

# ORDER FOR SUPPLIES OR SERVICES

1 CONTRACT/PURCH ORDER/ AGREEMENT NO GS-00F-0001U	2 DELIVERY ORDER/ CALL NO W9133L-08-F-0306	3 DATE OF ORDER/CALL (YYYYMMDD) 2008 Sep 27	4 REQ / PURCH REQUEST NO W81MNB82212000	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) CODE  <b>SEE ITEM 6</b>	8 DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
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9 CONTRACTOR NAME SKYLINE ULTD INC AND JOEL RHOADES ADDRESS 16333 SOUTH GREAT OAKS DRIVE SUITE 121 ROUND ROCK TX 78681-3661	CODE 1VAN5	FACILITY	10 DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11 MARK IF BUSINESS IS <input 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  <b>SEE SCHEDULE</b>	CODE	15 PAYMENT WILL BE MADE BY CODE F67100 DFAS/LIMESTONE - F67100 ATTN: VENDOR PAY P.O. BOX 369020 COLUMBUS OH 43236-9020	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16 TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein REF:

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

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input 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: 703 607-1260 EMAIL: [REDACTED] BY: [REDACTED] CONTRACTING / ORDERING OFFICER	25 TOTAL \$5,459,405.60
		26 DIFFERENCES

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

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

a DATE (YYYYMMDD)	b SIGNATURE AND TITLE OF CERTIFYING OFFICER	31 PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34 CHECK NUMBER	35 BILL OF LADING NO
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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
0001		1	Lump Sum	\$5,055,555.20	\$5,055,555.20

Contract Labor

FFP

The contract shall provide all material, equipment and labor necessary to complete the requirement in the attach Statement Of Work.

FOB: Destination

PURCHASE REQUEST NUMBER: W81MNB82212000

## ESTIMATED COST

ACRN AA

\$5,055,555.20

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Lump Sum	\$403,850.40	\$403,850.40 NTE

Contract Travel

FFP

Other Direct Cost (ODC) shall include all travel in accordance with JTR. All travel is cost reimbursable.

FOB: Destination

PURCHASE REQUEST NUMBER: W81MNB82212000

## NET AMT

\$403,850.40

ACRN AA

\$403,850.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		1	Dollars, U.S.	\$5,207,220.96	\$5,207,220.96

OPTION Contract Labor  
FFP  
The contract shall provide all material, equipment and labor necessary to complete the requirement in the attach Statement Of Work.  
FOB: Destination

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NET AMT	\$5,207,220.96
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Dollars, U.S.	\$500,000.00	\$500,000.00

OPTION Contract Labor  
FFP  
Other Direct Cost (ODC) shall include all travel in accordance with JTR. All travel is cost reimbursable.  
FOB: Destination

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NET AMT	\$500,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		1	Lump Sum	\$5,363,437.63	\$5,363,437.63

OPTION Contract Labor  
FFP  
The contract shall provide all material, equipment and labor necessary to complete the requirement in the attach Statement Of Work.  
FOB: Destination

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NET AMT	\$5,363,437.63
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		1	Dollars, U.S.	\$500,000.00	\$500,000.00
OPTION	Contract Labor FFP Other Direct Cost (ODC) shall include all travel in accordance with JTR. All travel is cost reimbursable. FOB: Destination				
				NET AMT	<hr/> \$500,000.00

## Section C - Descriptions and Specifications

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STATEMENT OF WORK  
STATE JOINT FORCES HEADQUARTERS  
J-1 DIRECTORATE  
HEALTH AND BENEFITS SUPPORT SPECIALIST  
TRANSITION ASSISTANCE ADVISORS

### 1.0 INTRODUCTION

The primary purpose of the Statement of Work is to provide the respective State Joint Forces Headquarters with a Department of Veteran Affairs, Health, and Benefits Support Specialist.

### 2.0 OBJECTIVE

The objective is to serve as the statewide point of contact and coordinator, and to provide technical support to managers, supervisors, Guard members and their family members as to the benefits and entitlements available through Department of Veterans Affairs and to provide technical assistance in resolving entitlements to TRICARE. The contractor will work with Family Programs all Employer Support organizations.

### 3.0 Place of Performance

There are 54 states and territories projected that will require a contract employee at the time of award. The distribution of contractor employees will be coordinated with the contractor after award. All states and territories will eventually be provided with a contractor under this contract. Some states may require more than one contractor employee. The addition of contractor employees to a particular state is based on Uniformed Service Members and Families supported in that state. The number of states requiring a contractor employee may increase or decrease during the life of the contract, depending on mission within the states.

### 3.0 TECHNICAL AND SUBJECT MATTER REQUIREMENTS

#### 3.1 Personnel Requirements

The contractor shall provide the State Joint Forces Headquarters with a professional experienced in Department of Veterans Affairs programs and policies, specifically Veterans Health Administration and Veterans Benefits Administration. The Support Specialist will also be knowledgeable on TRICARE programs and policies, pre and post mobilization entitlements/requirements, medical hold over status, ADMME AND TAMP. The Support Specialist will be knowledgeable of Army and Air National Guard statuses and entitlements.

#### 3.2 TASKING REQUIREMENTS

3.2a Provides information and assistance to Guard members and their families in understanding and obtaining benefits and services through Veterans Affairs and the military health system. Coordinates with appropriate Veterans Affairs, TRICARE, Veteran Service Organizations, and other resources to provide required information and assistance. Participates in the mobilization and demobilization process to brief/advise Guard members and their families on available entitlements and information resources. Researches and resolves issues associated with entitlements when Guard members/and or their family members encounter problems.

3.2b Performs non-clinical case management of wounded and injured Guard members returning from contingency operations. Facilitates medical care and benefits application to ensure optimal transition from the military treatment facilities to the members' local community. This includes coordinating with federal, state, local, and community support organizations. Assistance will be provided to all active and former National Guard members.

3.2c Coordinates with Veterans Affairs centers to assist law enforcement, court systems, state mental health authorities and fire departments with awareness concerning Service members and veterans that may need crisis intervention.

3.2d Assist JFHQ personnel with the operation of reintegration programs for Guard members returning from deployment. Intent is to assist reintegration personnel with obtaining Veterans Affairs support for reintegration activities. It is not the intent that Transition Assistance Advisors be used to manage the day to day operation of reintegration programs.

3.2e Provides advice to the Joint Forces Headquarters and coordinates with Family Support Specialists, Employer Support Groups, regarding entitlements available through Department of Veterans Affairs and other Veterans entitlement and benefit programs.

3.2f Provides basic or preliminary education and training to State Joint Forces Headquarters staff as to the entitlements available through the Veterans Affairs, TRICARE and Veterans Service Organizations. Works with local, state and Veterans Integrated Service Network (VISN) Veterans Affairs personnel to meet education and training requirements.

3.2g Provides monthly reports to the State Joint Forces Headquarters J-1 that identify barriers encountered by Guard members and their families regarding receipt of entitlements and the actions taken to overcome them. Performs periodic analysis of problems encountered and resolved to determine trends and areas that require further attention.

3.2h Analyzes, interprets and clarifies changes in the various Veterans Affairs entitlements and provides updates to Joint Forces Headquarters Staff and Guard members and their families.

3.2i Coordinates with and assists the State National Guard Military Personnel Offices in identifying/tracking National Guard members who have been wounded/injured while on Active Duty status.

3.2j As required, participates on councils/teams representing organizations and agencies involved in obtaining, and resolving entitlements and benefits issues for National Guard members or their families.

#### 4.0 GOVERNMENT FURNISHED MATERIALS

The Contract Support Specialist will be provided office space, telephone, computer equipment, and normal office supplies as provided for permanent staff. The Contractor will have access to National Guard and DVA material, publications, resolutions, forms, directives, etc. as required to perform program analysis and implementation guidance.

#### 5.0 SECURITY REQUIREMENTS

The contract Support Specialist must secure access to government facilities where Air/Army National Guard work is to be performed.

Nothing in the Contract is to be construed as a personal service. Nothing in this contract is to be construed as performance of inherently governmental functions. In the case of any question or conflict in either of these subjects, the Contractor shall notify the Contracting Officer in writing, with details describing the concern or conflict.

#### 6.0 TASKING REQUIREMENTS

The government will provide a list after award detailing the states and the number of personnel to be assigned.

## 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	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government



## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 30-SEP-2008 TO 29-SEP-2009	N/A	N/A FOB: Destination	
0002	POP 29-SEP-2008 TO 29-SEP-2009	N/A	N/A FOB: Destination	
2001	POP 30-SEP-2009 TO 29-SEP-2010	N/A	N/A FOB: Destination	
2002	POP 30-SEP-2009 TO 29-SEP-2010	N/A	N/A FOB: Destination	
3001	POP 30-SEP-2010 TO 29-SEP-2011	N/A	N/A FOB: Destination	
3002	POP 30-SEP-2010 TO 30-SEP-2011	N/A	N/A FOB: Destination	

## Section G - Contract Administration Data

**1. GOVERNMENT CONTRACTING PERSONNEL:**

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

**Contract Specialist:**

[REDACTED]

Office: 703-607-1260

**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:**

[REDACTED]  
Deputy Surgeon  
for Warrior Support

**Address:**

National Guard Bureau  
1411 Jefferson Davis HWY  
Arlington, VA 22202  
(703) 607-5485

- 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 \(COMBO\)](#)
- [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 IVAN5      DUNNS NUMBER: 039425777      TAX ID: 542049330**

**ISSUE BY DODAAC: W81MNB**

**ADMIN BY DODAAC: W9133L**

**INSPECT BY DODAAC: W81MNB**

**ACCEPT BY DODAAC: W81MNB**

**SHIP TO DODAAC: W81MNB**

**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:* [REDACTED]

*ACCEPTOR:* [REDACTED]

*RECEIVING OFFICE POC:* [REDACTED]

*CONTRACT ADMINISTRATOR* [REDACTED]

*CONTRACTING OFFICER* [REDACTED]

*ADDITIONAL CONTACT:* [REDACTED]

**"Please pay particular attention to the correct DODAAC Codes outlined in the payment instructions included in the contract. This will facilitate faster payment of invoices. Please feel free to contact us if the instructions are unclear."**

ACCOUNTING AND APPROPRIATION DATA

AA: 218206500008181055131G96310002512376NFPW81MNB822120006NFP37044220  
AMOUNT: \$5,459,405.60

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008