ATTACHMENT 0004: PROVISIONS AND CLAUSES

Addendum to FAR 52.212-1, Instructions to Offerors—Commercial Products and Commercial Services

1. GENERAL INSTRUCTIONS

This acquisition will be conducted in accordance with Federal Acquisition Regulation (FAR) 52.212-1, Instructions to Offerors—Commercial Products and Commercial Services, which is incorporated by reference. The following instructions provide an addendum to that clause. Offerors shall submit their proposals in four (4) separate volumes as described below. Volumes I, II, and IV shall be submitted in searchable PDF format. Volume III shall be submitted in a Microsoft Excel format with all formulas left intact.

1.1. Proposal Copies (Redacted and Unredacted)

The Offeror shall submit two (2) complete copies of Volume I – Technical Proposal.

- **Copy 1: Unredacted**. This shall be the complete, original technical proposal.

- **Copy 2: Redacted**. This copy shall be a duplicate of the original, except that all information that identifies the offeror, its team members, or any proposed subcontractors shall be removed. This includes company names, logos, and any unique identifiers. The purpose of this redacted version is to support an unbiased evaluation of the technical solution.

The proposal shall be clear, concise, and include sufficient detail for the Government to conduct a comprehensive evaluation. The proposal should not simply rephrase the Government's requirements but rather provide convincing evidence and detailed narratives of how the Offeror intends to meet them.

2. VOLUME I – SCENARIO-BASED PROBLEM SOLVING & TECHNICAL

This volume shall not contain any pricing information. The volume shall be clear, concise, and organized into two distinct parts corresponding to the evaluation factors:

Part 1 - Factor 1: Scenario-Based Problem Solving
The Offeror must provide a written response to the three (3) hypothetical scenarios specified below. For each scenario, the response should detail the specific, logical, and feasible step-by-step process the organization would follow to resolve the issue, ensure continuity of care, and satisfy the corresponding requirements of the PWS.

The Offeror must provide a written response (not to exceed two (2) pages per scenario, for a maximum total of six (6) pages for this part) to the following scenarios:

1. Scenario 1: A family with a Level 4 EFM, who requires tracheotomy suctioning, is located in a rural area 75 miles from the nearest metropolitan center. The family reports that their assigned provider has failed to show up for two consecutive scheduled appointments. Describe the specific, step-by-step process your organization would follow, beginning from the moment you receive the family's complaint, to resolve this issue and ensure continuity of care.

2. Scenario 2: Your team successfully matches a Level 3 provider with a family whose EFM has a physical disability. The first two appointments go well. Before the third appointment, the EFM's mother calls and mentions that her child has recently started exhibiting aggressive behavioral issues (verbal outbursts, throwing objects) that were not noted in the initial intake packet. The currently assigned provider has no training or experience in behavioral de-escalation. Describe the specific, step-by-step process your organization would follow upon learning this new information. Your response must detail:
    a. How you would immediately assess and mitigate the new risk for the upcoming appointment.
    b. Your specific communication plan with both the family and the currently assigned provider.
    c. What systemic changes or proactive measures you utilize in your ongoing family intake and provider matching processes to ensure evolving needs are captured and providers remain suitably matched.

3. Scenario 3: An Army family with a Level 4 EFM is stationed at Fort Wainwright, Alaska. After two months of searching, your organization has been unable to identify a single local respite care provider who meets the complex medical needs of the EFM. The family is experiencing extreme stress, and the military member's unit commander has expressed concern about readiness. The PWS allows for the use of a Cost-Reimbursable Travel CLIN for exceptional cases where no local provider is available. Describe your organization's specific, step-by-step action plan to resolve this issue. Your response must detail:

a. Your strategy for recruiting and sourcing a non-local provider, including how you would identify, vet, and contract with a provider from the continental United States.
b. Your plan for utilizing the Cost-Reimbursable Travel CLIN, including how you would propose and manage the provider's travel schedule (e.g., travel frequency, duration of stay) to maximize care for the family while ensuring responsible use of government funds.
c. The specific incentives (financial or otherwise) you would offer the non-local provider to accept this remote, high-needs assignment, and how those incentives would be structured within your Firm-Fixed-Price rates.

Part 2 - Factor 2: Technical
This section evaluates the offeror's approach to meeting the PWS requirements and is divided into the following three subfactors:

- **Subfactor A: Technical Approach**: The Offeror shall provide a narrative describing their methods for (1) Provider Recruitment and Retention, (2) implementing a Quality Control Plan, and (3) managing the Family Intake and Provider Matching workflow.

- **Subfactor B: Phase-In Plan**: The Offeror shall submit a draft Phase-In Plan detailing the schedule and procedures for ensuring a seamless transition within the 30-day phase-in period.

- **Subfactor C: Key Personnel**: The Offeror shall identify all proposed Key Personnel and provide resumes and a cross-reference matrix mapping their qualifications to the PWS requirements.

3. VOLUME II – PAST PERFORMANCE

The Offeror shall submit a minimum of three (3) and a maximum of five (5) recent and relevant contract references for projects performed within the last five (5) years. For each reference, provide the contract number, customer name, point of contact details, period of performance, total value, and a brief narrative describing how the work is similar to the requirements in this PWS.

4. VOLUME III – PRICE PROPOSAL

This volume shall contain all pricing information. Offerors must complete and submit their pricing using Attachment 0007 - CLIN Structure.xlsx. The offeror shall provide

pricing for all Firm-Fixed-Price (FFP) Contract Line Item Numbers (CLINs) for the base period and all option periods. The Government has provided a Not-to-Exceed (NTE) plug number of $50,000 per period for the Travel CLIN; offerors shall not alter this amount.

Addendum to FAR 52.212-2, Evaluation—Commercial Products and Commercial Services

1. BASIS FOR AWARD

The award will be made using a Best Value Tradeoff process. Award will be made to the responsible offeror whose proposal is determined to be the most beneficial to the Government, with appropriate consideration given to four (4) evaluation factors: Factor 1: Scenario-Based Problem Solving, Factor 2: Technical, Factor 3: Past Performance, and Factor 4: Price. In terms of relative importance, Factor 1 is the most important factor. Factor 1 is more important than Factor 2 and all of its subfactors combined. All non-price factors (Factors 1, 2, and 3), when combined, are significantly more important than the Price factor. To receive consideration for award, a rating of no less than "Acceptable" must be achieved for Factor 1 and Factor 2 (to include all subfactors). A proposal rated "Marginal" or "Unacceptable" in either Factor 1 or Factor 2 will be ineligible for award. The Government reserves the right to award to a higher-rated, higher-priced offeror if the Source Selection Authority (SSA) determines the superiority of the non-price proposal warrants the additional cost.

2. EVALUATION FACTORS

The evaluation factors are:

- Factor 1 – Scenario-Based Problem Solving (Most Important)
- Factor 2 – Technical (Subfactors: A. Technical Approach, B. Phase-In Plan, C. Key Personnel. Subfactors are of equal importance)
- Factor 3 – Past Performance
- Factor 4 – Price

3. EVALUATION OF FACTOR 1 (SCENARIO) AND FACTOR 2 (TECHNICAL)

The Government will evaluate the adequacy and feasibility of the offeror's responses to Factor 1 and Factor 2. The Government will utilize a Combined Technical/Risk Rating methodology. The following 5-tier adjectival rating scale will be used:

- **Outstanding**: Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low.
- **Good**: Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate.
- **Acceptable**: Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
- **Marginal**: Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
- **Unacceptable**: Proposal does not meet requirements of the solicitation, and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is unawardable.

4. EVALUATION OF FACTOR 3: PAST PERFORMANCE

The Government will conduct a past performance evaluation to assign a single Past Performance Confidence Assessment rating (e.g., Substantial Confidence, Satisfactory Confidence, etc.). An offeror with no record of relevant past performance will receive a "Neutral Confidence" rating and will not be evaluated favorably or unfavorably.

The Government's evaluation is not limited to the references provided by the offeror. The Government will also query authoritative systems such as the Contractor Performance Assessment Reporting System (CPARS) and the Supplier Performance Risk System (SPRS) to assess performance. In accordance with DFARS 252.204-7024, offerors are advised that the Government will consider SPRS risk assessments in its evaluation.

5. EVALUATION OF FACTOR 4: PRICE

The Government will evaluate the total proposed price for reasonableness and completeness but will not score or rate the price. The Total Evaluated Price will be used as a key factor in the integrated assessment and best value determination.

Contract Clauses

FAR Clauses Incorporated by Reference

Number	Title	Effective date	Alternate /Deviation	Variation Effective Date
52.203-3	Gratuities.	Apr 1984		
52.203-6	Restrictions on Subcontractor Sales to the Government	Nov 2021	Alternate I	
52.203-13	Contractor Code of Business Ethics and Conduct	Nov 2021		
52.204-7	System for Award Management	Nov 2024		
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	Jun 2020		
52.204-13	System for Award Management Maintenance.	Oct 2018		
52.204-14	Service Contract Reporting Requirements	Oct 2016		
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	Jan 2025		
52.209-7	Information Regarding Responsibility Matters	Oct 2018		
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	Oct 2018		
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	Nov 2015		
52.209-12	Certification Regarding Tax Matters	Oct 2025		
52.212-1	Instructions to Offerors—Commercial Products and Commercial Services	Sep 2023		
52.212-4	Contract Terms and Conditions-Commercial Products and Commercial Services.	Nov 2023		
52.216-21	Requirements	Oct 1995		
52.216-27	Single or Multiple Awards	Oct 1995		
52.217-5	Evaluation of Options	Jul 1990		
52.217-8	Option to Extend Services	Nov 1999		
52.217-9	Option to Extend the Term of the Contract	Mar 2000		
52.219-6	Notice of Total Small Business Set-Aside	Nov 2020		
52.219-8	Utilization of Small Business Concerns	Jan 2025		
52.219-14	Limitations on Subcontracting (DEVIATION 2021-O0008)	Sep 2021	2021-O0008	
52.219-28	Post-Award Small Business Program Rerepresentation	Jan 2025		
52.222-1	Notice to the Government of Labor Disputes	Feb 1997		
52.222-3	Convict Labor	June 2003		
52.222-35	Equal Opportunity for Veterans	Jun 2020		
52.222-36	Equal Opportunity for Workers with Disabilities	Jun 2020		
52.222-37	Employment Reports on Veterans	Jun 2020		
52.222-38	Compliance with Veterans' Employment Reporting Requirements	Feb 2016		
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	Dec 2010		
52.222-41	Service Contract Labor Standards	Aug 2018		
52.222-42	Statement of Equivalent Rates for Federal Hires	May 2014		
52.222-43	Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts)	Aug 2018		
52.223-23	Sustainable Products and Services (DEVIATION)	Mar 2025	2025-O0004	
52.224-3	Privacy Training	Jan 2017		
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving	May 2024		
52.227-1	Authorization and Consent	Jun 2020		
52.228-5	Insurance—Work on a Government Installation	Jan 1997		
52.229-11	Tax on Certain Foreign Procurements—Notice and Representation	Jun 2020		
52.232-33	Payment by Electronic Funds Transfer—System for Award Management	Oct 2018		
52.232-39	Unenforceability of Unauthorized Obligations	Jun 2013		
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Mar 2023		
52.240-93	52.240-93 Basic Safeguarding of Covered Contractor Information Systems			

FAR Clauses Incorporated by Full Text

52.204-91 Contractor Identification. (Jan 2023)

As prescribed in 4.208(c)(2), insert the following clause:

Contractor Identification (Deviation Date)

Definitions. As used in this clause—

Commercial and Government Entity code means—

(1) An identifier assigned to entities located in the United States or its outlying areas by the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Branch to identify a commercial or government entity by unique location (referred to as “CAGE code”); or

(2) An identifier assigned by a member of the North Atlantic Treaty Organization (NATO) or by the NATO Support and Procurement Agency (NSPA) to entities located outside the United States and its outlying areas that the DLA CAGE Branch records and maintains in the CAGE master file (referred to as “NCAGE code”).

Unique entity identifier means an identifier used to identify a specific commercial, nonprofit, or Government entity.

(b) Unique entity identifier (UEI). The Contractor shall ensure that its UEI is maintained throughout the life of the contract.

(c) Commercial and Government Entity (CAGE) code. The Contractor shall ensure that the CAGE code is maintained throughout the life of the contract. The Contractor shall request changes to a CAGE code as indicated in the following table.

If the Contractor is…	**Then…**
Registered in the System for Award Management (SAM)	Initiate the change by updating its SAM registration
Located in the United States or its outlying areas and is not registered in SAM	Submit a change request to the DLA CAGE Branch via https://cage.dla.mil
Located outside the United States and its outlying areas and is not registered in SAM	Request a change by contacting the appropriate National Codification Bureau (https://www.nato.int/structur/ac/135/about/contacts) or NSPA (https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx)

(d) Communicating changes. The Contractor shall communicate any change to its UEI or CAGE code to the Contracting Officer within 30 days after the change, so a modification can be issued to update the UEI or CAGE code on this contract. A change in the UEI does not necessarily require a novation.

(End of clause)

52.252-5 Authorized Deviations in Provisions. (Nov 2020)

As prescribed in 52.107(e), insert the following provision in solicitations that include any FAR or supplemental provision with an authorized deviation. Whenever any FAR or supplemental provision is used with an authorized deviation, the contracting officer shall identify it by the same number, title, and date assigned to the provision when it is used without deviation, include regulation name for any supplemental provision, except that the contracting officer shall insert "(DEVIATION)" after the date of the provision.

Authorized Deviations in Provisions (Nov 2020)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any _____ [insert regulation name](48 CFR Chapter_____) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

52.212-2 Evaluation—Commercial Products and Commercial Services. (DEVIATION)

As prescribed in 12.205(a)(2), insert a provision substantially as follows:

Evaluation—Commercial Products and Commercial Services

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers, listed in descending order of importance:

(i) Factor 1: Scenario-Based Problem Solving
(ii) Factor 2: Technical
(iii) Factor 3: Past Performance
(iv) Factor 4: Price

All non-price factors, when combined, are significantly more important than price.

(b) Options (if applicable). The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. The evaluation of options does not obligate the Government to exercise the option(s).

(c) Notice of award. A written notice of award or acceptance of an offer furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision)

52.217-8 Option to Extend Services. (Nov 1999)

As prescribed in 17.203(f), insert a clause substantially the same as the following:

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 Option to Extend the Term of the Contract. (Mar 2000)

As prescribed in 17.203(g), insert a clause substantially the same as the following:

(a) The Government may extend the term of this contract by written notice to the Contractor within 14 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months.

52.219-14 Limitations on Subcontracting. (DEVIATION)

As prescribed in 19.104-3(c), insert the following clause:

Limitations on Subcontracting (Deviation Date)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) Definition. Similarly situated entity, as used in this clause, means a first-tier subcontractor, including an independent contractor, that—

(1) Has the same small business program status as that which qualified the prime contractor for the award (e.g., for a small business set-aside contract, any small business concern, without regard to its socioeconomic status); and

(2) Is considered small for the size standard under the North American Industry Classification System (NAICS) code the prime contractor assigned to the subcontract.

(c) Applicability. This clause applies only to—

(1) Contracts that have been set aside for any of the small business concerns identified in 19.000(a)(3);

(2) Part or parts of a multiple-award contract that have been set aside for any of the small business concerns identified in 19.000(a)(3);

(3) Contracts that have been awarded on a sole-source basis in accordance with sections 19.105, 19.106, 19.107, and 19.108;

(4) Orders expected to exceed the simplified acquisition threshold and that are set aside for small business concerns under multiple-award contracts, as described in 8.4 and 16.5;

(5) Orders, regardless of dollar value, that are set aside in accordance with sections 19.105, 19.106, 19.107, and 19.108 under multiple-award contracts, as described in 8.4 and 16.5; and

(6) Contracts using the HUBZone price evaluation preference to award to a HUBZone small business concern unless the concern waived the evaluation preference.

(d) Independent contractors. An independent contractor shall be considered a subcontractor.

(e) By submission of an offer and execution of a contract, the Contractor agrees that in performance of a contract assigned a North American Industry Classification System (NAICS) code for—

(1) Services (except construction), it will not pay more than 50 percent of the amount paid by the Government for contract performance to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 50 percent subcontract amount that cannot be

exceeded. When a contract includes both services and supplies, the 50 percent limitation shall apply only to the service portion of the contract;

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), it will not pay more than 50 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 50 percent subcontract amount that cannot be exceeded. When a contract includes both supplies and services, the 50 percent limitation shall apply only to the supply portion of the contract;

(3) General construction, it will not pay more than 85 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 85 percent subcontract amount that cannot be exceeded; or

(4) Construction by special trade contractors, it will not pay more than 75 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 75 percent subcontract amount that cannot be exceeded.

(f) The Contractor shall comply with the limitations on subcontracting as follows:

(1) For contracts, in accordance with paragraphs (c)(1), (2), (3) and (6) of this clause—

[Contracting Officer check as appropriate.]

☐ By the end of the base term of the contract and then by the end of each subsequent option period; or

☒ By the end of the performance period for each order issued under the contract.

(2) For orders, in accordance with paragraphs (c)(4) and (5) of this clause, by the end of the performance period for the order.

(g) A joint venture agrees that, in the performance of the contract, the applicable percentage specified in paragraph (e) of this clause will be performed by the aggregate of the joint venture participants.

(1) In a joint venture comprised of a small business protégé and its mentor approved by the Small Business Administration, the small business protégé shall perform at least 40 percent of the work performed by the joint venture. Work performed by the small business protégé in the joint venture must be more than administrative functions.

(2) In an 8(a) joint venture, the 8(a) participant(s) shall perform at least 40 percent of the work performed by the joint venture. Work performed by the 8(a) participants in the joint venture must be more than administrative functions.

(End of clause)

DFARS Clauses Incorporated by Reference

Number	Title	Effective date	Alternate /Deviation	Variation Effective Date
252.201-7000	Contracting Officer's Representative	Dec 1991		
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	Sep 2011		
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	Dec 2022		

252.203-7005	Representation Relating to Compensation of Former DoD Officials	Sep 2022		
252.204-7003	Control of Government Personnel Work Product	Apr 1992		
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls	Oct 2016		
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	Jan 2023		
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting (DEVIATION 2024-O0013, Rev 1)	May 2024	2024-O0013 Rev 1	
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	Feb 2026		
252.204-7016	Covered Defense Telecommunications Equipment or Services--Representation	Dec 2019		
252.204-7017	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services--Representation	May 2021		
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services	JAN 2023		
252.204-7021	Contractor Compliance with the Cybersecurity Maturity Model Certification Level Requirement	Nov 2025		
252.204-7022	Expediting Contract Closeout	May 2021		
252.204-7023	Reporting Requirements for Contracted Services--Alternate I	Jul 2021	Alternate I CD 2026-O0043	
252.204-7024	Notice on the use of the Supplier Performance Risk System	Feb 2026	CD 2026-O0043	
252.204-7025	Notice of Cybersecurity Maturity Model Certification Level Requirements	Nov 2025		
252.204-7998	Annual Representations and Certifications	Feb 2026	Alternate A CD 2026-O0043	
252.209-7011	Representation for Restriction on the Use of Certain Institutions of Higher Education	Feb 2026	CD 2026-O0043	
252.225-7007	Prohibition on Acquisition of Certain Items from Communist Chinese Military Companies	Dec 2018		
252.225-7031	Secondary Arab Boycott of Israel	Jun 2005	CD 2026-O0041	
252.225-7050	Disclosure of Ownership or Control by the Government of a Country that is a State Sponsor of Terrorism	Dec 2022		
252.225-7055	Representation Regarding Business Operations with the Maduro Regime	May 2022	2026-O0041	
252.225-7056	Prohibition Regarding Business Operations with the Maduro Regime	Jan 2023	2026-O0041	
252.225-7059	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region–Representation	Jun 2023	2026-O0041	
252.226-7001	Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns.	Jan 2023	CD 2026-O0008	
252.226-7002	Representation for Demonstration Project for Contractors Employing Persons with Disabilities	Dec 2019	CD 2026-O0008	
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports.	Dec 2018	CD 2026-O0008	
252.232-7010	Levies on Contract Payments.	Dec 2006	CD 2026 O0022	
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	Jan 2023	2026-O0023	
252.240-7997	NIST SP 800-171 DoD Assessment Requirements			
252.243-7002	Requests for Equitable Adjustment.	Dec 2022	2026-O0034	
252.244-7000	Subcontracts for Commercial Products or Commercial Services.	Nov 2023		

DFARS Clauses Incorporated by Full Text

252.232-7006 Wide Area Workflow Payment Instructions. (Jan 2023)

As prescribed in 232.7004 (b), use the following clause:

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at 252.232-7003 , Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003 , Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at https://www.sam.gov; and

(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at https://wawf.eb.mil/

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

_____

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

_____

(Contracting Officer: Insert either “Invoice 2in1” or the applicable invoice and receiving report document type(s) for fixed price line items for services.)

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0490
Issue By DoDAAC	W9124J
Admin DoDAAC**	W9124J
Inspect By DoDAAC	W81E2G
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	W81E2G
Service Acceptor (DoDAAC)	W81E2G
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

_____

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.
(End of clause)