Automatic Identification Technology (AIT-IV) Contracts

Army Contracting Command
Rock Island (ACC-RI)
Ordering Procedures

05 December 2012
Topics

• Contracts
• Scope
• Contract Line Item Numbers
• Contract and Ordering Periods
• Minimum/Maximum Amounts
• Orders
• Fair Opportunity
• Fair Opportunity Exemptions
• DO and TO Request Packages

• Ordering Process
• Government Contractors’ Use of the Contracts
• Delivery Requirements
• Inspection/Acceptance
• Invoicing and Billing
• Function/Authority of Government Personnel
• Routing of Correspondence
• POC
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
Scope

Contract Part D

The scope includes AIT-IV hardware, software, documentation, and 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 and Documentation</td>
<td>NTE</td>
<td>Part C-1-1(j)</td>
</tr>
<tr>
<td>0005: Barcode Imagers/Scanners</td>
<td>FFP</td>
<td>Part C-1-1(k)</td>
</tr>
<tr>
<td>0009: Barcode Printers</td>
<td>FFP</td>
<td>Part C-1-1(l)</td>
</tr>
<tr>
<td>0015: Wireless Radio Frequency Data Communications</td>
<td>Negotiated FFP</td>
<td>Part C-1-1(ag)</td>
</tr>
<tr>
<td>0019: Contact Memory Buttons</td>
<td>FFP</td>
<td>Part C-1-1(k)</td>
</tr>
<tr>
<td>0021: IUID Marking Equipment and Verifiers</td>
<td>NTE Contract FFP</td>
<td>Part C-1-1(j)</td>
</tr>
<tr>
<td>0023: Transit Cases And Transit Case Configurations</td>
<td>FFP</td>
<td>Part C-1-1(k)</td>
</tr>
<tr>
<td>0023DA: Small Arms Room Transit Case Group</td>
<td>FFP</td>
<td>Part C-1-1(k)</td>
</tr>
<tr>
<td>0031: Software (Various types)</td>
<td>FFP</td>
<td>Part C-1-1(k)</td>
</tr>
<tr>
<td>0069: Training</td>
<td>FFP</td>
<td>Part C-1-1(k)</td>
</tr>
<tr>
<td>0081: Maintenance Services</td>
<td>FFP</td>
<td>Part C-1-1(k)</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(ag)</td>
</tr>
<tr>
<td>processed as TES orders)</td>
<td>FFP</td>
<td></td>
</tr>
<tr>
<td>0023: Incidental Materials to complete installation (NTE $50K)</td>
<td>FFP</td>
<td></td>
</tr>
<tr>
<td>0040: Expedited Delivery</td>
<td>FFP</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Pricing and Applicable Provisions may vary depending on specific contract terms.
## Contract and Ordering Periods

**Contract Part C-1-1(c) and (g)**

<table>
<thead>
<tr>
<th><strong>Timeframe:</strong></th>
<th><strong>Base Period</strong></th>
<th><strong>Optional Ordering Period</strong></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>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What may be ordered:</strong></th>
<th><strong>Base Period</strong></th>
<th><strong>Optional Ordering Period</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hardware</td>
<td>5 years of Maintenance</td>
</tr>
<tr>
<td></td>
<td>Software</td>
<td>after the end of the ordering period</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 dollar 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 >$150K  | • 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)                                                                                                                                   |
| >$150K               | • 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                                                                                                                                                                                                                                                                   |
# Fair Opportunity Exemptions

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

<table>
<thead>
<tr>
<th>Applicable Exemptions to Fair Opportunity Requirements (FAR 16.505(b)(2)).</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>
</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>
</tr>
<tr>
<td>Agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.</td>
</tr>
</tbody>
</table>

*Orders >$150K that do not provide fair opportunity shall be publicized by the Contracting Officer (FAR 16.505(b)(2)(ii)(D))***
Fair Opportunity Questions or Concerns

Contract Part C-1-1(i)

PCO and Ombudsman review concerns, issue, complaints, and inquiries from contractors to ensure that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures of the contract.

Army Contracting Command – Rock Island
Justin Trine, Procuring Contracting Officer
Justin.d.trine.civ@mail.mil
(309) 782-5096

Army Contracting Command – Rock Island Ombudsman
1 Rock Island Arsenal
Rock Island IL 61299-8000
(309) 782-2706
• 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 > $150K: Rationale for applying exemption; no special format
  – If order is > $150K: Limited Sources J&A (FAR 8.405-6) or agency format (if non-DOD)
Ordering Process

Order package

Ordering KO or Card Holder

Order with UCN

COPO

Successful Contractor

Proposals Submitted

Evaluation and Source Selection

All Contractors

Proposal Request

Process IAW Agency procedures

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

DOD Order?

>$150K?

>$25K+

>$3K?

Contains TES?

Have info to provide fair opportunity?

Exemption Applies?*

USMC orders require COPO verification & validation

Purchase Card Order

DO or TO

*See documentation requirements at C-1-1(i)1 and 2.
Government Contractors’ Use of the Contracts

Contract Part C-1-1(n)

• 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</td>
</tr>
<tr>
<td></td>
<td><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>
Inspection/Acceptance

Contract Part C-1(a)

• **Orders for supplies only**: inspection and acceptance is to be performed at origin by Defense Contract Management Agency (DCMA)
  
  – DCMA is designated to administer these contracts and FAR Clause 52.212-4 is tailored in the contract citing that DCMA shall perform inspection **AND** acceptance of the supplies at origin.
  
  – Contracts funded with DOD funds that are assigned to DCMA for contract administration must use the designated Defense Finance and Accounting Service (DFAS) payment office. As specified in and according to the Federal Directory of Contract Administration Services (CAS) Components; DFARS 242.302(a)(13); and the procedures at PGI 242.302(a)(13)(B)(1)(i).

  • **NOTE**: There is a different DCMA and DFAS office for each of the AIT-IV vendors depending on where the vendor’s are located which is identified in each conformed contract. See SF1449 BLOCK 16 and BLOCK 18a.

• **All other orders**: inspection and acceptance is to be performed at destination by using activity representative named in order

For more information see DCMA Contract Administration Services Directory (CASD) at: [https://pubapp.dcma.mil/CASD/welcome.do](https://pubapp.dcma.mil/CASD/welcome.do)
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

**ACC-RI**
- 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

**PD AMIS**
- Contracting Officer Rep (COR)
  - Acts per COR designation

**Ordering Office**
- Ordering Contracting Officer and Contract Specialist are responsible for issuing/modifying/Managing the order

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Only the ACC-RI PCO can modify the base contract prices and terms and conditions.

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.
Routing of Correspondence
Contract Part C-1-1(z) and (aa)

<table>
<thead>
<tr>
<th>Type of Correspondence</th>
<th>Send via email to:</th>
<th>Email 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></td>
<td>– Contract Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– COR (Tech POC)</td>
<td></td>
</tr>
<tr>
<td>General correspondence related to contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correspondence related to orders</td>
<td>Order Contracting Officer or as otherwise appropriate/designated</td>
<td>Order/modification</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) 545-3002
  Email

- AIT-IV Engineer: (703) 545-2991
  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
Product Director (PD AMIS)
Mr. Jim Alexander
ATTN: SFAE-PS-AE-AMIS
200 Stovall Street, Suite 5N35
Alexandria, VA 22332-2700

james.l.alexander30.civ@mail.mil
(703) 545-2970
FAX: (703) 325-3399
www.pdamis.army.mil