Automatic Identification Technology IV (AIT-IV) Contracts

National Capitol Region Contracting Center (NCRCC) Ordering Procedures

7 May 2010
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Contracts

Multiple Award, Indefinite-Delivery/Indefinite-Quantity (IDIQ)

- W91QUZ-09-D-0041, Northrop Grumman Information Technology, Inc.
- W91QUZ-09-D-0042, CDO Technologies, Inc.
- W91QUZ-09-D-0043, Lowry Computer Products, Inc.
- W91QUZ-09-D-0044, Intermec Technologies Corporation
- W91QUZ-09-D-0045, GTSI
Scope
Contract Part D

AIT-IV hardware, software, documentation, incidental services (i.e., training, warranty, maintenance services, and Technical Engineering Services (TES)) for DoD, US Coast Guard, other Federal agencies, NATO, Coalition Partners, and other Foreign Military Sales
## Contract Line Item Numbers
### Contract Part B

<table>
<thead>
<tr>
<th>CLIN: Item</th>
<th>Pricing</th>
<th>Applicable Provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001: Hand Held Barcode Terminals with Software &amp; Documentation</td>
<td></td>
<td>Part C-1-1(j)</td>
</tr>
<tr>
<td>0005: Barcode Imagers/Scanners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0009: Barcode Printers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0015: Wireless Radio Frequency Data Communications</td>
<td>NTE</td>
<td>Contract FFP</td>
</tr>
<tr>
<td>0019: Contact Memory Buttons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0021: IUID Marking Equipment and Verifiers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0023: Transit Cases And Transit Case Configurations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0023DA: Small Arms Room Transit Case Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0031: Software (Various types)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0069: Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0081: Maintenance Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0063: TES, to include travel and per diem (turn-key orders will be</td>
<td>Negotiated FFP</td>
<td>Part C-1-1(k)</td>
</tr>
<tr>
<td>processed as a TES order)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0023: Incidental Materials to complete installation (NTE $50k)</td>
<td></td>
<td>Part C-1-1(l)</td>
</tr>
<tr>
<td>0040: Expedited Delivery</td>
<td></td>
<td>Part C-1-1(ag)</td>
</tr>
</tbody>
</table>
Contract and Ordering Periods
Contract Part C-1-1(c) and (g)

<table>
<thead>
<tr>
<th>Timeframe:</th>
<th>Base Period</th>
<th>Optional Ordering Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 years from date in Notice to Proceed</td>
<td>2 years from expiration of base period</td>
</tr>
<tr>
<td>What may be ordered:</td>
<td>Hardware</td>
<td>5 years of Maintenance after the end of the ordering period</td>
</tr>
<tr>
<td></td>
<td>Software</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tags (i.e., consumables)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TES</td>
<td></td>
</tr>
</tbody>
</table>
Minimum/Maximum Amounts

Contract Part C-1-1(e)

Per Order

• (a) Minimum Order... less than $300 for monthly maintenance, $50 for all other products and services ...

• (b) Maximum order....
  – (1)...single item in excess of $5 million
  – (2)...combination of items in excess of $10 million
  – (3)... series of orders from the same ordering office within three days that together call for quantities exceeding the limitation in paragraph (b)(1) and (2) (d)...Contractor shall honor any order exceeding the maximum order limitation in paragraph (b), unless that order (or orders) is returned to the ordering office within five days after issuance...
Orders
Contract Part C-1-1(h)

• Orders may be placed by any authorized Federal:
  – Contracting Officer
  – Authorized Government credit card holder
• Orders must comply with contract T&Cs
• Orders shall be sent to Service/Agency COPO for verification/validation and assignment of a Unique Control Number (UCN)
• Depending on type and $ value of the order it may be placed directly with the contractor or competed amongst all contractors
• COPO will send orders to the Contractor
# Fair Opportunity
## Contract Part C-1-1(i)

<table>
<thead>
<tr>
<th>Value of Order</th>
<th>Fair Opportunity Requirements (unless an exemption applies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3K and under</td>
<td>Fair opportunity requirements does not apply; may place order directly with any contractor.</td>
</tr>
</tbody>
</table>
| >$3K and not >$100k | • All contractors must have fair opportunity to be considered.  
• Need not contact all contractors if there is information to make a selection decision based on the source selection criteria  
• However, if order contains TES the Ordering Contracting Officer must issue a proposal request to all contractors IAW Contract Part C-1-1(k) |
| >$100k | • If DoD order: Must be placed competitively; i.e., must issue proposal request to ALL contractors, which includes:  
  – Description of supplies and/or services (if TES, include SOO, PWS, or SOR) and  
  – Source selection criteria  
• If non-DoD order: Must be placed IAW specific agency procedures |
### Applicable Exemptions to Fair Opportunity Requirements

**(FAR 16.505(b)(2))**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized.</td>
<td></td>
</tr>
<tr>
<td>The order must be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.</td>
<td></td>
</tr>
<tr>
<td>Agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.</td>
<td></td>
</tr>
</tbody>
</table>
Reviews complaints from contractors and ensures that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures of the contract.

National Capital Region Contracting Center Ombudsman
Army Contracting Agency ITEC4
2461 Eisenhower Avenue, Room 984
Alexandria, VA 22331-1700
(703) 325-9490
Delivery Order (DO) and Task Order (TO) Request Packages

Contract Part C-1-1(i)

• Funding document

• Description of required supplies and/or services*
  *for TES, must include SOO, PWS, or SOR

• For fair opportunity orders only:
  – Independent Government Estimate (using contract prices)
  – Recommended basis of the award
  – Recommended source selection criteria and ranking*
  *must consider Price, should consider Past Performance, may consider other factors (e.g., Technical, Management, Small Business Participation)

• For orders subject to an exemption
  – If not > $100k: Rationale for applying exemption; no special format
  – If order is > $100k: Limited Sources J&A (FAR 8.405-6) or agency format (if non-DoD)
Ordering Process

Must provide fair opportunity

Ordering KO or Card Holder

Ordering Process

Exemption Applies?*

Yes

No

>$3k?

Yes

No

Order package

Purchase Card Order

DO or TO

Order with UCN

Successful Contractor

Proposal Request

Process IAW Agency procedures

All Contractors

Evaluation and Source Selection

Proposals Submitted

*See documentation requirements at C-1-1(i)1 and 2.
Contracting officers may authorize contractors to place orders for supplies and services required in performance of a Government contract:
  – Contractor must send request, including order, through contracting officer to the PCO
  – PCO must approve request

Government contractors must comply with fair opportunity requirements in contract

Government contractors authorized by the PCO to purchase from the contract can order directly from the AIT-IV vendors and are not required to obtain a UCN from the COPO as described in Slide 8
# Delivery Requirements

## Contract Part C-1-1(f)

<table>
<thead>
<tr>
<th>Supplies/Services</th>
<th>Delivery/Period Of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware/Software</td>
<td><strong>Normal</strong>: Within 45 days after date of order, unless later delivery is identified on the order&lt;br&gt;<strong>Expedited</strong>: Within 7 (CONUS) or 14 days (OCONUS) after date of order</td>
</tr>
<tr>
<td>TES, Training, and Maintenance</td>
<td>Period of Performance identified in Order</td>
</tr>
</tbody>
</table>
Orders for supplies only: Performed at origin by DCMA

All other orders: Performed at destination by using activity representative named in order
Invoicing and Billing

- Orders will list billing and payment offices
- Refer to the Contract Parts
  - C-1(g), Invoice
  - C-1(i), Payment
  - DD 1449, Block 18a

Payment Office for each contract is listed in Block 18a of the Continuation of SF 1449
Function/Authority of Government Personnel

NCRCC
PCO

and Contract Specialist(s) are responsible for managing the contracts:
• Process Contract Change Proposals (CCPs) submitted IAW Contract Part C-1-1(q)
• Negotiate contract modifications

PM J-AIT
Contracting Officer Rep (COR)
Acts per COR designation

Ordering Office
Ordering Contracting Officer and Contract Specialist are responsible for issuing/ modifying/managing the order

When in doubt on who is responsible in a specific matter, send to the PCO and copy the Contract Specialist in the PCO office and the COR.

Only the NCRCC PCO can modify contract prices and terms and conditions.
# Routing of Correspondence
## Contract Part C-1-1(z) and (aa)

<table>
<thead>
<tr>
<th>Type of Correspondence</th>
<th>Send via e-mail to:</th>
<th>E-mail Addresses Located at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- CCPs</td>
<td>PCO with copies to:</td>
<td>Provided by email to contractors and posted on <a href="https://www.ait.army.mil/">https://www.ait.army.mil/</a></td>
</tr>
<tr>
<td>- General Correspondence Related to Contract</td>
<td>- Contract Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- COR (Tech POC)</td>
<td></td>
</tr>
<tr>
<td>Correspondence Related to Orders</td>
<td>Order Contracting Officer or as otherwise appropriate/</td>
<td>Order/modification</td>
</tr>
<tr>
<td></td>
<td>designated</td>
<td></td>
</tr>
</tbody>
</table>

**Per Contract C-1-1(z)10 and (aa)4:** The contract number and order number (if applicable) and project name “AIT IV” shall be in the subject line on all email communications.
AIT-IV Points of Contact

- AIT-IV COR: (703) 339-4400 x 117 Email
- AIT-IV Engineer: (703) 339-4400 x 121 Email
Current Technology Substitutions And Additions
Contract Part C-1-1(p)

• Assures state-of-the-art technology
  –Substitutions: Same or greater performance for same or lesser price
  –Additions: New functionality at negotiated price*

• Must be within general contract scope

• Contractor responsible for managing and proposing additions in timely manner to allow time for Government review