Amendment 0002 – Extension of Proposal Submission Deadline

Defense Health Agency Contracting Activity Healthcare Contracting Division – Southeast extends the deadline for proposal submission to no later than 14 July 2026 by 2:00 pm. Eastern Standard Time (EST)

Combined Synopsis/Solicitation

NOTICE: Solicitation number **HT940626QE053** is issued as a request for quote (RFQ)

This is a combined synopsis/solicitation for commercial products or commercial services prepared in accordance with Class Deviation 2026-O0028/Revolutionary FAR Overhaul (RFO) FAR part 12. This announcement constitutes the only solicitation. A separate written solicitation will not be issued.

*Solicitation number **HT940626QE053** is issued as a request for quote (RFQ) for **Siemens CA660 Maintenance Services and Reagent Supplies**.*

This acquisition is not set-aside for small business concerns. This solicitation incorporates provisions and clauses by reference. The full text of provisions and clauses may be accessed electronically at www.acquisition.gov.

*The NAICS code is **334516**, with a business size standard of **1,000 Employees.** The PSC is **J065.***

***For Informational Purposes Only - Sole Source Requirement.** This solicitation is being posted in accordance with RFO FAR 5.201 The Government intends to award a **sole source** contract to Siemens Healthcare Diagnostics (Siemens) and is not seeking competitive proposals.*

The Defense Health Agency Contracting Activity Healthcare Contracting Division, Southeast (DHACA-HCD-SE), plans to award a firm fixed price **sole source** contract to Siemens Healthcare Diagnostics. This acquisition is being conducted under the authority of RFO FAR 6.103.-1, "Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements" as Siemens is the only responsible source that can provide the required non-personal maintenance services and reagent supplies for Naval Hospital Guantanamo Bay (NH GTMO). The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to provide laboratory reagents and analyzer maintenance services as defined in this Performance Work Statement (PWS).

Competition Approach: Other than Full and Open Competition, RFO FAR 6.103-1 Only one responsible source and no other supplies or services will satisfy agency requirements.

Period of Performance:

Base Period:	01 September 2026 – 31 August 2027
Option Period 1:	01 September 2027 – 31 August 2028
Option Period 2:	01 September 2028 – 31 August 2029
Option Period 3:	01 September 2029 – 31 August 2030
Option Period 4:	01 September 2030 – 31 August 2031
FAR 52.217-8:	01 September 2031 – 29 February 2032

Place of Performance: The work shall be performed at Naval Hospital Guantanamo Bay, PSC 1005 Box 110185, FPO, AA 34009.

System for Award Management (SAM): In accordance with RFO FAR 4.1102 Policy, Offerors shall be registered in the SAM database in order to be eligible for contract award. No award will be given to an Offeror not registered. Registration can be accomplished at https://sam.gov/content/entity-registration. Registration in this database shall remain active.

Annual Representations and Certifications: In accordance with RFO FAR 4.1201 Policy, Offerors shall complete electronic annual representations and certifications within SAM as part of required registration. Registration in this database shall remain active and can be accessed at https://sam.gov/content/entityregistration.

Award without Discussions: The Government intends to award without discussions; offerors should submit their best prices in their initial offer. If RFO FAR Provision 52.212-2 Evaluation-Commercial Products and Commercial Services is included, Offerors must submit all information requested therein in order for the Government to determine technical acceptability.

Amendments: The Offeror shall, without exception, submit acknowledgement of all amendments issued to this solicitation.

Payment: Payment for this action will be made by Electronic Funds Transfer (EFT) through the Defense Finance and Accounting Services (DFAS) utilizing Wide Area Workflow (WAWF). See DFARS 252.232-7006 Wide Area Workflow Payment Instructions for more information.

Period for Acceptance of Offers: The Offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers.

DPAS: This acquisition is rated under the Defense Priorities and Allocations System (DPAS) as: N/A

Contact Information: A Contracting Officer's Representative (COR) will be appointed at the time of award. The successful Offeror will be furnished with the COR name and contact information at the time of contract award.

Contract Financing: The Government is contemplating a Commercial, Firm Fixed Price (FFP) Contract type for this requirement under the FAR Part 13 Simplified Acquisition Procedures (SAP). In accordance with FAR 32.003, contract financing cannot be provided for this acquisition.

Questions: Regarding this solicitation, questions shall be submitted no later than 25 June 2026 by 12:00 PM, Eastern Standard Time (EST) via email to Contracting Officer, Mary Shifflett, email: mary.e.shifflett2.civ@health.mil and Contract Specialist, Min Aung, email: min.z.aung.civ@health.mil. Please reference this solicitation number on your correspondence and in the Subject line of your email.

Proposal Submittal Date: No later than 14 July 2026 by 12:00 pm. Eastern Standard Time (EST).

Attachments:
Attachment 1: Performance Work Statement
Attachment 2: Pricing Sheet

Clauses and Provisions:

The following provisions and clauses are required and apply to this acquisition. The full text of these can be found at www.acquisition.gov.

RFO FAR 52.212-1 Instructions to Offerors—Commercial Products and Commercial Services.

(a) *Submission of offers*. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. As a minimum, offers shall include—

(1) The solicitation number;

(2) The name, address, telephone number of the Offeror;

(3) The Offeror's Unique Entity Identifier (UEI) and, if applicable, Electronic Funds Transfer (EFT) indicator;

(4) Information necessary to evaluate the factors contained in the provision at 52.212-2 or as described in the solicitation;

(5) Responses to provisions that require Offeror completion of information, representations, and certifications (other than those collected via the System for Award Management (SAM))

(6) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and any solicitation amendments.

(b) *Period for acceptance of offers*. The Offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(c) *Late submissions, modifications, revisions, and withdrawals of offers*.

(1) Offerors are responsible for submitting offers and any modifications or revisions to the Government office designated in the solicitation by the time specified in the solicitation.

(2) Any offer, modification, or revision received after the time specified for receipt of offers is "late" and will not be considered unless it is received before award is made and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition. However, a late modification of an otherwise successful offer that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(3) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(4) Offerors may withdraw their offers by written notice to the Government received at any time before award.

(d) *Contract award (not applicable to Invitation for Bids)*. The Government intends to evaluate offers and award a contract without discussions with Offerors. Therefore, the Offeror's initial offer should contain the Offeror's best terms. However, the Government reserves the right to conduct discussions, if necessary. The Government may reject any or all offers if such action is in the public interest, accept other than the lowest offer, and waive informalities and minor irregularities in offers received.

(e) *Debriefings*. If a postaward debriefing is given to requesting Offerors, the Government will disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed Offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful Offeror and the debriefed Offeror and past performance information on the debriefed Offeror.

(3) The overall ranking of all Offerors when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award.

(5) For acquisitions of commercial products, the make and model of the product to be delivered by the successful Offeror.

(6) Reasonable responses to relevant questions posed by the debriefed Offeror as to whether the agency followed source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities.

(End of provision)

Addendum to RFO FAR 52.212-1 INSTRUCTIONS TO OFFERORS

(a) Submittal Instructions

(1) Proposal Submission: Submit ONE proposal via email. The proposal shall be clear and concise, with each factor submitted as a separate file. The RFQ number HT940626QE053 must be in the subject line of all email communications.

(i) Submission Deadline: Proposals must be received no later than 29 June 2026 by 12:00 P.M. Eastern Standard Time.

(ii) Submit To: Mary Shifflett at mary.e.shifflett2.civ@health.mil and Min Aung at min.z.aung.civ@health.mil

(b) Proposal Format: The proposal shall be clear, concise, and logically assembled. To ensure efficient evaluation, Offeror must adhere to the following formatting rules:

(1) Cover Page: Each complete submittal shall contain a cover page detailing the following:
- (i) Offeror's Name and Address
- (ii) CAGE Code and UEI Number
- (iii) Point of Contact (Name, Phone, Email) authorized to negotiate on behalf of the Offeror.
- (iv) The RFQ Number.

(2) Electronic Files Format: Proposal shall be submitted in formats readable by Microsoft Office 365 (Word, Excel) or Adobe Acrobat (searchable PDF).
- (i) Word Documents: Set "save as type" to "Word Document (*.docx)".
- (ii) Excel Spreadsheets: Set "save as type" to "Microsoft Excel Workbook (*.xlsx)".
- (iii) PDFs: When creating PDF files, the Offeror must create the file to enable textual search and copy functions.

(3) Prohibited Formatting: Offeror shall NOT lock, encrypt, copy-as-image, password-protect, or otherwise place security barriers on opening or searching the files. In the event the Government cannot access, open, or search the electronic proposal, the

Government will consider the proposal noncompliant, and it may be deemed ineligible for award.

b. Specific Content Requirements

(1) FACTOR 1: Technical Capability Approach

(i) File Requirement: Submit one (1) electronic copy.

(ii) Content: The Offeror shall submit a written capability approach that clearly outlines the resources and methodology to be utilized in meeting the requirements of the Performance Work Statement (PWS).

(iii) Subcontractor/Partnership Plan: If the vendor intends to utilize subcontractors to perform any portion of this requirement, the vendor shall submit a narrative detailing the proposed arrangement. This narrative must explicitly demonstrate how the vendor will comply with RFO FAR 52.219-14, Limitations on Subcontracting, ensuring that at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the prime contractor. If subcontracting will not be utilized, the offeror shall submit a narrative supporting no subcontracting opportunities exist.

(2) FACTOR 2: Price

(i) File Requirement: Submit one (1) electronic copy of a completed price proposal.

(ii) Content: The Offeror shall propose a separate firm-fixed-price for each CLIN (including options). Price proposals shall remain valid for a period of 60 calendar days from the date proposals are due.

(c) Proposal Expenses and Pre-Contract Costs

(1) The RFQ solicitation does not commit the Government to pay any costs incurred in the preparation and submission of a proposal or for any other costs incurred by any offeror submitting a proposal in response to this solicitation. Offerors are cautioned against submitting conditional RFQs.

(2) The Government will not make assumptions concerning intent, capabilities, or experiences. Clear identification of proposal details shall be the sole responsibility of the offeror.

(3) Failure to clearly address all submittal requirements, evaluation criteria, and information requirements of the RFQ above may result in rejection of the submission.

(End of addendum)

RFO FAR 52.212-2 Evaluation—Commercial Products and Commercial Services.

(a) Evaluation factors. 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 will be used to evaluate offers:

(1) Non-Price Evaluation Factor -Technical Capability: The offeror shall provide all information required for the Government POC to evaluate the quotes for compliance with the requirements detailed in the PWS. Information includes, but is not limited to: brochures, videos, drawings, and testimonials. The Government will subjectively evaluate the offeror's comprehensive understanding of the requirement and the feasibility of their proposed approach to successfully fulfill the contract requirements. The submittals will be evaluated to determine whether the proposed approach demonstrates a clear understanding of the requirement defined in the PWS.

a. Offerors' technical proposals will receive an overall rating based on the following:

i. Technically Acceptable: Offeror meets **all** requirements or technical specifications or has submitted all documentation requested in any technical evaluation criteria and all documentation meets the standard set forth in the solicitation.

ii. Technically Unacceptable: Offeror fails to meet **all** requirements or technical specifications or has failed to comply in submitting requested documentation in any technical evaluation criteria or the submitted documentation fails to meet the standard set forth in the solicitation.

(3) Price Evaluation Factor: Offerors shall complete Attachment 2: Pricing Sheet with best and final pricing. The proposed price will be evaluated for fairness and reasonableness in relation to the solicitation requirements. Prices must be entirely compatible with the technical capability portion of the proposal.

(4) Proposals will be evaluated initially independently of the price to determine the Offerors' ability to meet the Government's requirement set forth in the solicitation. The Government may make a final rating determination based on the proposal as submitted without requesting any further information. The Government will award a contract to the responsible vendor whose quotation represents the best value to the Government, price and Technical Capability considered. The non-price factor, Technical Capability, is significantly more important than Price.

(b) *Options*. 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)

RFO FAR Clauses Incorporated by Reference

FAR Clause	Title	Date
52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements – Representation	Jan-17
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	Jan-17
52.204-7	System for Award Management	Oct-18
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	Jun-20
52.204-13	System for Award Management Maintenance	Oct-18
52.204-19	Incorporation by Reference of Representations and Certifications	Dec-14
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	Nov-21
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	Feb-26
52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law	Feb-26
52.212-4	Contract Terms and Conditions	Nov-23
52.217-5	Evaluation of Options	Jul-90
52.219-1	Small Business Program Representations	Feb-24
52.219-14	Limitations on Subcontracting	Feb-26
52.222-3	Convict Labor	Feb-26
52.222-36	Equal Opportunity for Workers with Disabilities	Feb-26
52.222-50	Combating Trafficking in Persons	Nov-21
52.222-51	Exemption from Application of the Service Contract Labor Standards.	May-14
52.223-23	Sustainable Products	Feb-26
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving	May-24
52.229-11	Tax on Certain Foreign Procurements—Notice and Representation	Jun-20
52.229-12	Tax on Certain Foreign Procurements	Feb-21
52.232-18	Availability of Funds	Apr-84
52.232-33	Payment by Electronic Funds Transfer-System for Award Management	Oct-18
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Mar-23
52.233-1	Disputes	May-14
52.233-3	Protest after Award	Feb-26
52.233-4	Applicable Law for Breach of Contract Claim	Feb-26
52.240-90	Security Prohibitions and Exclusions Representations and Certifications	Feb-26

52.240-91	Security Prohibitions and Exclusions	Feb-26
52.240-93	Basic Safeguarding of Covered Contractor Information Systems	Feb-26
52.244-6	Subcontracts for Commercial Products and Commercial Services	Feb-26
52.247-34	F.O.B. Destination	Nov-91

DFARS Clause	Title	Date
252.201-7000	Contracting Officer's Representative	Dec-91
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	Sep-11
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	Dec-22
252.204-7003	Control of Government Personnel Work Product	Apr-92
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls	Oct-16
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported...	Jan-23
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	Jan-23
252.204-7016	Covered Defense Telecommunications Equipment or Services—Rep.	Dec-19
252.204-7017	Prohibition on the Acquisition of Covered Defense Telecom...	May-19
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.	Jan-23
252.204-7019	Notice of NIST SP 800-171 DoD Assessment Requirements	Nov-23
252.204-7020	NIST SP 800-171 DoD Assessment Requirements	Nov-23
252.204-7022	Expediting Contract Closeout	May-21
252.204-7024	Notice on the Use of the Supplier Performance Risk System	Mar-23
252.225-7052	Restriction on the Acquisition of Certain Magnets, Tantalum, and Tungsten	May-24
252.225-7055	Representation Regarding Business Operations with the Maduro Regime	May-22
252.225-7056	Prohibition Regarding Business Operations with the Maduro Regime	Jan-23
252.225-7059	Prohibition on Certain Procurements from the Xinjiang Uyghur... (Rep)	Jun-23
252.225-7060	Prohibition on Certain Procurements from the Xinjiang Uyghur...	Jun-23
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	Dec-18
252.232-7006	Wide Area Workflow Payment Instructions	Jan-23
252.232-7010	Levies on Contract Payments	Dec-06
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	Jan-23
252.244-7000	Subcontracts for Commercial Products or Commercial Services	Nov-23
252.247-7023	Transportation of Supplies by Sea	Oct-24

RFO FAR Clauses Incorporated by Full Text

52.217-8 Option to Extend Services (Nov 1999)

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 15 days.

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 7 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.

(End of clause)

52.252-1 Solicitation Provisions Incorporated by Reference. (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.acquisition.gov

(End of provision)

52.252-2 Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in

full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may
be accessed electronically at this/these address(es):

http://www.acquisition.gov/

(End of clause)

52.252-5 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 DFARS (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

52.252-6 Authorized Deviations in Clauses (Nov 2020)

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

(b) The use in this solicitation or contract of any DFARS (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

52.222-48 Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Certification.

(a) The offeror must check the following certification:

Certification

The offeror □ does □ does not certify that-

(1) The items of equipment to be serviced under this contract are used regularly for other than Government purposes, and are sold or traded by the offeror (or subcontractor in the

case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) The services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror; and

(3) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract are the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision, and the Contracting Officer determines in accordance with FAR 22.1002-1(e)(3) that the Service Contract Labor Standards statute-

(1) Will not apply to this offeror, then the Service Contract Labor Standards clause in this solicitation will not be included in any resultant contract to this offeror; or

(2) Will apply to this offeror, then the clause at 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements, in this solicitation will not be included in any resultant contract awarded to this offeror, and the offeror may be provided an opportunity to submit a new offer on that basis.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision-

(1) The clause in this solicitation at 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements, will not be included in any resultant contract awarded to this offeror; and

(2) The offeror must notify the Contracting Officer as soon as possible, if the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation.

(d) The Contracting Officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(End of provision)

DFARS Clauses Incorporated by Full Text

252.232-7006 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.

N/A

(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.

INVOICE 2IN1

(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 N/A
Issue By DoDAAC HT9406
Admin DoDAAC** HT9406
Inspect By DoDAAC N/A
Ship To Code N/A
Ship From Code N/A
Mark For Code N/A
Service Approver (DoDAAC) HT0446
Service Acceptor (DoDAAC) HT0446
Accept at Other DoDAAC N/A
LPO DoDAAC N/A
DCAA Auditor DoDAAC N/A
Other DoDAAC(s) N/A

(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.

Contracting Officer Representative: TBD
Email: TBD
Phone: TBD

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

(End of clause)