

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUESTION NUMBER
SEE SCHEDULE

2. CONTRACT NO. HQ002B-10-C-0015	3. AWARD/EFFECTIVE DATE 23-Mar-2010	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL		8. NAME	9. TELEPHONE NUMBER (No Collect Calls)	10. OFFER DUE DATE/LOCAL TIME

5. ISSUED BY HQ002B DEFENSE MEDIA ACTIVITY CONTRACTING OFFICE 23755 Z STREET, POC SUSAN MADRID RIVERSIDE, CA 92514-2001 TEL: 951-413-2371 FAX: 951-413-2432	CODE HQ002B	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> B(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: 750 NAICS: 334220	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS Net 30 Days
	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input checked="" type="checkbox"/>		13b. RATING DO-CSE	14. METHOD OF SOLICITATION <input type="checkbox"/> RFO <input type="checkbox"/> IFB <input type="checkbox"/> RFP

15. DELIVER TO DEFENSE INFORMATION SCHOOL DINFOS (b)(6) 600 MAPES ROAD LOGISTICS DIV ROOM 1212 FT GEORGE MEADE MD 20755-9620	CODE HQ0515	16. ADMINISTERED BY SEE ITEM 9	CODE
---	----------------	--	------

17a. CONTRACTOR/OFFEROR AVID TECHNOLOGY INC RHEA METTEL 1101 PENNSYLVANIA AVENUE, NW SUITE 800 WASHINGTON DC 20004-2514 TEL: (202)756-7724	CODE 1CWH5	18a. PAYMENT WILL BE MADE BY HQ0347 DFAS INDIANAPOLIS ACTG DIV ATTN: DFAS IN BA DEPT 97 8899 EAST 56TH STREET INDIANAPOLIS IN 46249-1325	CODE HQ0347
--	---------------	--	----------------

<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
--	---

19. ITEM NO	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

25. ACCOUNTING AND APPROPRIATION DATA See Schedule	26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$252,619.00
--	--

<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED
--	---

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <input type="checkbox"/> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.	29. AWARD OF CONTRACT: REFERENCE FAR 52.212-5 IS ATTACHED. <input checked="" type="checkbox"/> OFFER DATED 20-Mar-2010 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE
--	---

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) (b)(6)	31c. DATE SIGNED 22-mar-2010
--------------------------------------	--	---------------------------------

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	32a. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) (b)(6) Contract Specialist	32b. TEL: (b)(6)	32c. EMAIL: (b)(6)
--	------------------	--	------------------	--------------------

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		(b)(4)	Each	(b)(4)	\$237,830.00
<p>FSC: 5820 Name: WORKSTATION Part Number: 7090-30015-01+KEY FFP Description: COMPUTER; C/O: HP Z800, DUAL QUAD CORE 2.93GHZ, 6GB RAM, LOADED WITH WINDOWS XP 32 BIT(INCLUDES WINDOWS VISTA 64 BIT RECOVERY CD), NVIDIA QUADRO FX 4800, 320GB SATA 7200RPM HARD DRIVE; DVD +/-RW; INCLUDES: CUSTOM PC KEYBOARD(0010- 06389-01); AVID TESTED AND CERTIFIED TO WORK WITH AVID SOFTWARE; PWR RQMTS: 120VAC, 60HZ. FOB: Destination NSN: 5820-01-P64-8982 MILSTRIP: HQ051500340001 PURCHASE REQUEST NUMBER: HQ002800326600 PROJECT: 0BA LI: I</p>					
NET AMT					\$237,830.00
ACRN AA CIN: HQ0028003266000001					\$237,830.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		(b)(4)	Each	(b)(4)	\$9,765.00

FSC: 7030 Name: SOFTWARE Part Number: 7500-30106-01
 FFP
 Description: LICENSE, MEDIA, DOCUMENTATION; MEDIA COMPOSER 4.X
 ACADEMIC 5-PACK; ENGLISH; WIN/MAC.
 FOB: Destination
 NSN: 7030-01-P64-8896
 MILSTRIP: HQ051500340002
 PURCHASE REQUEST NUMBER: HQ002800306602
 PROJECT: 0BA LI: 2

NET AMT	\$9,765.00
---------	------------

ACRN AB	\$9,765.00
CIN: HQ0028003066020001	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		(b)(4)	Each	(b)(4)	\$5,024.00

FSC: 7030 Name: SOFTWARE Part Number: 0010-30303-01
 FFP
 Description: APPLICATIONS; THIRD PARTY; INCLUDES: SORENSON
 SQUEEZE COMPRESSION SUITE, BORIS CONTINUUM COMPLETE,
 SMARTSOUND SONIC FIRE PRO, AVID FX, AVID DVD; F/U/W AVID
 MEDIA COMPOSER ACADEMIC SOFTWARE VERSION 4.X.
 FOB: Destination
 NSN: 7030-01-P64-8897
 MILSTRIP: HQ051500340003
 PURCHASE REQUEST NUMBER: HQ002800306600
 PROJECT: 0BA LI: 3

NET AMT	\$5,024.00
---------	------------

ACRN AB	\$5,024.00
CIN: HQ0028003066000001	

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	20-APR-2010	(b)(4)	HQ0515 DEFENSE INFORMATION SCHOOL DINFOS (b)(6) 6500 MAPES ROAD LOGISTICS DIV ROOM 1212 FT GEORGE MEADE MD 20755-5620 (b)(5) FOB: Destination	HQ0515
0002	20-APR-2010	(b)(4)	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0515
0003	20-APR-2010	(b)(4)	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0515

ACCOUNTING AND APPROPRIATION DATA

AA: 9700100.4101 2362 3151 012133 VALA97 DIAC04034 MIPR: DIAC04034
 AMOUNT: \$237,830.00
 CIN HQ0028003266000001: \$237,830.00

AB: 9700100.4101 2362 3151 012133 VALA97 DIAC04034 MIPR: DIAC04034
 AMOUNT: \$14,789.00
 CIN HQ0028003066000001: \$5,024.00
 CIN HQ0028003066020001: \$9,765.00

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	SEP 2006
52.212-4	Contract Terms and Conditions--Commercial Items	MAR 2009
52.219-8 (DEV)	Utilization of Small Business Concerns (DEVIATION)	MAY 2004
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-50	Combating Trafficking in Persons	FEB 2009
52.222-51	Exemption from Application of the Service Contract act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements	NOV 2007
52.222-53	Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements	FEB 2009
52.222-54	Employment Eligibility Verification	JAN 2009
52.223-16 Alt I	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (Dec 200&0 Alternate I	DEC 2007
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.229-4	Federal, State, And Local Taxes (State and Local Adjustments)	APR 2003
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-3	Protest After Award	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.247-34	F.O.B. Destination	NOV 1991
52.253-1	Computer Generated Forms	JAN 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	JAN 2009
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	JAN 2009
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	SEP 2007
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7012	Preference For Certain Domestic Commodities	DEC 2008
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
252.232-7010	Levies on Contract Payments	DEC 2006

252.233-7001	Choice of Law (Overseas)	JUN 1997
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

52.0100-4094 MARKING INSTRUCTIONS FOR ALL ITEMS TO INCLUDE DROP SHIP AND DIRECT SHIPMENT (DMA)(OCT 2008)

The Contractor shall attach two (2) copies of a detailed packing list with each box or container with unlike items where the full description of the contents is not authorized or cannot be shown. Include one (1) copy of the packing list inside the box or container and attach one (1) copy of the packing list on the outside of the box or container. The outside of the box or container must also include the complete shipping address as provided in the schedule and the Contract/Purchase/Delivery Order number located on Page 1 of this document.

The packing list shall contain the following information:

- (a) Contract number/Purchase Order number or Delivery Order number
- (b) Package number and set number (if any) of the container.
- (c) A list of the contents which shows the quantity by item, item description, part number, type and size, unit of issue if other than each.

NOTE!

The government WILL NOT ACCEPT items shipped without a packing list especially when the content of the package is unidentifiable; rejected items will be returned at the contractor's expense.

INCOMPLETE DELIVERIES

Incomplete delivery refers to the incomplete shipment of a unit of issue of an individual contract line item (CLIN). Such Incomplete, or fragmented delivery of any part of a CLIN is not authorized and will not be accepted. Each item (CLIN), including all components and sub-items, is to be delivered complete. Where sub-line items are reflected as component parts of an item, all sub-line items must be delivered simultaneously to form the complete item.

(End of Local Instruction)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (FEB 2010) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if the 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 the 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 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 (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).

(ii) 52.219-8, Utilization of Small Business Concerns (May 2004) (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 \$550,000 (\$1,000,000 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 (June 1998) (29 U.S.C. 793).

(vii) Reserved.

(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)

52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)

United States law will apply to resolve any claim of breach of this contract.

(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):

<http://www.arnet.gov/far>

<http://www.dla.mil/j-3/j-3311/dlad/rev5.htm>

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any DFARS 48 CHAPTER 2 and DLAD CFR CHAPTER 2 clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall--

- (a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and
- (b) Separately identify a payment amount for each contract line item included in the payment request.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JUL 2009) (DEVIATION)

(a) In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5) (Apr 2009) (DEVIATION), the Contractor shall include the terms of the following clause, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.237-7019	Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Pub. L. 108-375).
252.247-7003	Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (JUL 2009) (Section 884 of Public Law 110-417)
252.247-7023	Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631)
252.247-7024	Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)

ELECTRONIC INVOICING

UNDERSTANDING WIDE AREA WORKFLOW – READ THESE INSTRUCTIONS TO EXPEDITE ELECTRONIC PAYMENT

(a) This contract action for commercial items of supply incorporates DFARS 252.232-7003, *Electronic Submission of Payment Requests*. For the Department of Defense, the MANDATORY method of electronic submission of payment requests is by Wide Area Workflow (WAWF). This means that paper invoices are not permitted and will not be processed for payment.

(b) Definitions Important to the WAWF Process

Acceptor: The organization or person designated in block 15 of the SF 1449 (cover page of the purchase request) who accepts the products or services tendered. The acceptor has a unique DoDAAC (Department of Defense

Activity Address Code) shown in the upper right hand box of block 15 that must be used to notify the acceptor that an electronic invoice is pending.

DoDAAC: As stated above, an acronym for Department of Defense Activity Address Code. This code unique to each organization in the Department of Defense. Knowledge of what DoDAAC codes must be input into WAWF electronic invoices is crucial to the payment process as it alerts the acceptor that an invoice is pending for acceptance and alerts the payment office that a completed action is ready to process for payment.

Payment Office: The location of the Defense Finance and Accounting Service (DFAS) office shown in block 18a of the SF 1449 that will process your electronic invoices. The payment office also has a unique DoDAAC.

(c) Options within WAWF include a "stand-alone" invoice, a 2-in-1 invoice for service contracts, and a "combo" that includes both the payment request and the receiving document required to validate that the object of the invoice has been received in an acceptable condition. The experience of this office in the administration of electronic invoices has shown that the use of the "2-in-1" invoice, when available, will result in a quicker, more accurate payment. The matching of "stand-alone" and "combo" invoices by DFAS offices of invoices and receiving reports separately or individually submitted by the vendor and the receiving activity routinely cause lengthy delays and possible rejection because they do not appear together and must be individually matched and then verified. The use of the "2-in-1" does not present this problem and avoids the attendant delays associated with matching. The 2-in-1 is the preferred method of electronic submission of payment requests, and is preferred by some DFAS offices such as DFAS Indianapolis for commodities or items of supply. Detailed instructions on how to create a 2-in-1 invoice, as well as other topical issues, can be found at the WAWF training website shown below.

(d) A key, important, and imperative step for vendors to take is to **e-mail notification to the acceptor identified in the contract in block 15 by clicking on the "Send More E-Mail Notifications" link in WAWF upon submission of the electronic invoice instrument (combo or 2-in-1).** This step provides notice to the acceptor of your pending invoice

Self registration for the use of WAWF can be accomplished at [<https://wawf.cb.mil/index.html>]. For assistance in registering contact:

1-866-618-5988

COMMERCIAL: 801-605-7095

CSCASSIG@CSD.DISA.MIL

Helpful training on the use of WAWF for the submission of invoices is available on line at <http://www.wawftraining.com>.

POINT OF CONTACT

The Defense Media Activity Contracting Officer name and email address for this contract is:

(b)(6)

The Point of Contact for this contract is: (b)(6)

FOR FOLLOW-UP INFORMATION REGARDING CHANGES OR LATE PAYMENTS, PLEASE CONTACT
 (b)(3) (b)(6) (b)(7)(C), CONTRACTING OFFICER, AT (b)(6) or e-mail
 (b)(4) (b)(6)
 (b)(6)