

## Request for Quote

This Request for Quote (RFQ), N62271-15-Q-1128 for the Naval Postgraduate School (NPS) is prepared in accordance with the format in FAR 13 and supplemented with additional information included in this notice. This acquisition is set aside for small business. The NAICS associated with this purchase is 611310

The Naval Postgraduate School, Graduate School of Information Sciences, Cyber Academic Group, intends to procure support services of course delivery for CY3100 Introduction to Communication Networks. This Request for Quote seeks technical and price submissions for work to be done on site from the Naval Postgraduate School. The submissions shall provide company information, candidate resumes, past performance information and pricing in accordance with the criteria in the Statement of Work (SOW) included in this RFQ.

While discussions are not anticipated, the Government reserves the right to do so. Award will be **Firm-Fixed Price (FFP)** for the services detailed in the accompanying SOW. Travel is NOT anticipated.

The anticipated period of performance is March 18<sup>th</sup> through June 30<sup>th</sup>, 2015 (Spring Academic Quarter begins on March 30<sup>th</sup>, 2015).

A successful bidder will have current employees with requisite clearance level or contingency hires with a signed letter of commitment (included in submission) and the requisite clearance level.

The offeror, including partners / subcontractors and proposed candidates shall meet the required security levels at the time of offer; "in progress / pending" or "will apply" is NOT acceptable.

**NOTE: Personnel proposed are considered key personnel for purposes of clause SUP 5252.237-9400 - Substitution or Addition of Personnel (JAN 1992). The candidates proposed SHALL be the candidates performing the work. ALL substitutions shall be reviewed by the Technical Point of Contact (TPOC) and approved by the Contracting Officer; approval is required BEFORE substitution.**

All personnel will be required to sign a Non-Disclosure Agreement (NDA) before commencement of work; submission not required with proposal.

Commuting expenses will not be paid by the Government.

### **INSTRUCTIONS FOR SUBMISSION OF QUOTATIONS:**

Contractor's proposal shall be valid for thirty (30) days and include Volume 1, and 2. Each document should contain the following language on every page: SOURCE SELECTION SENSITIVE - SEE FAR PART 2.101 AND 3.104.

#### **Volume I - Technical Submission**

- Volume 1 shall include the company's management structure to complete the requirement, candidates name and letters of commitment.
- Submission of applicable resumes (Key Personnel Qualifications)
- Past performance information.
- The vendor's technical submission shall address the following factors in accordance with the Statement of Work included in this RFQ to be considered for award:

- A. Companies management structure to complete the requirement
- B. Key Personnel Qualifications - Resume
  - name/title/category
  - skills/qualifications
  - references maybe asked for upon request
- C. Past Performance

1. No more than three pages for each resume. MS Word and / or Excel format. PDF is not acceptable, except for the past performance form.
2. Resume shall have the name, title and category of the person on the cover but not within the resume. (3 page limit, not to include cover sheet); Vendors are free to provide a cross reference from the Government’s labor category to the vendor’s labor category.
3. Past performance does not count for the page limit. Submit one page, maximum, for each contract; submit a maximum of three contracts; use the attached form. The asterisk serve as bullets only, they have no other significance. If the vendor received any awards for outstanding work, coming in under budget, saving the Government money, etc., on the cited award, those should be listed here. If corrective action was required to bring the vendor into compliance with the terms and conditions of the cited award, those should be listed here.

**Volume II – Price Submission** - vendors shall provide a proposed schedule of services/supplies with associated prices. Table provided below.

1. Vendors shall provide a proposed schedule of services indicating the associated category, Hourly rates (fully burdened) and proposed hours.
2. Submitted in MS Word and / or Excel format; PDF is not acceptable. No page limitation.
3. Each page labeled with Contractor’s name and pages numbered in the following format: page \_\_\_ of \_\_\_.
4. The hours and Level of Effort below are for ESTIMATION purposes ONLY; they will NOT be part of the award.

(TASKS 3.0)					
CLIN	DESCRIPTION OF SERVICES	QTY	U / I	U / P	E / P
001	Course Delivery of CY3100 Introduction to Communication Networks <b>Estimated Level of Effort 256 hours for the total requirement</b>	1.0	EACH		

Labor category and hourly rate will be used for informational purpose only.

**EVALUATION FACTORS:**

Volume I, Technical Submission:

A Technically Acceptable/Low Price source selection will be conducted. The Task Order resulting from this RFQ, if any, will be issued to the proposal conforming to the RFQ considering the evaluation criteria listed. Ratings of Pass / Fail will be used as evaluation standards. The following technical evaluation factors will be reviewed for technical acceptability:

- A. Key Personnel Qualifications - Resumes - Address tasks in section 3.0 and 4.0 of the SOW and Section 5.0 Minimal Technical Requirements
- B. Estimate breakdown of onsite work by labor category and period of performance (evaluate for reasonableness only)
- C. Past Performance

TECHNICAL PROPOSAL CRITERIA		
RESPONSE SHOULD CLEARLY IDENTIFY EACH SECTION		
SOW SECTION	DESCRIPTION	EXPECTED RESPONSE
3.0 and 4.0	Tasks and deliverables	Have skills necessary for task completion
5.0	Minimum Technical Requirements	Resume to reflect
N / A	Past Performance	<ul style="list-style-type: none"> <li>- The vendor shall describe its quality of work under past performance and the past performance of its subcontractors (if applicable) on a contract held within the last five (5) years which is similar scope, magnitude (dollar value) and complexity to that which is detailed in the SOW, or affirmatively state that it possesses no relevant directly related or similar past performance. The vendor shall also address whether work was completed within budget and the required period of performance. The past performance form included in this RFQ shall be utilized for this submission; PDF acceptable.</li> <li>- Submit no more than three contracts.</li> </ul> <p>Vendor's lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance. However, the quote of a firm with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous quote to the Government and thus, may be an unsuccessful quote when compared to the quotes of other firms.</p>

#### Volume II – Price Submission:

##### Cautionary Note

Offerors are advised that a proposal containing unrealistically low price will be deemed indicative of a lack of technical understanding or a failure to comprehend the complexity and risks of the contract requirements and consequently may make the proposal unacceptable.

Price evaluation includes no sub factors. Vendor category, rate and # hours to perform the task will be evaluated for reasonableness.

#### ACQUISITION TIMELINE:

Questions are due into the NPS Point of Contact by 5:00 P.M. PST, Tuesday, 3/10/2015.

#### **Quotes Due: No later than Thursday, March 17<sup>th</sup>, 2015 at Noon PST.**

The vendor shall submit one email containing Volumes I and II as two separate documents.

#### **SUP 5252.237-9400 - SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992)**

- (a) The Contractor agrees to assign to the contract those persons whose resumes; personnel data forms or personnel qualification statements were submitted as required by the RFQ to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.
- (b) The Contractor agrees that:
- during the contract performance period
- during the first  days of the contract performance period

no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) below.

- (c) If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding 30 working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the Contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.
- (d) All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least 15 days (30 days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.
- (e) In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.
- (f) The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.
- (g) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

(End of Clause)

#### **252.204-7000 Disclosure of Information (DEC 1991)**

(a) The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document), pertaining to any part of this contract or any program related to this contract, unless—

(1) The Contracting Officer has given prior written approval; or

(2) The information is otherwise in the public domain before the date of release.

(b) Requests for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The Contractor shall submit its request to the Contracting Officer at least 45 days before the proposed date for release.

(c) The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.

Unlimited Rights to Data:

The Government acquires unlimited rights in the following data except for copyrighted works as provided in 27.404-3:

(a) Data first produced in the performance of a contract (except to the extent the data constitute minor modifications to data that are limited rights data or restricted computer software).

(b) Form, fit, and function data delivered under contract.

(c) Data (except as may be included with restricted computer software) that constitute manuals or instructional and training material for installation, operation, or routine maintenance and repair of items, components, or processes delivered or furnished for use under a contract.

(d) All other data delivered under the contract other than limited rights data or restricted computer software (see 27.404-2).

#### CLAUSES INCORPORATED BY REFERENCE

The following FAR / DFAR clauses are incorporated by reference:

52.204-99	System for Award Management Registration	AUG 2012
52.212-4	Contract Terms and Conditions- Commercial Items	JUN 2010
52.217-9	Option to Extend the Term of the Contract	MAR 2000
52.232-1	Payments	APR 1984
52.232-18	Availability of Funds	APR 1984
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law For Breach Of Contract Claim	OCT 2004
52.243-1	Changes—Fixed Price	AUG 1987
52.249-1	Termination For Convenience Of The Government (Fixed Price) (Short Form)	APR 1984
525.212-7001 (Dev)	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items (Deviation)	DEC 2010
252.225-7000	Buy American Act – Balance of Payments Program Certificate	JUN 2012
252.225-7001	Buy American Act and Balance of Payments Program	DEC 2012
252.225-7002	Qualifying Country Sources as Subcontractors	DEC 2012
252.232-7003	Electronic Submission Of Payment Requests And Receiving Reports	MAR 2008

#### CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (NOV 2011) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b)(1) Notwithstanding the requirements of any other clause in this contract, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (b)(i) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).

(ii) 52.219-8, Utilization of Small Business Concerns (DEC 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

\_\_\_ Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 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):

FAR Clauses: <http://acquisition.gov/comp/far/>

DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfars/>

(End of clause)

#### NPS CONTRACTING OFFICE POINT OF CONTACT:

Matthew White  
[mjwhite@nps.edu](mailto:mjwhite@nps.edu)  
831-656-2340

### PAPERLESS CONTRACTING

All contractual documents (I.E. contracts, purchase orders, task orders, delivery orders, and modifications) related to the instant procurement are considered to be "issued" by the Government when copies are either deposited in the mail, transmitted by facsimile, or sent by other electronic commerce methods, such as e mail. The Government's acceptance of the contractor's proposal constitutes bilateral agreement to "issue" contractual documents as detailed herein.

Past Performance Form: CONTRACTOR/SUB:			
Contract Number:	Type:	PoP:	Ceiling Value: (with options: _____) Contract Value:
Customer Contact: Name: Address:  Phone: E-Mail:		Customer COR: Name: Address:  Phone: E-Mail:	
Company's Contracts POC:		Company's Technical POC:	
Overview / Description			
Relevance:			
Awards:			
Corrective Actions:			

**Statement of Work**  
**Course Delivery**

**CY3100: Introduction to Communication Networks**  
**Cyber Academic Group**

**Naval Postgraduate School**

### **1.0 Background/Introduction**

The mission of the Naval Postgraduate School (NPS) is to provide high quality, relevant, and unique advanced education and research programs that increase the combat effectiveness of the naval services and other armed forces of the United States and its partners, to enhance national security. In order to fulfill this mission, the Cyber Academic Group (CAG) requires the ability to deliver course CY3100, Introduction to Communication Networks. The course is part of a required core course sequence in the Master of Science of Cyber Systems and Operations degree program at NPS.

### **Course Description**

The purpose of this course is to develop literacy and familiarity with the technologies, techniques, and systems that provide the physical communications and point-to-point communications control upon which all communications networks are based. Physical layer topics include concepts in signals, information, analog and digital signals, signal corruption, signal reception, binary and non-binary data communications, communications channels, and radio communications concepts, Institute of Electrical and Electronics Engineers (IEEE) standards 802.11 and 802.16, network interface controllers, switches, repeaters, multiplexers, antennas, A/D & D/A converters, and vocoders. Datalink layer concepts include connection vs. connectionless oriented, packet vs. circuit mode, error control, flow control, synchronization, framing, logical link control, media access control, Ethernet, Point-to-Point Protocol (PPP), and High-level Data Link Control (HDLC). Emphasis is on military communications systems.

### **2.0 Scope**

The CAG requires contractor support from an experienced instructor to deliver course CY3100. The contractor shall technically update CY3100, which is within the scope of the course delivery.

### **3.0 Tasks**

The contractor shall perform the following tasks:

- 3.1** The contractor shall update the syllabus for CY3100.
- 3.2** The contractor shall update the lecture material provided by the CAG. Supporting materials are to be uploaded on a Sakai site for student access. Course materials will be reviewed by the CAG Chair prior to course delivery.
- 3.3** The contractor shall update homework readings, assignments, and/or projects to support the learning environment for the course.
- 3.4** The contractor shall periodically monitor student progress by evaluating students through a series of quizzes and/or exams, or projects and a midterm exam.
- 3.5** The contractor shall update a final, comprehensive examination or final project/paper that will be issued to the students near the end of the summer quarter.
- 3.6** The contractor shall provide 2-4 hours per week of regularly scheduled office hours.
- 3.7** The contractor shall provide a monthly progress report (via email or face-to-face meeting) to the CAG Chair describing the progress of students in the course and the administration and evaluation of tasks 3.2 and 3.3.
- 3.8** The contractor shall submit student grade recommendations and submit them to the CAG chair by a date agreed upon between the contractor and the CAG Chair.

#### 4.0 Deliverables

The contractor shall be responsible for preparing deliverables in support of the tasks identified in this SOW.

Task	What will be inspected	Acceptable Quality Level (AQL)	Method	Frequency
3.1	Updated syllabus	Graduate academic level	100% Inspection	One time per POP
3.2	Course materials	Contains appropriate PowerPoint presentations to conduct class and supplemental reading materials that meet the course objectives. Course materials must be uploaded to Sakai by one week prior to delivery in the classroom.	100% Inspection	Inspection one week prior to delivery to students in the classroom
3.3	Developed homework assignments, papers, and/or projects	Graduate academic level	100% Inspection	As developed
3.4	Quizzes, projects, and exam results	Graduate academic level  Grades for quizzes and exams to be submitted to Department Chair. Instructor will report any student that has not successfully passed an exam or project to the Academic Associate or the Program Officer.	100% Inspection	As developed
3.5	Final exam or final project assignment	Graduate academic level	100% Inspection	As developed
3.7	Monthly progress reports	Instructor must provide the CAG Chair with monthly progress reports. This will include the grades from the midterm exam, a class evaluation at that point and a copy of all update lecture material.	100% Inspection	Monthly
3.8	Suggested grades	Instructor must have grades to the CAG Chair by an agreed upon date following the end of the quarter.	100% Inspection	End of course AY 15 Spring Quarter

The surveillance method for the deliverables listed above will be personal observation at NPS. If performance falls below the AQL defined above, the Contracting Officer's Representative (COR) shall document the instance(s), coordinate with the Contracting Officer and advise the Contractor. The Contractor will be requested to review the documentation and provide a written response on how performance will be corrected in the future. Re-performance of any work for failure to perform in accordance with the specified AQL or task requirement shall be completed at the Contractor's own expense and at no additional cost to the Government.

#### 5.0 Minimum Technical Requirements:

- Hold a Ph.D. in Computer Science or related field
- Experience with Command and Control with Computers
- Operational experience with military communication systems
- Familiarity with IEEE standards
- Familiarity with Network Centric Systems

#### 6.0 Period of Performance

March 18, 2015 to June 30, 2015

**7.0 Place of Performance:** At NPS in the Cyber Academic Group, located in Glasgow East, Room 226.

## 8.0 Work Week and Hours of Operation:

The Contractor shall provide services during normal working hours excluding federal holidays. Normal working hours are 0730-1630, Monday through Friday, unless requirements dictate otherwise. Exceptions can be permitted by the COR upon request and at the COR's discretion.

Work required on-site at NPS shall be performed by the Contractor, as required.

Following is a list of holidays observed by the Government.

<u>Name of Holiday</u>	<u>Time of Observance</u>
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

## 9.0 Government Furnished Property

The contractor will use existing office space and equipment that the CAG holds. No new space or equipment is required. All course materials (syllabus, exams, labs, and weekly lectures) will be provided to the contractor. The material will be given to the contractor on a DVD.

The government shall provide appropriate office space, supplies and equipment to perform tasks at NPS. Any Government-provided property and information shall be used for official Government business only. Any applicable documents that are authorized for use in performance of these services shall be provided, in accordance with security and contract terms and conditions.

## 10.0 Travel

No travel expected at this time. If travel is incurred it will be in accordance with the Joint Travel Regulations (JTR) and will be reimbursed by the government on an as-incurred basis.

## 11.0 Classification: Course is unclassified

### 11.1 Privacy Act Statement

"Pursuant to Title 5 United States Code 552a(m)(1), the contractor and all employees of the contractor working under this contract are required to comply with the requirements of 5 U.S.C. 552a ("The Privacy Act of 1974")."

### 11.2 Contractor Identification

In accordance with DFAR 211.106, there shall be a clear distinction between Government employees and service contractor employees. Service contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

**12.0 Non-Personal Services Statement**

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will insure that employees properly comply with the performance work standards outlined in the SOW. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

**13.0 Contractor Identification**

In accordance with DFAR 211.106, there shall be a clear distinction between Government employees and service contractor employees. Service contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

**14.0 Invoice Schedule**

**Contractor may invoice monthly in arrears.**

Invoices shall be submitted once a month for services rendered and travel performed during the previous month. All invoices need to be submitted electronically via WAWF. Hard copy invoices cannot be accepted. Only one invoice may be submitted per month. Invoices must identify the invoicing period. If charges against more than one line item have occurred during the invoicing period, all charges must be combined into one invoice. If invoicing against travel, the invoice must contain a summary detailing the charges as well as an attachment of supporting documentation. The contractor's failure to include the necessary information or a more frequent invoice submission than authorized will result in invoices being rejected.