



PDK Delivery Order Process

- ✓ **The aRFID contract is the Army's mandatory source for all aRFID items including PDK III. It is the recommended source for all other Department of Defense entities (reference CHES website)**
- ✓ **Coordinate Delivery Order with your agency's Ordering Contracting Officer**
- ✓ **Ensure the base Contract W52P1J-20-D-0034 number is in your contract writing system (PD2 or PADDs). Contact your systems POC for assistance.**
- ✓ **Required Documentation at the Delivery Order Level:**
 - Order Requirement
 - Funding
 - Contractor Responsibility Determination (Review SAM.Gov, FAPPIS, CPARS)
 - Delivery Order
- ✓ **Key Documentation filed at the Base Contract Level / Not Required at the Delivery Order Level:**
 - Acquisition Plan, Independent Government Estimate, Market Research
 - Justification & Approval (J&A) - Approval for sole source procurement to Savi Technology, Inc.
 - DD2579: Single-award, IDIQ Contract to Small Business entity Savi Technology, Inc.
 - Fair & Reasonable Price Determination for all Hardware and Labor Categories





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- ✓ **Ordering Contracting Office Contacts Savi Technology, Inc. (Savi) directly with Delivery Order Requirement**

- ✓ **Savi Contact Information:**
 - Rosemary Johnston, Senior Vice President, Operations
 - Email: rjohnston@savi.com
 - Work PH: 571-227-7918
 - Mobile PH: 540-273-3082

- ✓ **Note: Quantity Discounts may be available for large orders.**

- ✓ **Execute Delivery Order Bilaterally**

- ✓ **Send Executed Delivery Order to Savi attention Rosemary Johnston for processing**

- ✓ **QUESTIONS regarding contracting process can be directed to the following base contract administrators:**
 - John Kerch, Contract Specialist john.d.kerch.civ@mail.mil
 - Brian Schou , Contracting Officer brian.j.schou.civ@mail.mil



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