

SECTION G Contract Administration Data

G.1 CONTRACT MANAGEMENT**CONTRACTOR'S CONTRACT ADMINISTRATION AND PAYMENT OFFICE:**

Contract Administration Office: Offeror's office which will receive payment, supervise, and administer the resulting contract (Insert complete address, phone, and facsimile number and email address).

Mailing Address: TRW
Systems & Information Technology Group
6001 Indian School Road NE
Albuquerque, NM 87110

Point of Contact: Dawn E. Knepper
 Telephone Number: (505) 998-8177
 Facsimile Number: (505) 998-8117
 E-mail Address: dawn.knepper@trw.com

Remittance Office (if different than above). See Section I, FAR clause 52.232-33 entitled "Mandatory Information for Electronic Funds Transfer Payment." If payment is not made by electronic transfer, then payment to the Contractor shall be mailed to the following addresses:

Mailing Address: First Union National Bank
C/O TRW Inc.
Acct # 2100013108017
Philadelphia, PA 19178-0001

Point of Contact: Steve Forte
 Telephone Number: (703) 345-6843
 Facsimile Number: (703) 345-6981
 E-mail Address: steve.forte@trw.com

ABA Number: 031201467
TIN: 34-0575430

G.2 GOVERNMENT CONTRACT ADMINISTRATOR

Administration of this contract shall be performed by:

DOI/NBC
 Acquisition Services Division, Southwest Branch
 Attention: (Contracting Officer N. Tinnell)
 P.O. Box 12924
 Fort Huachuca AZ
 85670-2924

Contracting Officer:
 N. Tinnell
 (520) 538-0423
 Fax: (520) 533-1600
nancvann.tinnell@hua.army.mil

Contract Administrator:
 Nancy Johnson
 (520) 538-0421
 Fax: (520) 533-1600
nancy.johnson@hua.army.mil

G.3 INVOICE REQUIREMENT

a. Two types of invoices shall be submitted under this contract: hard copy and electronic. The hard copy and electronic requirements are addressed in paragraphs b and c below.

b. Hard copy invoice - In addition to the requirements of FAR 52.232-25, PROMPT PAYMENT (JUN 1997), proper invoices for this contract shall be semi-monthly, except award fee invoices. Award fee invoices will be submitted separately as addressed in contract paragraph H.22. Subcontractors shall invoice the prime contractor semi-monthly. All hard copy invoices shall be separated, as a minimum, into two sections:

Section I: CLIN/SLIN (in accordance with 52.232-25, Prompt Payment)

Section II: Accounting Classification. Each hard copy invoice shall contain the various accounting citations summarized and sorted by FY, ORC/APC, and DISA Project Code with a column for Current Cost and a separate Column for Cumulative Costs. Example:

		CURRENT COST	CUMULATIVE COST
97204004300 P245GJ8C0 JT	2551 DJTPR11000 842500	\$100.00	\$1,000.00
97204004300 P245GJ9W0 JT	2551 DJTPR11000 842500	\$50.00	\$50.00
97204004300 P245GJ8C0 JTRM	2551 DJTPR11000 842500	\$3,110.00	\$27,950.00
97204004300 P245GJR30 JT9AAA	2551 DJTPR11000 842500	\$62,399.00	\$62,399.00

The above example is further defined as follows: FY i.e. 2=2002, ORC/APC i.e. JT, JTRM, JT9AAA DISA Project Code i.e. GJ8C0, GJ9W0, GJR30.

c. Electronic submission of invoice - The contractor shall submit the invoice electronically to the JITC Financial Management Office (FMO) using JITC's Invoice Management System (IMS), that is part of the JITC Project and Accounting System (JPAS). Electronic invoices will be submitted by task order and will include FY, ORC/APC and DISA Project Code, CLIN/SLIN, hours, and dollar amount for the current costs only, no cumulative costs. Along with the electronic invoice, the contractor will provide the FMO a hard copy marked as an "Original Invoice."

d. FMO will review both the electronic invoice and "Original Invoice." Upon approval, FMO will forward the "Original Invoice" to JITC's Contracting Officer's Representative (COR) for final approval. The contractor, upon approval notification, will provide one hard copy invoice to the Contracting Officer.

e. The COR will prepare and sign the DD Form 250 (Material Inspection and Receiving Report) and forward the DD Form 250 and approved "Original Invoice" to the appropriate DFAS Office for electronic fund transfer (EFT) payment.

f. Failure of the Contractor to comply with the instructions provided herein will be considered as an improper invoice submission and the time period for payment set forth in the terms of the Prompt Payment Act will not commence until receipt of a proper invoice by FMO.

g. During the phase-in period, the Government will establish a phase-in task order for each contractor. The phase-in task will cover activities such as hiring of personnel, hand receipt transition, security, office space, and management transition. The tasks will not be used for direct work and will be invoiced to the phase-in CLIN.

G.4 PAYMENTS TO THE CONTRACTOR

Designated Payment Office:

DFAS-IN
8899 East 56th Street
Indianapolis, IN
46249

a. The Payment Office is not authorized to make disbursement to the Contractor until it has received an invoice marked as the "Original Invoice" and a DD Form 250, Material Inspection and Receiving Report, which has been signed by the COR in Blocks 21b (acceptance) and 22 (received) evidencing receipt and acceptance of the services/supplies. Note: A properly accepted and received DD Form 250 requires signatures in both areas, typed names, titles, and dates.

b. The COR will retain one copy of the signed DD Form 250 for the COR files and provide one copy to the Contracting Office, Contract Administrator.

c. After payment has been made to the Contractor, the DFAS office will provide a copy of the payment voucher to the Contracting Office, Contract Administrator at the following address:

DOI/NBC
Acquisition Services Division, Southwest Branch
Attention: Nancy Johnson
P.O. Box 12924
Fort Huachuca AZ
85670-2924
nancy.johnson@hua.army.mil

G.5 EMPLOYEE RELOCATION EXPENSES

a. In rare instances, the Government may reimburse the Contractor for costs to relocate personnel for initial assignment to the contract. Relocation costs must be reviewed by the Deputy Commander of JITC and approved by the Contracting Officer. Costs authorized must be within the guidelines and limitations of FAR 31.205-35. Recruitment costs are not considered to be relocation costs. Relocation costs of key personnel to the contract may be allowed; however, relocation costs of employees departing the contract will not be allowed.

b. Relocation costs must be identified to the Contracting Officer or designee prior to costs being incurred. The Contractor must submit an itemized accounting of all items claimed for reimbursement. The vouchers shall be submitted for reimbursement against the ODC SLIN. Once relocation costs have been approved by the Contracting Officer, the Contractor may submit an invoice for approved costs.

c. The Contractor shall reimburse the Government 100% of the relocation costs in accordance with the limitations identified in the Reimbursement Chart below if the employee voluntarily or involuntarily terminates employment in less than one year from the date of employment under the contract. If the Contractor reassigns the employee from the family of tasks e.g., Defense Message System (DMS), CINC Combined Initiatives, or Theater Air Missile Defense (TAMD) in less than one year from date of employment under the contract, then the Contractor shall reimburse the Government 100% of the relocation costs in accordance with the limitations identified in the Reimbursement Chart below, unless reimbursement of costs is waived by the Contracting Officer.

d. The Contractor is encouraged and expected to make reasonable efforts to hire personnel from within

the commuting area. If qualified personnel are not available from within the commuting area, the Contractor is expected to make reasonable efforts to keep relocation costs to a minimum.

REIMBURSEMENT CHART

RELOCATION COSTS	OBLIGATION TIME PERIOD
Below \$5,000	90 calendar days
\$5,000- 10,000	180 calendar days
Above \$10,000	1 calendar year

G.6 ACCESS TO CONTRACTOR FACILITIES

The Government Technical Point of Contact (designated on individual task orders) and/or other authorized Government personnel shall be allowed access to the Contractor's facilities or other work locations utilized under this contract during normal working hours provided the visitor has complied with the visit planning and coordination requirements of FAR 42.402. This does not preclude the Government security personnel, the COR, the property administrator, the contract administrator, and the Contracting Officer, from making unannounced inspections, when required, to ensure compliance with COMSEC plans and directives.

G.7 OVERTIME APPROVAL

All requests by the Contractor for overtime shall be reviewed and approved, in writing, by the Contracting Officer or designated representative prior to the Contractor performing the overtime. The Government requires all hours in excess of 40 hours to be approved by the Contracting Officer or designee prior to the commencement of performance. Overtime is hours worked over the duty hours stated in G.8, Hours of Operation. For overtime hours worked for both exempt and non-exempt employees, the individual shall be paid no more than time and one-half the employee's regular hourly rate.

G.8 HOURS OF OPERATION

The core contract duty hours are Monday through Friday from 7:30 AM to 4:15 PM equating to a 40-hour workweek. The Contractor shall comply with the duty hours established on each task order. Deviations from the core duty hours (e.g. flex-time and compressed work schedules) shall be coordinated with the Form 1 POC and approved by the Contracting Officer or designee. A list of contract official holidays can be found in Section H of the contract.

From time to time there will be a requirement to have extended testing to be performed outside of the routine work week. Extended testing may be accomplished by flex-time, shift work, overtime or other arrangement which shall be approved by the Contracting Officer or designee prior to the commencement of performance.

Work is to be accomplished at the authorized Government or Contractor facilities. Work performed other than these locations (e.g. home) shall be approved by the Contracting Officer or designee prior to the commencement of the performance.

G.9 PARTNERING

In an effort to most effectively accomplish the objective of this contract, it is proposed that the Government, the Contractor, and its major subcontractors engage in the Partnering process.

The Partnering process is based upon a mutual commitment between Government and Industry to work cooperatively as a Team to identify and resolve problems and facilitate contract performance. Partnering requires the parties to look beyond the strict bounds of the contract in order to formulate actions that promote their common

goals and objectives. It is a relationship that is based upon open and continuous communication, mutual trust and respect, and the replacement of the "us vs. them" mentality with a "win-win" philosophy for the future. Partnering also promotes synergy, creative thinking, pride in performance, and the creation of a shared vision of success.

Participation in the Partnering process is entirely voluntary. Any costs associated with the utilization of this approach will be shared equally by the parties with no change in the contract.

The establishment of this Partnering arrangement does not affect the legal responsibilities or relationship of the parties and cannot be used to alter, supplement or deviate from the terms of the contract. Any changes to the contract must be executed in writing by the Contracting Officer.

Attachment 6 of Section J is a sample partnering agreement.

G.10 CONTRACT MINIMUM

Contract Minimum Quantity: The Government agrees to order a guaranteed contract minimum of \$2,000,000.00 per contract base and per exercised option period (s).

G.11 OTHER DIRECT COSTS PAYMENTS

Contract Clause 52.216-7, Allowable Costs and Payment, March 2000, allows for payment to the prime contractor upon execution of subcontracts. This clause supplements the Allowable Costs and Payment clause to limit the amount authorized for payment to the prime (prior to receipt of acceptance of subcontractor services by the prime). The contractor may invoice up to \$100,000 dollars per month for purchase orders in excess of \$500,000. This applies only to ODC T&M SLINs (0002AB, 0003AB, 0004AB, 0005AB) purchases for subcontracts. The contract SLINs for travel or overtime are applicable to direct labor and not subcontracts (e.g. 0002AC and 0002AD). This does not authorize the contractor to incur costs in excess of the funds allotted to the contract under the Limitation of Obligation Clause (DFARS 252.232-7007) unless other payment arrangements are approved by the Contracting Officer.

G.12 INCREMENTAL FUNDING

This contract is subject to the clauses entitled "Limitation of Funds (Apr 1984)" and "Limitation of Government's Obligation (Aug 1993)". Funding will be provided incrementally at this clause citing the appropriate accounting classifications at contract award and via contract modifications. The modifications will specify estimated contract amount, obligated amount, and subject to the availability of funds. The obligated amount represents that amount available for payment.