

B.1 CONTRACT ADMINISTRATION DATA

B.1.A. Contract Administration: The contractor shall contact the Contracting Officer on all matters pertaining to administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect the price, quantity or delivery terms of the contract. The following individuals will handle all contract administration matters:

Format of Proposal: Offeror’s should review this entire solicitation before submitting a quote to ensure that their quotes meet all requirements.

1. CONTRACTOR: _____

 POINT OF CONTACT: _____
 PHONE: _____
 EMAIL: _____
 TAX ID NUMBER: _____
 DUNS NUMBER: _____

2. GOVERNMENT: Department of Veterans Affairs
 SAO West NCO 18 El Paso
 Carlos Jaquez, Contract Specialist
 915-217-1249 or carlos.jaquez@va.gov
 11495 Turner Road
 El Paso TX 79936-1372

3. CONTRACTOR REMITTANCE ADDRESS: All payments by the Government to the contractor will be made in accordance with:
 52.232-33, Payment by Electronic Funds Transfer—System For Award Management, or
 52.232-34, Payment by Electronic Funds Transfer—Other Than System For Award Management

4. INVOICES: Invoices shall be submitted **in arrears**:
 a. Quarterly
 b. Semi-Annually
 c. Other Monthly

5. GOVERNMENT INVOICE ADDRESS: All Invoices from the contractor shall be submitted electronically in accordance with **VAAR Clause 852.232-72** Electronic Submission of Payment Requests.
 Financial Services Center (FSC)
 Department of Veterans Affairs
 IAW VAAR 852.232-72
 P.O. Box 149971
 Austin TX 78714-8971

ACKNOWLEDGMENT OF AMENDMENTS: The offeror acknowledges receipt of amendments to the Solicitation numbered and dated as follows:

AMENDMENT NO	DATE