

1.0 Signed SF 33

| SOLICITATION, OFFER AND AWARD | | 1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) | RATING | PAGE OF | | | |
|---|---------------|--|--|--|------------------|---|---------|
| DTPAAC-13-D-00044 | | DTPAAC-13-R-00208 | > | 1 34 | | | |
| 2. CONTRACT NO. | | 3. FEDERAL ACQUISITION REGISTRATION NO. | 4. TYPE OF SOLICITATION | 5. DATE ISSUED | | | |
| DTPAAC-13-D-00044 | | DTPAAC-13-R-00208 | <input checked="" type="checkbox"/> NEGOTIATED (RFP) | 12/21/2012 | | | |
| 7. ISSUED BY | | 8. ADDRESS OFFER TO (If other than item 7) | | | | | |
| 0008 FAA, AMQ Acquisition Division (AMQ-310) 6500 South MacArthur Boulevard, MPB Bldg, Rm. 373 P.O. Box 25082 Oklahoma City, OK 73125-4931 | | FAA, Customer Service Desk (AMQ-100) Multi-Purpose Building, Room 313 6500 South MacArthur Boulevard Oklahoma City, OK 73169-4933 | | | | | |
| 9. ISSUED BY | | 10. REQUESTING OFFICE/PERSON | | | | | |
| 0008 | | AC-13-00208 (FAA Internal Use Only) | | | | | |
| Indefinite Delivery / Requirements Contract | | SOLICITATION | Administrative Services, Mike Monroney Aeronautical Center, Oklahoma City, OK | | | | |
| 9. Sealed offers in original and <u>3</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand-carried, in the depository located in Room 313, Multi-Purpose Building until 3:00p.m. local time 01/25/2013 (Hour) (Date) | | | | | | | |
| NOTE: If offers are hand-carried, additional time should be allowed to access the depository facility due to heightened security requirements. | | | | | | | |
| CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, AMS Provision No. 3.2.2.3-14. All offers are subject to all terms and conditions contained in this solicitation. | | | | | | | |
| 10. FOR INFORMATION CALL: | | A. NAME | B. TELEPHONE NO. (include area code) (NO COLLECT CALLS) | | | | |
| > | | Randall L. Bratcher randall.bratcher@faa.gov | (405) 954-8860 | | | | |
| 11. TABLE OF CONTENTS | | | | | | | |
| NO. | SEC. | DESCRIPTION | PAGE(S) | NO. | SEC. | DESCRIPTION | PAGE(S) |
| PART I - THE SCHEDULE | | | | PART II - CONTRACT CLAUSES | | | |
| X | A | SOLICITATION/CONTRACT FORM | 1-2 | X | I | CONTRACT CLAUSES | 21-33 |
| X | B | SUPPLIES OR SERVICES AND PRICES/VALUES | 3-8 | PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH. | | | |
| X | C | DESCRIPTIONS/PEGS WORK STATEMENT | 9 | X | J | LIST OF ATTACHMENTS | 34 |
| X | D | PACKAGING AND MARKING | 10 | PART IV - REPRESENTATIONS AND INSTRUCTIONS | | | |
| X | E | INSPECTION AND ACCEPTANCE | 11 | X | K | REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFEROR | 35-41 |
| X | F | DELIVERIES OR PERFORMANCE | 12 | X | L | INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS | 42-50 |
| X | G | CONTRACT ADMINISTRATION DATA | 13-1 | X | M | EVALUATION FACTORS FOR AWARD | 50-56 |
| X | H | SPECIAL CONTRACT REQUIREMENTS | 15-20 | | | | |
| OFFER (Must be fully completed by offeror) | | | | | | | |
| NOTE: Item 12 does not apply if the solicitation includes the provisions at 3.2.2.3-2, Minimum Offer Acceptance Period. | | | | | | | |
| 12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>7 (7)</u> calendar days (60 calendar days unless a different period is inserted by the offeror) from the date of receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule. | | | | | | | |
| 13. DISCOUNT FOR PROMPT PAYMENT | | | | | | | |
| (See Section I, AMS Clause No. 3.3.1-6) | > | 15 CALENDAR DAYS | 20 CALENDAR DAYS | 30 CALENDAR DAYS | 45 CALENDAR DAYS | | |
| | | % | % | % | % | | |
| 14. ACKNOWLEDGMENT OF AMENDMENTS | | | | | | | |
| (The offeror acknowledges receipt of amendments to the REQUEST for offers and related documents numbered and dated: | AMENDMENT NO. | DATE | AMENDMENT NO. | DATE | | | |
| | 001 | 01/16/13 | | | | | |
| 15. NAME AND ADDRESS OF OFFEROR | | 16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER | | 17. OFFER DATE | | | |
| 01008 UNITEC Enterprises 9701 Apollo Drive, Ste 345 Largo, MD 20774 | | Wesley McClure II, President/CEO | | 01/25/2013 | | | |
| 18. TELEPHONE NO. (include area code) | | 19. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER # OF ADDRESS IN SCHEDULE | | 20. SIGNATURE OF OFFEROR | | | |
| 240.788.8428 | | <input type="checkbox"/> | | | | | |
| AWARD (To be completed by Government) | | | | | | | |
| 21. QUANTITIES TO BE FURNISHED | | 22. AMOUNT | | 23. ACCOUNTING AND AFFECTION | | | |
| Total Est. 29,540,721.00 | | | | To be specified in task orders. | | | |
| 24. ORDER NUMBER | | 25. CONTRACT NUMBER | | 26. DATE | | | |
| 0003 and 0004 | | 0001, 0002, 0003 | | | | | |
| 27. OFFEROR'S ADDRESS | | 28. OFFEROR'S ADDRESS | | 29. OFFEROR'S ADDRESS | | | |
| FAA, AMQ Contract Management Team (AMQ-240) 6500 South MacArthur Boulevard, MPB Bldg, Rm. 380 P.O. Box 25082 Oklahoma City, OK 73125-4932 | | FAA, Financial Operations Division (AMZ-100) 6500 South MacArthur Boulevard P.O. Box 25082 Oklahoma City, OK 73125-4304 | | | | | |
| 30. NAME OF CONTRACTING OFFICER (Type/print) | | 31. UNITED STATES OF AMERICA | | 32. AWARD DATE | | | |
| Diana L. Pickel | | | | 7 Mar 13 | | | |

PART I – SECTION A – (cont'd.)
SCREENING INFORMATION REQUEST

The Federal Aviation Administration (FAA) herewith solicits competitive proposals restricted to Small Business Administration (SBA) 8(a) through the use of this Screening Information Request (SIR) for the award of an indefinite delivery / requirements type contract for Administrative Services for the Mike Monroney Aeronautical Center, Oklahoma City, OK.

One (1) indefinite delivery / requirements type contract resulting from this solicitation will be awarded, with the contract duration period being for one (1) base year period and up to four (4) option year periods.

This SIR consists of the following Parts/Sections:

- Part I – Section A: Solicitation/Contract Form (Solicitation, Offer and Award)
- Part I – Section B: Supplies or Services and Prices/Costs (Pricing Schedule)
- Part I – Section C: Description/Specifications/Work Statement
- Part I – Section D: Packaging and Marking
- Part I – Section E: Inspection and Acceptance
- Part I – Section F: Deliveries or Performance
- Part I – Section G: Contract Administration Data
- Part I – Section H: Special Contract Requirements
- Part II – Section I: Contract Clauses
- Part III – Section J: List of Attachments*
- ~~Part IV – Section K: Representations, Certifications and Other Statements of Offerors~~
- ~~Part IV – Section L: Instructions, Conditions, and Notices to Offerors~~
- ~~Part IV – Section M: Evaluation Factors for Award~~

*Attachments located after end of Section M J.

PART I – SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 GENERAL

The Contractor shall provide all the necessary services, materials, equipment, and facilities (unless otherwise identified in the Statement of Work [SOW] as Government Furnished) to provide Administrative Services, as required for the Federal Aviation Administration's (FAA) Mike Monroney Aeronautical Center, Oklahoma City, OK, as set forth in accordance with the terms, conditions, and provisions set forth herein. The Contractor shall effectively administer, manage, and perform the tasks that are defined by the Government in accordance with the SOW. Specific services shall be defined in the task orders issued throughout the contract performance.

B.2 TYPE AND TERM OF CONTRACT

This acquisition is for an indefinite delivery / requirements type contract based on labor/hour , with fully loaded firm fixed-priced rates. The term of this contract is for one (1) base year period and up to four (4) option year periods. All terms and conditions contained in this document will be applicable to all task orders issued under this contract, unless otherwise specified by an individual task order, as additional requirements may be specified in each task order. The Contracting Officer is the only person authorized to issue orders under this contract.

B.3 PRICING

In accordance with the requirements and specifications contained herein, the pricing shall be fully loaded firm fixed-price rates.

PRICING SCHEDULE - BASE YEAR

| ITEM | ITEM DESCRIPTION | EST. QTY. | UNIT | UNIT PRICE | ESTIMATED AMOUNT |
|------|--|-----------|------|------------|---|
| 0001 | LABOR | | | | \$ _____ |
| | Administrative Assistant | 32,300 | Hour | \$ _____ | \$ _____ |
| | General Clerk I | 11,400 | Hour | \$ _____ | \$ _____ |
| | General Clerk II | 58,900 | Hour | \$ _____ | \$ _____ |
| | General Clerk III | 63,900 | Hour | \$ _____ | \$ _____ |
| | Receptionist | 1,900 | Hour | \$ _____ | \$ _____ |
| | Technical Writer II | 5,700 | Hour | \$ _____ | \$ _____ |
| | Technical Writer III | 7,600 | Hour | \$ _____ | \$ _____ |
| | Word Processor III | 34,200 | Hour | \$ _____ | \$ _____ |
| | Supervisor | 3,800 | Hour | \$ _____ | \$ _____ |
| 0002 | TRAVEL AND PER DIEM IAW Section H, Clause H.4, Reimbursement of Travel Costs | XXX | | \$ XXX | \$ _____ (Estimated and Not to Exceed) |
| 0003 | OTHER DIRECT COSTS | XXX | | \$ XXX | \$ _____ (Estimated and Not to Exceed) |
| 0004 | 30-DAY PHASE-IN TRANSITION PERIOD IAW SOW 3.10 and 3.11 | XXX | | \$ XXX | \$ 0.00 |

BASE YEAR PERIOD ESTIMATED TOTAL AMOUNT: \$ 5,901,441.00

BASE YEAR PERIOD OF PERFORMANCE: 01 April 2013 through 31 March 2014

Base Year Overtime Rates

Administrative Assistant
 General Clerk I
 General Clerk II
 General Clerk III
 Receptionist
 Technical Writer II
 Technical Writer III
 Word Processor III
 Supervisor

| Regular Hourly Rate | Overtime Multiplier (%) | Overtime Hourly Rate |
|---------------------|-------------------------|----------------------|
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 50.00% | = \$ _____ |
| \$ _____ | x 0.00% | = \$ _____ |

Exemption 4

PRICING SCHEDULE - 1st OPTION YEAR

| <u>ITEM</u> | <u>ITEM DESCRIPTION</u> | <u>EST. QTY.</u> | <u>UNIT</u> | <u>UNIT PRICE</u> | <u>ESTIMATED AMOUNT</u> |
|-------------|---|------------------|-------------|-------------------|----------------------------------|
| 0005 | LABOR | | | | \$ |
| | Administrative Assistant | 32,300 | Hour | \$ | \$ |
| | General Clerk I | 11,400 | Hour | \$ | \$ |
| | General Clerk II | 58,900 | Hour | \$ | \$ |
| | General Clerk III | 63,900 | Hour | \$ | \$ |
| | Receptionist | 1,900 | Hour | \$ | \$ |
| | Technical Writer II | 5,700 | Hour | \$ | \$ |
| | Technical Writer III | 7,600 | Hour | \$ | \$ |
| | Word Processor III | 34,200 | Hour | \$ | \$ |
| | Supervisor | 3,800 | Hour | \$ | \$ |
| 0006 | TRAVEL AND PER DIEM | XXX | | \$ XXX | \$ |
| | IAW Section H, Clause H.4, Reimbursement of Travel Costs | | | | (Estimated and Not to Exceed) |
| 0007 | OTHER DIRECT COSTS | XXX | | \$ XXX | \$ |
| | | | | | (Estimated and Not to Exceed) |

1st OPTION YEAR PERIOD ESTIMATED TOTAL AMOUNT: \$ 5,904,709.00

1st OPTION YEAR PERIOD OF PERFORMANCE: 01 April 2014 through 31 March 2015

1st Option Year Overtime Rates

Administrative Assistant
 General Clerk I
 General Clerk II
 General Clerk III
 Receptionist
 Technical Writer II
 Technical Writer III
 Word Processor III
 Supervisor

| Regular Hourly Rate | | Overtime Multiplier (%) | | Overtime Hourly Rate |
|------------------------|---|----------------------------|---|-------------------------|
| \$ | X | 50.00% | = | \$ |
| \$ | X | 50.00% | = | \$ |
| \$ | X | 50.00% | = | \$ |
| \$ | X | 50.00% | = | \$ |
| \$ | X | 50.00% | = | \$ |
| \$ | X | 50.00% | = | \$ |
| \$ | X | 50.00% | = | \$ |
| \$ | X | 50.00% | = | \$ |
| \$ | X | 0.00% | = | \$ |

Exemption 4

PRICING SCHEDULE - 2nd OPTION YEAR

| <u>ITEM</u> | <u>ITEM DESCRIPTION</u> | <u>EST. QTY.</u> | <u>UNIT</u> | <u>UNIT PRICE</u> | <u>ESTIMATED AMOUNT</u> |
|-------------|--|------------------|-------------|-------------------|---|
| 0008 | LABOR | | | | \$ _____ |
| | Administrative Assistant | 32,300 | Hour | \$ _____ | \$ _____ |
| | General Clerk I | 11,400 | Hour | \$ _____ | \$ _____ |
| | General Clerk II | 58,900 | Hour | \$ _____ | \$ _____ |
| | General Clerk III | 63,900 | Hour | \$ _____ | \$ _____ |
| | Receptionist | 1,900 | Hour | \$ _____ | \$ _____ |
| | Technical Writer II | 5,700 | Hour | \$ _____ | \$ _____ |
| | Technical Writer III | 7,600 | Hour | \$ _____ | \$ _____ |
| | Word Processor III | 34,200 | Hour | \$ _____ | \$ _____ |
| | Supervisor | 3,800 | Hour | \$ _____ | \$ _____ |
| 0009 | TRAVEL AND PER DIEM IAW Section H, Clause H.4, Reimbursement of Travel Costs | XXX | | \$ XXX | \$ _____ (Estimated and Not to Exceed) |
| 0010 | OTHER DIRECT COSTS | XXX | | \$ XXX | \$ _____ (Estimated and Not to Exceed) |

2nd OPTION YEAR PERIOD ESTIMATED TOTAL AMOUNT: \$ 5,908,091.00

2nd OPTION YEAR PERIOD OF PERFORMANCE: 01 April 2015 through 31 March 2016

2nd Option Year Overtime Rates

Administrative Assistant
 General Clerk I
 General Clerk II
 General Clerk III
 Receptionist
 Technical Writer II
 Technical Writer III
 Word Processor III
 Supervisor

| Regular Hourly Rate | | Overtime Multiplier (%) | Overtime Hourly Rate |
|------------------------|---|----------------------------|-------------------------|
| \$ _____ | x | 50.00% | = \$ _____ |
| \$ _____ | x | 50.00% | = \$ _____ |
| \$ _____ | x | 50.00% | = \$ _____ |
| \$ _____ | x | 50.00% | = \$ _____ |
| \$ _____ | x | 50.00% | = \$ _____ |
| \$ _____ | x | 50.00% | = \$ _____ |
| \$ _____ | x | 50.00% | = \$ _____ |
| \$ _____ | x | 0.00% | = \$ _____ |

Exemption 4

PRICING SCHEDULE - 3rd OPTION YEAR

| ITEM | ITEM DESCRIPTION | EST. QTY. | UNIT | UNIT PRICE | ESTIMATED AMOUNT |
|------|--|-----------|------|------------|---|
| 0011 | LABOR | | | | \$ _____ |
| | Administrative Aselstant | 32,300 | Hour | \$ _____ | \$ _____ |
| | General Clerk I | 11,400 | Hour | \$ _____ | \$ _____ |
| | General Clerk II | 58,900 | Hour | \$ _____ | \$ _____ |
| | General Clerk III | 63,900 | Hour | \$ _____ | \$ _____ |
| | Receptionist | 1,900 | Hour | \$ _____ | \$ _____ |
| | Technical Writer II | 5,700 | Hour | \$ _____ | \$ _____ |
| | Technical Writer III | 7,600 | Hour | \$ _____ | \$ _____ |
| | Word Processor III | 34,200 | Hour | \$ _____ | \$ _____ |
| | Supervisor | 3,800 | Hour | \$ _____ | \$ _____ |
| 0012 | TRAVEL AND PER DIEM IAW Section H, Clause H.4, Reimbursement of Travel Costs | XXX | | \$ XXX | \$ _____ (Estimated and Not to Exceed) |
| 0013 | OTHER DIRECT COSTS | XXX | | \$ XXX | \$ _____ (Estimated and Not to Exceed) |

3rd OPTION YEAR PERIOD ESTIMATED TOTAL AMOUNT: \$ 5,911,511.00

3rd OPTION YEAR PERIOD OF PERFORMANCE: 01 April 2016 through 31 March 2017

3rd Option Year Overtime Rates

Administrative Assistant
 General Clerk I
 General Clerk II
 General Clerk III
 Receptionist
 Technical Writer II
 Technical Writer III
 Word Processor III
 Supervisor

| Regular Hourly Rate | Overtime Multiplier (%) | Overtime Hourly Rate |
|---------------------|-------------------------|----------------------|
| \$ _____ | 50.00% | \$ _____ |
| \$ _____ | 50.00% | \$ _____ |
| \$ _____ | 50.00% | \$ _____ |
| \$ _____ | 50.00% | \$ _____ |
| \$ _____ | 50.00% | \$ _____ |
| \$ _____ | 50.00% | \$ _____ |
| \$ _____ | 50.00% | \$ _____ |
| \$ _____ | 0.00% | \$ _____ |

Exemption 4

PRICING SCHEDULE - 4th OPTION YEAR

| <u>ITEM</u> | <u>ITEM DESCRIPTION</u> | <u>EST. QTY.</u> | <u>UNIT</u> | <u>UNIT PRICE</u> | <u>ESTIMATED AMOUNT</u> |
|-------------|--|------------------|-------------|-------------------|----------------------------------|
| 0014 | LABOR | | | | \$ |
| | Administrative Assistant | 32,300 | Hour | \$ | \$ |
| | General Clerk I | 11,400 | Hour | \$ | \$ |
| | General Clerk II | 58,900 | Hour | \$ | \$ |
| | General Clerk III | 63,900 | Hour | \$ | \$ |
| | Receptionist | 1,900 | Hour | \$ | \$ |
| | Technical Writer II | 5,700 | Hour | \$ | \$ |
| | Technical Writer III | 7,600 | Hour | \$ | \$ |
| | Word Processor III | 34,200 | Hour | \$ | \$ |
| | Supervisor | 3,800 | Hour | \$ | \$ |
| 0015 | TRAVEL AND PER DIEM IAW Section H, Clause H.4, Reimbursement of Travel Costs | XXX | | \$ XXX | \$ (Estimated and Not to Exceed) |
| 0016 | OTHER DIRECT COSTS | XXX | | \$ XXX | \$ (Estimated and Not to Exceed) |
| 0017 | 30-DAY PHASE-OUT TRANSITION PERIOD IAW SOW 3.12 | XXX | | \$ XXX | \$ 0.00 |

4th OPTION YEAR PERIOD ESTIMATED TOTAL AMOUNT: \$ 5,914,969.00

4th OPTION YEAR PERIOD OF PERFORMANCE: 01 April 2017 through 31 March 2018

TOTAL BASE YEAR PERIOD AND ALL OPTION YEAR PERIODS: \$ 29,540,721.00

4th Opt Year Overtime Rates

Administrative Assistant
 General Clerk I
 General Clerk II
 General Clerk III
 Receptionist
 Technical Writer II
 Technical Writer III
 Word Processor III
 Supervisor

| Regular Hourly Rate | Overtime Multiplier (%) | Overtime Hourly Rate |
|---------------------|-------------------------|----------------------|
| \$ | 50.00% | \$ |
| \$ | 50.00% | \$ |
| \$ | 50.00% | \$ |
| \$ | 50.00% | \$ |
| \$ | 50.00% | \$ |
| \$ | 50.00% | \$ |
| \$ | 50.00% | \$ |
| \$ | 50.00% | \$ |
| \$ | 0.00% | \$ |

Exemption 4

PART I – SECTION C – DESCRIPTION / SPECIFICATIONS

C.1 SCOPE OF WORK

(a) The Contractor shall provide all the necessary services, materials, equipment, and facilities (unless otherwise identified in the Statement of Work [SOW] as Government Furnished) to provide Administrative Services, as required for the Federal Aviation Administration's (FAA) Mike Monroney Aeronautical Center, Oklahoma City, OK, as set forth in accordance with the terms, conditions, and provisions set forth herein. The Contractor shall effectively administer, manage, and perform the tasks that are defined by the Government in accordance with the SOW. Specific services shall be defined in the task orders issued throughout the contract performance. The Contractor shall assume responsibility for all of the services described in the contract. The Contractor shall be paid for services performed in accordance with Part I – Section B, Supplies or Services and Price/Cost.

(b) The complete SOW is attached to this Screening Information Request (SIR) and is identified in Part III – Section J, List of Attachments.

(c) Offeror's Schedule B submitted for award consideration shall not include any proprietary markings. Such markings, if not removed, may eliminate the offeror from further competition.

C.2 Emergency Situations and Exercises during Contract Performance (SEP 2001)

CLA.4548

(a) Emergency situations and exercises are temporary exceptions to the prohibition of contractor personnel not being subject to the direction and control of Government personnel when performing non-personal contract services in FAA facilities.

(b) All contractor personnel at a FAA work site or facility during an actual emergency shall conform to the procedures posted or directed by FAA officials responsible for emergency response at that site or facility. Such officials include evacuation wardens/monitors, security personnel, Emergency Readiness Officers, management, etc.

(c) Contractor personnel shall participate in all emergency exercises, including evacuations, as part of performance under this contract. On rare occasions and based on advance arrangements that are then *announced at the time of an exercise*, contractor personnel will be excused from /evacuations.

(d) Contractor management/supervisors shall ensure that each contractor employee assigned work in FAA facilities possesses a general awareness of emergency and evacuation procedures at all locations where the employees might be during an emergency or exercise. Information on emergency procedures may be requested from the Contracting Officer's Representative or a designated FAA contact point at the work site.

PART I – SECTION D – PACKAGING AND MARKING

Not applicable.

PART I – SECTION E – INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE AT DESTINATION (JAN 1997)

CLA.1908

(a) Final inspection and acceptance shall be at destination.

(b) Although source inspection by the Government is not anticipated under this contract, the provisions of this clause shall in no way be construed to limit the rights of the Government under the clause AMS clause 3.10.4-4.

NOTICE: The following provisions and/or contract clauses pertinent to this section are hereby incorporated by reference in accordance with Part II – Section I, Clause 3.1-1.

3.10.4-5 Inspection - Time-and-Material and Labor-Hour (April 1996)

PART I – SECTION F – DELIVERIES OR PERFORMANCE

F.1 AUTHORIZED PERFORMANCE (JAN 1997)

CLA.0168

The execution of a contract shall not constitute authority for the contractor to commence performance. Performance shall be ordered by the issuance of a formal delivery order by an authorized Contracting Officer of the Mike Monroney Aeronautical Center. Orders issued orally or by written telecommunications shall reference a formal delivery order number and shall be confirmed by issuance of the formal delivery order.

F.2 CHANGE TO INDIVIDUAL DELIVERY ORDER SCHEDULE (JAN 1997)

CLA.1137

(a) The delivery schedule(s) of all delivery orders issued hereunder shall be established in accordance with the terms of the contract.

(b) In the event that the Contractor fails to deliver in accordance with the established delivery schedule(s) and if such failure is not due to an excusable delay as defined in the Default clause of this contract, the Government and the Contractor may at the Government's option, negotiate a revised delivery schedule(s) in exchange for adequate consideration to the Government. A contract modification will not be required, but the delivery order(s) shall be amended in writing accordingly.

(c) A delivery order change or amendment made pursuant to this clause shall not affect the delivery schedule(s) of any other delivery order(s) issued under this contract.

(d) This clause shall not limit the Government's rights under the Default clause.

F.3 CONTRACT PERIOD (JAN 1997)

CLA.1604

The effective period of this contract is 1 year from the date of contract award or as extended by the exercise of any option included herein.

F.4 ACCELERATED DELIVERY (JAN 1997)

CLA.1817

Any Schedule for delivery or performance may be expedited at the contractor's option, if without additional expense to the Government.

NOTICE: The following provisions and/or contract clauses pertinent to this section are hereby incorporated by reference in accordance with Part II – Section I, Clause 3.1-1.

3.10.1-9 Stop-Work Order (October 1996)

3.10.1-24 Notice of Delay (March 2009)

3.11-34 F.O.B. Destination (April 1999)

PART I – SECTION G – CONTRACT ADMINISTRATION DATA

G.1 Accounting and Appropriation Data

Accounting and appropriation data will be set forth on individual task orders issued hereunder.

G.2 OPTION TO EXTEND SERVICES (JAN 1997)

CLA.0116

The Government may unilaterally exercise its option to extend the term of the contract for performance of specified services pursuant to Section I, AMS Clause 3.2.4-34, Option to Extend Services, by written notice to the contractor not later than the expiration date of the current contract period.

G.3 INVOICING PROCEDURES - GENERAL (JAN 2002)

CLA.0135

(a) In addition to the requirements set forth at AMS Clause 3.3.1-17, Prompt Payment, for the submission of a proper invoice, the contractor shall submit a separate invoice for (1) each month of performance of services, or (2) those items of supplies furnished, as follows:

(1) The original to:

FAA, Mike Monroney Aeronautical Center
Financial Operations Division (AMZ-100)
P.O. Box 25710
Oklahoma City, OK 73125-4913

(2) Two copies to:

FAA, Mike Monroney Aeronautical Center
Contract Management Team (AMQ-340)
P.O. Box 25082
Oklahoma City, OK 73125

(3) Two copies to:

FAA, Mike Monroney Aeronautical Center
Airmen Certification Branch (AFS-760)
P.O. Box 25082
Oklahoma City, OK 73125

(b) Each invoice shall highlight the following information:

(1) Contract number and applicable Delivery Order number.

(2) Noun description of services and/or supplies, including applicable line item number(s) and quantity(s) that were provided.

(3) Extended totals for invoiced quantities.

(c) All contractors invoicing services to the FAA in labor hours shall maintain on file, and submit when required for verification or audit, certified time logs showing a daily start and ending work times, the daily total of productive hours charged to the contract, a daily entry for any non-productive work-hours and cumulative totals for each pay period.

G.4 INCREMENTAL FUNDING (JAN 1997)

CLA.2604

(a) The Government reserves the right to incrementally fund this contract on a periodic basis to promote efficiency in the utilization of fiscal allotments through the routine budget process or the use of interim funding measures such as under congressional "continuing resolution" procedures.

(b) Delivery orders will be periodically issued to provide a not-to-exceed amount of funds. Such amount will be sufficient to cover contract performance for the period specified in the order, plus an estimated cost for terminating the contract should additional funds not be available to continue performance under the contract.

(c) This clause becomes inoperative when the contract period is fully funded.

G.5 WAIVER OF WITHHOLDING (SEP 2001)

CLA.4546

Funds shall not be withheld from contract payments as described in subparagraph (a)(2) of AMS clause 3.3.1-5 "Payments Under Time-and-Material and Labor-Hour Contracts."

G.6 DELIVERIES TO THE MIKE MONRONEY AERONAUTICAL CENTER (MMAC) (JAN 2002)

CLA.4550

(a) Security procedures at the MMAC require that all mail, materials, packages or parcels of any kind be delivered to a central screening point, for inspection by the FAA. This affects mail and other deliveries destined for all organizations located on MMAC property, including government organizations, contractors and permit holders. After passing security inspection, the mail or material may be handled and delivered by the FAA. FAA will make every reasonable effort to conduct inspections and handle items in a careful manner so as to avoid damage or delay.

(b) This inspection is for the benefit of the FAA only. The FAA makes no representation that any material passing inspection is without hazard, poses no threat, or that it conforms in form, fit, function or quantity to the expectations of the intended recipient.

(c) The FAA shall not be liable for any 1) loss, damage or shortage of any mail or materials, 2) injury, or 3) delay in performance resulting from such inspection and handling, unless liable under the Federal Tort Claims Act (28 U.S.C. 2671-2680).

(d) Any item destined for the contractor that fails to pass inspection remains the property of the contractor, who is responsible for its disposition and coordination with law enforcement agencies as necessary.

G.7 GOVERNMENT PROPERTY REPORTS (JAN 1997)

CLA.4528

(a) The Contractor shall prepare an annual report of Government property in its possession and the possession of its subcontractors.

(b) The report shall be submitted to the Contracting Officer not later than September 15 of each calendar year on Form DOT F 4220.43, Contractor Report of Government Property.

NOTICE: The following provisions and/or contract clauses pertinent to this section are hereby incorporated by reference in accordance with Part II – Section I, Clause 3.1-1.

3.10.1-22 Contracting Officer's Representative (April 2012)