for each sub-contractor if different); (9) Estimate data collection cost; (10) Organizational titles associated with the Unit Identification Number (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with the UIC for the purposes of reporting the information); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor’s systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.