

## SECTION C - CONTRACT ADMINISTRATION / INVOICE INSTRUCTIONS

### SUBCONTRACTING COMMITMENTS - MONITORING AND COMPLIANCE (JUN 2011)

This solicitation includes VAAR 852.215-70, Service-Disabled Veteran-Owned and Veteran-Owned Small Business Evaluation Factors, and VAAR 852.215-71, Evaluation Factor Commitments. Accordingly, any contract resulting from this solicitation will include these clauses. The contractor is advised in performing contract administration functions, the CO may use the services of a support contractor(s) to assist in assessing contractor compliance with the subcontracting commitments incorporated into the contract. To that end, the support contractor(s) may require access to the contractor's business records or other proprietary data to review such business records regarding contract compliance with this requirement. All support contractors conducting this review on behalf of VA will be required to sign an "Information Protection and Non-Disclosure and Disclosure of Conflicts of Interest Agreement" to ensure the contractor's business records or other proprietary data reviewed or obtained in the course of assisting the CO in assessing the contractor for compliance are protected to ensure information or data is not improperly disclosed or other impropriety occurs. Furthermore, if VA determines any services the support contractor(s) will perform in assessing compliance are advisory and assistance services as defined in FAR 2.101, Definitions, the support contractor(s) must also enter into an agreement with the contractor to protect proprietary information as required by FAR 9.505-4, Obtaining access to proprietary information, paragraph (b). The contractor is required to cooperate fully and make available any records as may be required to enable the CO to assess the contractor compliance with the subcontracting commitments.

### C.1 CONTRACT ADMINISTRATION:

All contract administration matters will be handled by the following individuals:

a. CONTRACTOR: TBD  
POC  
TITLE  
EMAIL  
PHONE  
DUNS

b. GOVERNMENT: Contracting Officer 36C10G  
Beth A. Davis  
U.S. Department of Veteran Affairs  
Strategic Acquisition Center  
10300 Spotsylvania Ave., Suite 400  
Fredericksburg, VA 22408  
[beth.davis2@va.gov](mailto:beth.davis2@va.gov)

Contracting Specialist 36C10G  
Tonya W. Purce  
U.S. Department of Veteran Affairs  
Strategic Acquisition Center  
10300 Spotsylvania Ave., Suite 400  
Fredericksburg, VA 22408

[tonya.purce@va.gov](mailto:tonya.purce@va.gov)

Program Office POC  
TBD

## **C.2. CONTRACTOR REMITTANCE ADDRESS:**

All payments by the Government to the Contractor will be made in accordance with:

[X] 52.232-33, Payment by Electronic Funds Transfer—System for Award Management

## **C.3. INVOICES:**

Payments shall be made monthly in arrears upon receipt of a properly prepared receipt. The Vendor shall invoice orders as indicated on the individual delivery order.

## **C.4. VENDOR ELECTRONIC INVOICE SUBMISSION METHODS:**

Fax, email and scanned documents are not acceptable forms of submission for payment requests. Electronic form means an automated system transmitting information electronically according to the accepted data transmissions below.

- VA's Electronic invoice presentment and payment system-The FSC uses a third party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please see Tungsten contact information below to begin submitting electronic invoices, free of charge.
- A system that conforms to the X12 electronic data interchange (EDI) formats established by the Accredited Standards Center (ASC) chartered by the American National Standards Institute (ANSI).
- The X12 EDI Web site (<http://www.x12.org>).

## **C.5. VENDOR E-INVOICE SET-UP INFORMATION:**

Please contact OB10 at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center (FSC) in Austin, TX for payment processing. If you have questions about the e-invoicing program or OB10, please contact the FSC at the phone number or email address listed below

- OB10 e-Invoice setup information: 1-877-489-6135
- OB10 e-Invoice email: [VA.Registration@ob10.com](mailto:VA.Registration@ob10.com)
- FSC e-Invoice contact information: 1-877-353-9791
- FSC e-Invoice email: [vafscshd@va.gov](mailto:vafscshd@va.gov)  
<http://www.fsc.va.gov/einvoice.asp>

Communications:

<https://www.federalregister.gov/articles/2012/11/27/2012-28612/va-acquisition-regulation-electronic-submission-of-payment-requests>

## C.6 TERMS AND CONDITIONS

- a. The Government is obligated only to the extent of authorized purchases actually made under the resultant contract. The terms and conditions included in this contract apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this contract and the Contractors invoice, the provisions of this contract will take precedence.

- b. Purchase/Ordering Limitation:  
Orders placed against this contract are limited to FAR Clause 52.216-19 Order Limitations, as noted in the contract. The estimated total quantities are listed on Attachment A – Stereotactic ENT Navigation Systems - Price List. The quantities provided are estimates only, and VA makes no guarantee regarding the actual quantities that may be purchased.

- c. Individuals Authorized to Purchase Under the Contract:

This is a Strategic Acquisition Center decentralized contract. Orders may be placed only by designated VA Ordering Officers for each facility with prior approval from the program officer. The Contracting Officer will furnish the Contractor with a listing of all authorized Ordering Officers by facility and the program manager at contract award. When ordering officers are added after award, the Contracting Officer will furnish the Contractor with the names of individuals authorized as ordering officers, by memorandum upon ordering officer appointment. Ordering officers are responsible for issuing and administering orders placed under this contract. Ordering officers may negotiate revisions/modifications to their orders, but only within the scope of this contract. Ordering officers have no authority to modify any term of this basic contract. Any deviation from the terms of the basic contract must be approved in writing by the Contracting Officer responsible for this contract. The Contractor shall accept orders against this contract only from the Contracting Officer and/or authorized ordering officers. Fulfilling orders from persons other than the Contracting Officer or ordering officer may result in loss or delay in payment for supplies/services provided under such orders.

- d. Delivery Tickets:

The following provisions apply to all shipments:

Inspection: Destination

Acceptance: Destination

Shipping: Free on Board (FOB) – Destination

Ship To and Mark For: Deliveries shall be marked and shipped to various VHA locations identified in each order placed against the contract.

All shipments, either single or multiple container deliveries, shall bear and contain on the delivery tickets or sales slips (external shipping labels and associated manifests or packing lists) the following at a minimum:

- (i) Name of supplier
- (ii) Contract/Delivery Order/Task Order number
- (iii) Date of purchase
- (iv) Contract number
- (v) Itemized list of supplies or services furnished

(vi) Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided the invoice is itemized to show this information).

(vii) Date of delivery or shipment

In the case of multiple container deliveries, a statement readable near the VA Order number will indicate total number of containers for the complete shipment (ex. "Package 1 of 2"), clearly readable on manifests and external shipping labels.

**Packing Slips/Labels and Lists shall include the following:**

IFCAP PO # \_\_\_\_\_ (i.e., 166-E11234)

Total number of Containers: Package \_\_\_\_ of \_\_\_\_\_. (i.e., Package 1 of 3)

**e. Reports:**

**Monthly Report:** In order for the contracting office to submit the required financial reporting on FPDS-NG the contractor needs to submit ATTACHMENT G – STEREOTACTIC ENT NAVIGATION SYSTEMS -QUATERLY REPORTING TOOL on a monthly basis to the Contract Specialist and Contracting Officer Representative. The report is due by the 5th of each month.

**Quarterly Report:** In addition to the monthly submission, the same Attachment G – STEREOTACTIC ENT NAVIGATION SYSTEMS - Reporting Tool needs to be submitted quarterly as outlined below.

In order to track compliance, VA requires the contractor to submit the quarterly report of sales in the approved format listed in ATTACHMENT G – STEREOTACTIC ENT NAVIGATION SYSTEMS - QUATERLY REPORTING TOOL based on the Governments fiscal calendar year. See below.

QUARTER	PERIOD OF SALES	SUBMISSION DUE DATE
1 <sup>st</sup>	October – December	Due last day in February
2 <sup>nd</sup>	January – March	May 31 <sup>st</sup>
3 <sup>rd</sup>	April – June	August 31 <sup>st</sup>
4 <sup>th</sup>	July – September	November 30 <sup>th</sup>

The contractor agrees that they shall adhere to this requirement. The contractor shall provide a quarterly report, no later than 60 calendar days after the end of each fiscal quarter ending December, March, June, and September. Reports shall be sent electronically to the SAC Government points of contact until the contractor is notified, in writing, of a different point of contact.

- a. Project Manager: [TBD](#)
- b. VA SAC Pay [SACPAY@va.gov](mailto:SACPAY@va.gov)
- c. VA PAS at [VA003B1DEmp@va.gov](mailto:VA003B1DEmp@va.gov)
- d. Contracting Officer: [beth.davis2@va.gov](mailto:beth.davis2@va.gov)
- e. Contract Specialist: [tonya.purce@va.gov](mailto:tonya.purce@va.gov)

### C.7 ACKNOWLEDGMENT OF AMENDMENTS:

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

AMENDMENT NO	DATE