

CONTRACT NUMBER TIRNO-11-D-000XX
SECTION G - CONTRACT ADMINISTRATION DATA

G.1 ACCOUNTING AND APPROPRIATION DATA

Accounting and appropriation data for obligations under this contract will be set forth on individual task orders.

G.2 POINTS OF CONTACT (POC)

The following information describes the roles and responsibilities of individuals who will be the primary points of contact for TIPSS-4 on matters regarding contract administration. The Government reserves the right to unilaterally change any of these POC's assignments at anytime.

CONTRACT LEVEL – Contracting Officer (CO)

The Contracting Officer (CO) within the Office of Information Technology Acquisitions has the overall responsibility for the TIPSS contract. The contract level CO is the only authorized individual to take actions on behalf of the Government to amend the contract terms, conditions, requirements, and/or specifications that are set within this contract.

CONTRACT LEVEL CONTRACTING OFFICER	TANIA B. DAVIS
ADDRESS:	Internal Revenue Service 6009 Oxon Hill Road Oxon Hill, MD 20745
EMAIL	AWSS.TIPSS-4@IRS.GOV

The task order level CO has delegated authority to perform negotiations, administration, management, and oversight of task orders he/she issue within the terms and conditions set forth in the basic contract.

G.3 CONTRACT ADMINISTRATION

Duties of the Basic Contract Level Contracting Officer

The Contract Level Contracting Officer is responsible for all administration and final closeout of the basic contract, but not limited to, the following duties:

- (1) Provide scope oversight;
- (2) Ensure Fair Opportunity is exercised;
- (3) Serve as liaison between the contractor and the Government;;
- (4) Ensure compliance with contract requirements;
- (5) Issue the Contracting Officer's final decision and handle all contract level contractual disputes under the Contract Disputes Act; and,
- (6) Issue all contract modifications against the basic contract.

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Duties of the Task Order Level Contracting Officer and Contracting Officer's Technical Representative

The Task Order Level Contracting Officer is responsible for all, but not limited to, the following duties:

- (1) Ensure that task orders are within the scope of the contract;
- (2) Administration and final closeout of task orders;
- (3) Ensure Fair Opportunity is exercised; and;
- (4) Perform inspection and acceptance.

The Task Order Level Contracting Officer's Technical Representative is responsible for all but not limited to the following duties:

- (1) Prepare a complete acquisition package for submission;
- (2) Obtain technical competencies of requirement;
- (3) Possess knowledge of Federal Acquisition Regulation ;
- (4) Maintain Task Order File;
- (5) Ensure communication with CO is clear and concise;
- (6) Ensure requirements are within scope of the base contract; and
- (7) Perform duties outlined in COTR designation letter from CO.

G.4 TASK ORDER PLACEMENT PROCEDURES

The following procedures and selection criteria will be used to provide multiple awardees a fair opportunity to be considered for each order under TIPSS-4, pursuant to Federal Acquisition Regulation (FAR) Subpart 16.505(b), Orders under Multiple Award Contracts.. The TIPSS-4 SB Contract Management Plan and Standard Operating Procedures will provide additional guidance for task order placement procedures.

G.4.1 FAIR OPPORTUNITY PROCESS

The TIPSS Program Office will assign a solicitation number to all requirements once the initial solicitation package has been received from the customer. The TIPSS Office announces all task order competitions via email to all eligible contract holders in the appropriate principle task area, unless one of the exceptions at FAR Sub Part 16.505(b)(2) applies. All task orders valued at \$3.5 million or less under the Cybersecurity Principal Task Area may be set-aside for HUBZone and SDVOSB. This announcement satisfies the requirement for a fair opportunity to be considered. It is the contractor's responsibility to ensure that the TIPSS Office has the current email addresses for the company and the email accounts are able to receive the solicitations. Upon receipt of each solicitation, the contractor shall reply via email that they have received the solicitation within one business day.

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Each contractor shall review the RTPP or RTCP and determine whether or not to submit a proposal. If a contractor chooses not to submit a proposal, they are required to submit an email indicating they are not proposing on the specific RTPP or RTCP number. The announcement will include, at a minimum, the following information:

- (a) Solicitation Number;
- (b) Date of Announcement;
- (c) Customer Organization/Agency;
- (d) Statement of Objectives (SOO) or Performance Work Statement (PWS) or Statement of Work (SOW);
- (e) Instructions for submission of technical and cost/price proposals;
- (f) Evaluation criteria and relative order of importance (if applicable);
- (g) Anticipated Contract Type;
- (h) Incumbent Contractor, if any;
- (i) Contracting Officer/Specialist and Lead COTR assigned: name, phone number, e-mail address and fax;
- (j) Due date for all questions; and
- (k) Proposal Due Date.

G.4.2 FAIR OPPORTUNITY EXCEPTIONS

In accordance with the Federal Acquisition Streamlining Act (FASA) and FAR Subpart 16.505(b)(2), the Contracting Officer will provide all awardees a “fair opportunity” to be considered for each order in excess of \$3,000, unless one of the conditions below applies:

- (1) the agency need for the particular services is of such urgency that providing all contract awardees an opportunity to be considered would result in unacceptable delays; or
- (2) only one contract awardee is capable of providing the services at the level of quality required because the services to be ordered are unique or highly specialized; or
- (3) the task order is to be issued on a sole source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, if all awardees were given a fair opportunity to be considered for the original order; or
- (4) it is necessary to place an order to satisfy a minimum guarantee.

The TO Contracting Officer will document the appropriate exception used to issue task orders under the Single Source Methodology. Any order contemplated under one of the exceptions identified above shall be reviewed and approved by the Chief, TIPSS Program Branch.

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G.4.3 TASK ORDER PLACEMENT PROCESS

The TIPSS-4 Small Business Contract will provide a broad range of IT services for the Government. Based on the diverse nature of the work and highly differentiated requirements the Contracting Officer is required to exercise broad discretion as described by FAR Subpart 16.505(b). Major differences in the character of individual technical requirements will lead to different types of appropriate selection methodologies. The TO Contracting Officer and Lead COTR, in consultation with the TIPSS Management and the customer, will determine and use the procedures that are in the Government's best interest. The following section outlines at a high level the standard process that will be used during task order competition.

(1) All task order requirements must be submitted to the TIPSS Requirements Development (RD) Facilitator. Customers may elect to call the TIPSS Hotline or submit an email with their requirements to the TIPSS inbox to begin the process. The RD Facilitator will walk the customer through the start-up package and the templates that will be used for the acquisition. Once the customer has submitted the draft acquisition package, the RD Facilitator will forward the package for assignment by TIPSS Management. All task orders awarded by the TIPSS Office will be assigned a TO Contracting Officer (CO) and Lead COTR (LCOTR) to run the competition and source selection process.

(2) The TO CO and LCOTR will assist the customer in finalizing the documentation which includes but not limited to; the SOO/PWS/SOW; Instructions to Offerors; Evaluation Factors; Source Selection Plan; Acquisition Plan; IGCE, etc. Performance based task orders will be used to the maximum extent practicable. Once all applicable internal reviews have been satisfied, the TO Contracting Officer will forward the solicitation package for release by the TIPSS Office to all eligible contractors. The TO CO will ensure the task order solicitation contains all the required information identified in Section G.4.1 of the base contract. The Government may use any one of the task order solicitation types described below, or a combination thereof, for any requirement under the contract regardless of dollar or scope:

(a) REQUEST FOR TASK RESPONSE (RTR)

This procedure is used for requirements of low to moderate complexity and that have a low to moderate estimated dollar amount. Relatively common, well-known technology and the interest of multiple firms are usually involved. This procedure is anticipated to be used when most contract awardees possessing the required skills and technology should be able to perform successfully, and when minimum subcontracting is required. The solicitation package (i.e., the announcement) includes the e-mail to contractors, the RTR form containing the Instructions to Offerors and Evaluation Criteria, the SOO/PWS/SOW, and the Labor Hour Estimate Worksheet.

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(b) REQUEST FOR TECHNICAL AND COST PROPOSAL (RTCP)

The RTCP is the most commonly used selection procedure. A competitive procedure used for more complex acquisitions with moderate to high dollar amounts. The acquisitions under this procedure are expected to involve more complex skill sets, sophisticated technology, or a major subcontracting efforts. The effort may have a significant impact on the TIPSS customer organization and be critical to its success. The solicitation package (i.e., the announcement) includes the e-mail to contractors, the RTCP form containing the Instructions to Offerors and Evaluation Criteria, and SOO/PWS/SOW. The contractor's response would include a technical and full cost/price proposal.

(c) REQUEST FOR TECHNICAL AND PRICE PROPOSAL (RTPP)

The RTPP is another selection procedure. As with the RTCP, this is a competitive procedure for complex acquisitions with moderate to high dollar amounts. Acquisitions under this procedure are expected to include more complex skill sets, sophisticated technologies, or major subcontracting efforts. The effort may have a significant impact on the TIPSS customer organization and be critical to its success. The solicitation package (i.e., the announcement) includes the e-mail to contractors, the RTPP form containing the Instructions to Offerors and Evaluation Criteria, and SOO/PWS/SOW. The contractor's response would include a technical and full cost/price proposal.

(d) REQUEST FOR INFORMATION (RFI)

The RFI is similar to the RTR process. It is used to gather information on capabilities of TIPSS contractors' abilities in specific task areas. The solicitation package (i.e., the announcement) includes the e-mail to contractors, the RTR form and the SOO/PWS/SOW. No awards will be issued as a result of an RFI.

(3) Contractors will be provided adequate time to prepare and submit responses based on the estimated dollar value and complexity of the proposed solicitation. The proposal due date will be set forth in each task order solicitation. The TIPSS Office will provide advanced notice of upcoming requirements either via email or on the TIPSS website. Additionally, the TIPSS Office will attempt to provide historical information and supporting documentation in advance of the actual solicitation whenever practicable. For example, if a new task order competition is to be held for work previously competed under TIPSS-3, the TIPSS Office may elect to release the previous SOW as historical documentation. If unable to perform a requirement, contractors shall submit an email indicating they will not be proposing on the specific task order solicitation.

(4) The task order solicitation will state whether an oral proposal is required in addition to, or instead of, written technical proposals. Responses will be streamlined and succinct, to the extent practical based on the estimated dollar value and complexity of the work, stating compliance or exception to requirements, risks, assumptions and conflict of

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interest issues. Responses will not be a proposal as defined in FAR Part 15, but only sufficient information to be considered in accordance with FAR Part 16. Proposals shall not merely restate SOO, PWS or SOW requirements. Both oral and written technical proposals shall address, as a minimum:

- (a) Technical/Management Approach;
- (b) Key Personnel Assigned;
- (c) Quantities/Hours of Personnel by Labor Categories;
- (d) Other Direct Costs (ODCs) (materials and supplies, travel, training, etc.);
- (e) Risks;
- (f) Period of Performance;
- (g) Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI);
- (h) Security;
- (i) Subcontracting; and
- (j) Other Pertinent Data, (e.g., potential conflict of interest issues).

A written cost/price proposal is required for all task order solicitations. Offerors shall comply with the stated instructions contained in the task order solicitation.

(5) Proposals will be evaluated in accordance with the evaluation factors identified in the task order solicitation. The basis of award shall be clearly identified in the specific task order solicitation. The TO Contracting Officer will conduct any discussions/negotiations, if needed, and resolve all outstanding issues prior to award. Task orders may be issued by email, regular mail, or facsimile using the agency prescribed form.

G 4.4 DEBRIEFINGS

The TO Contracting Officer shall conduct debriefings of unsuccessful offerors in accordance with FAR Subpart 16.505(b)(4). All task order debriefs will be conducted orally either by conference call or in person at the discretion of the TO CO. The TO CO is not authorized to release source selection documentation to any offeror.

G 4.5 TASK ORDER PROTESTS

No protest under FAR Subpart 33.1 is authorized in connection with the issuance or proposed issuance of a TO under this contract, except as described in FAR Subparts 16.505(a)(9)(i)(A)&(B).

Comment [c1]: Awaiting confirmation from legal and policy on protest conditions for IDIQ's

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G 4.6 CONTRACT/TASK ORDER OMBUDSMAN

IRSAP 1052.216-9000--Task/Delivery Order Contract Ombudsman (MAR 1996)

As prescribed in 1016.505(b)(4), include the following clause in all multiple-award task/delivery order contracts:

TASK/DELIVERY ORDER CONTRACT OMBUDSMAN (MAR 1996)

- (a) In accordance with 41 U.S.C. 253j(e), the IRS Task/Delivery Order Contract Ombudsman is the Chief, Policy and Procedures Branch, Office of Procurement Policy.
- (b) Ombudsman responsibilities:
 - (1) Address contractor concerns regarding compliance with the award procedures for task/delivery orders;
 - (2) Review contractor complaints on task/delivery order contracts;
 - (3) Ensure all contractors are afforded a fair opportunity to be considered for each task/delivery order, consistent with 41 U.S.C. 253j(b); and
 - (4) When requested, maintain strict confidentiality of the contractor/vendor requesting assistance.
- (c) Exceptions:

The Ombudsman shall not participate in:

 - (1) The evaluation of proposals submitted on the basic contract;
 - (2) The source selection process on the basic contract; or
 - (3) The adjudication of formal contract disputes arising under the basic contract or any individual order issued under it.
- (d) Interested parties may contact the Task/Delivery Order Contract Ombudsman by calling the Office of Procurement Policy at (202) 283-1310 or in writing at:

Internal Revenue Service
Office of Procurement Policy A:P:P
6009 Oxon Hill Road
Oxon Hill, MD 20745

[End of clause]

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G.5 METHOD OF PAYMENT

(a) All payments by the IRS under this contract shall be made by electronic funds transfer (EFT) through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System using the EFT information contained in the Central Contractor Registration (CCR) database. This requirement is also mandated by the Debt Collection Improvement Act of 1996, which requires Federal Agencies to pay vendors by EFT/Direct Deposit. In the event that EFT information changes, the contractor shall be responsible for providing the updated information to the CCR database in accordance with the requirements of the FAR 52.232-33 (Oct 2003), "Payment by Electronic Funds Transfer – Central Contractor Registration".

The contractor shall complete and submit a Standard Form (SF) 3881, ACH Vendor/Miscellaneous Payment Enrollment Form", subject to the "Code of Federal Regulations (CFR)", (Title 31 CFR Part 210), to the address identified at contract award.

(b) The date of payment by electronic funds transfer shall be hereby considered the date that payment is made.

G.6 VOUCHER/PAYMENT

For purposes of reference, the Standard Form (SF) 1034/1035, "Public Voucher for Purchases and Services Other Than Personal" as required below shall be considered the contractor's voucher for the period, and shall be accompanied by detailed cost data sufficient to support all costs claimed. Submittal of SF 1034s/1035s, with proper detailed supporting documentation as described herein, will be considered an adequate basis for the Contracting Officer to judge whether or not the costs invoiced are allowable, allocable, and reasonable.

However, the contractor shall furnish any other supporting documentation deemed necessary by the Contracting Officer to complete the processing of any vouchers. In addition, the contractor may, at its option and consistent with its own billing practices, submit a voucher on its own letterhead as a supplement to the SF1034/1035 and supporting documentation.

The term "billing" will henceforth be generically used to represent the total monthly claim for reimbursement, inclusive of the 1034/1035, supporting documentation, and contractor voucher, if submitted.

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Adequate documentation includes, but is not limited to, the information listed below. *(Failure to submit the requested supporting documentation will result in a delay in payment. Missing invoice information will be considered incomplete and will be returned to the vendor.)*

- Receipts for approved contractor employee travel;
- Any receipts for other direct costs (ODC) included on the voucher; and
- Time Sheets identifying direct labor costs to match the project the contractor's employee worked.

Though the IRS will function as the executive agency for this contract, payments under task orders fulfilling needs of organizations outside of the IRS will be made by the agency receiving the services. Each task order will specify the address to which billings shall be sent.

The contractor shall submit billings no more frequently than once monthly. Payment for actual work and services rendered under a given task order will be made on a monthly and provisional basis in accordance with the clause entitled, "Allowable Cost and Payment", FAR 52.216-7 (Dec 2002). As part of its monthly billings, the contractor shall render separate vouchers for each task order under which it claims reimbursement during the applicable billing period.

In addition, a monthly contract level summary consolidating the separate task order level vouchers, as directly submitted to each payment office, shall be furnished on contractor letterhead **concurrently** to the Contracting Officer and COTR. All contract level summaries shall be stamped "For Information Purposes Only-Not For Payment". As an option, the contractor may provide this information electronically by emailing the requested information to the Contracting Officer.

G.6.1 VOUCHER INFORMATION

In addition to other contract requirements, the contractor shall submit Standard Form 1034 or 1034(A) and 1035 or 1035(A) entitled "Public Voucher for Purchases and Services Other Than Personal" concurrently with the voucher and/or payment voucher, in the same number of copies as the voucher and/or payment voucher, to the accounting office listed below:

FOR INTERNAL REVENUE SERVICE:

Internal Revenue Service, Administrative Services Center
Beckley Finance Center – OS:CFO:I:BFC
Post Office Box 9002
110 N. Hebert Street
Beckley, WV 25802-9002

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OR, as provided per awarded individual task orders for the Department of the Treasury and other Treasury Bureaus.

It is encouraged that vouchers be submitted to the accounting office electronically. Vouchers submitted to Beckley Finance Center via email should use the following email address: CFOBFC.InvoiceLink@irs.gov. However, if the voucher is submitted by mail, the contractor must notify the Contracting Officer, COTR, and the Program Manager by email, with the date and the method in which the voucher was submitted.

One copy of each voucher shall be electronically submitted to the Contracting Officer and COTR marked "information only", unless otherwise specified in the Task Order. All copies will contain the same information including direct and indirect information. The vendor shall include all detailed costs including travel, subcontract and other direct cost items and the fully loaded bottom line total. The Standard Form (SF) 1034 and Standard Form (SF) 1035 are available from the Superintendent of Documents, United States Government Printing Office located in Washington, DC 20402.

All Continuation Sheets shall be submitted as directed by the Contracting Officer if additional information is required. All information will be filled in as specified on the form, including the following information:

- (a) Voucher Number: Show the numerical sequence number of the voucher submitted for the specified task order. The first voucher submitted to the addressee will begin with the number "1" and the next voucher submitted to that addressee(s) will be number "2" and so forth, throughout the life of the contract. Each voucher shall reference the applicable task order number.
- (b) U. S. Department, Bureau, or Establishment and Location: The contractor is to complete all information in this block in relation to the designated payment office.
- (c) Date Voucher Prepared: Show the mailing date to the paying office.
- (d) Contract Number: Show the contract number.
- (e) Requisition Number and Date: Show the requisition number of the task order that is funding the contract payment and period of performance.
- (f) Payee's complete mailing address: Show the complete name and address of the company, including the ZIP Code. In addition, provide the name, title, and telephone number of the vendor contact.
- (g) Number and Date of Order: Show the number and date of the task order funding this payment.

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(h) Date of Delivery or Service: Show the beginning and ending period for which the service was performed or the Task or service was completed.

(i) Article or Services: Show a synopsis of the articles delivered and/or services completed. There is no need to go into detail on this form provided adequate supporting documentation as described below is provided.

(j) Amount: Show the total amount requested for this payment.

(k) The contractor must include their Employer Identification Number for other entities on each voucher submitted for payment under this contract. This information is required to comply with requirements to file Internal Revenue Service Information returns pursuant to the Internal Revenue Code. Vouchers received that do not include the required information will be returned to the contractor without payment. (Note: This information should be entered in the address block on the voucher).

**G.6.2 STANDARD FORM (SF) 1035 REQUIREMENTS FOR OTHER THAN
FIXED PRICE TASK ORDERS**

On Standard Form (SF) 1035 or other appropriate format of the contractor's choosing, the following additional supporting documentation is required:

(a) Task order Number and Title of Project: List the full title of the task order and the task order Number performed under the contract

(b) COTR: Include name and address of the COTR for task order including office code and phone number.

(c) Task Order Amount: Insert the total estimated cost of the contract or task order, as applicable, exclusive of fixed fee.

(d) Fixed Fee: Insert total fixed fee for the contract or task order, as applicable.

(e) Billing Period: Insert the beginning and ending dates of the period during which costs were incurred and for which reimbursement is claimed.

(f) Direct Costs: Insert the major cost elements as follows;

(1) Direct Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized as follows (names of individuals being billed should be specified):

Labor Category	Name	Current Hours	Cumulative Hours	Unburdened Rate
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- (2) Fringe Benefits. This represents fringe benefits applicable to direct labor and billed as a direct cost. Where a rate is used, indicate the rate. Fringe benefits included in direct labor or in other indirect cost pools should not be identified here.
- (3) Incidental equipment/hardware: List only those items of equipment for which reimbursement is requested. Identify each item costing more than \$200 and having a life expectancy of more than one year. The following information shall be included (when applicable): (a) the item number for the specific piece of equipment; (b) the unit and, if applicable, extended price; (c) the vendor's name; be required for items having specific limitation set forth in the contract.
- (4) Software: Separately identify any claimed costs for licensing agreements and software maintenance. The following information shall be included (when applicable):
 - (a) the associated software;
 - (b) the length of the agreement; and
 - (c) a brief statement of the maintenance effort(s) performed.
- (5) Materials, Supplies, or Other Expendable Items. These are consumable materials, supplies, and equipment other than that described in (3) above.
- (6) Premium Pay. This is remuneration in excess of the basic hourly rate. (Requires written approval of the Contracting Officer.)
- (7) Consultant's Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the IRS approval (if not specifically approved in the original contract.)
- (8) Travel. Domestic travel is travel within the U.S., its territories, and possessions. All costs associated with each trip must be shown in the following format:

Dates of Departure and Return	Place of Origination and Destination	No. of Travelers	Purpose	Transportation Costs	Car Rental Cost	Per Diem (Food & Lodging)	Other (Parking, Cab Fare, etc.)
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- (9) Subcontracts. Include separate detailed breakdown of all costs paid to approve subcontractors during the billing period. (If a cost type subcontract is executed, then the cost detail associated with that subcontract approximating that required herein for the prime contract must be submitted.)

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(10) Other. List all Other Direct Costs by cost element and dollar amount separately.

(g) Indirect Costs - Overhead. Cite the formula (rate and base) in effect during the time the cost was incurred and for which reimbursement is claimed.

(h) Fixed Fee. If the contract provides for a fixed fee, it must be claimed as provided for by the contract. Cite the formula or method of computation. The contractor may bill for fixed fee only up to 85% of total fee.

(i) Amount Billed for Current Period. Insert the amount billed for the major cost elements, adjustments, and total amount for the period.

(j) Cumulative Amount from Inception to Date of Current Billing. Insert the cumulative amounts billed for the major cost elements and adjusted amounts claimed during this contract.

(k) Total Amounts Claimed. Insert the total amounts claimed for the current and cumulative periods.

(l) Adjustments. This includes cumulative amounts billed that have been suspended or disallowed.

(m) Grand Totals.

NOTE: The Government may require electronic submission of vouchers. This submission shall be made in an ASCII format with details to be determined at a later date.

G.7 UNSOLICITED PROPOSAL

In accordance with FAR Subpart 15.606, the IRS has established procedures for this subpart, however if those procedures are not followed then the unsolicited proposals will not be eligible for consideration from the IRS organization.

The unsolicited proposal is developed on the initiative of the submitter, the Government is not responsible for any costs incurred in the preparation or processing of an unsolicited proposal. For this reason, the IRS recommends that you contact agency personnel before expending extensive effort on a detailed unsolicited proposal or before submitting proprietary data to the Government.

The contractor's preliminary contacts should include inquiries as to the general need for the type of effort contemplated. Agency technical personnel may only be contacted for the limited purpose of obtaining an understanding of the agency mission and the responsibilities relative to fulfilling that mission. Any such meetings between you and

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agency technical personnel are strictly informal discussions. You may not construe these discussions in any way as authority to begin contractual work performance.

In addition, be advised that detailed discussions may also be limited, depending on the circumstances, by particular laws that govern the conduct of lobbying efforts in connection with the expenditure of Congressionally-appropriated funds (see Public Law 101-121, Restrictions on Lobbying), and that control the exchange of information in connection with procurements already underway (see Public-Law 101-189, Procurement Integrity).

G.7.1 PROCEDURES FOR UNSOLICITED PROPOSALS

IRS procedures are published in a Guide for Preparing and Submitting Unsolicited Proposals, available via the internet at

<http://www.irs.gov/pub/irs-procure/guide-unsolicited-proposals.pdf>

All unsolicited proposals received in IRS shall be forwarded to the Office of Procurement Policy for consideration.

Internal Revenue Service
Office of Procurement Policy, OS:A:P:P:A
Constellation Centre, 5th Floor
6009 Oxon Hill Road
Oxon Hill, MD 20745

G.8 QUICK-CLOSEOUT PROCEDURE

The Contracting Officer at the Task Order (TO) level is authorized to use the quick-closeout procedure for TOs issued under this contract in accordance with FAR Subpart 42.708, Quick-Closeout Procedures when applicable.

(a) In accordance with FAR Subpart 42.708(a), the TO Contracting Officer shall negotiate the settlement of indirect costs, in advance of the determination of final indirect cost rates, if;

- (1) The task order is physically complete;
 - (2) The amount of unsettled indirect cost to be allocated to the contract is relatively insignificant. Indirect cost amounts will be considered Insignificant when – FAR Subpart 42.708(a)(2)(i)(ii) apply.
- (b) In accordance with FAR Subpart 42.708(b), a determination of final Indirect costs under the quick-closeout procedures shall be final for

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the TO it covers and no adjustment shall be made to other contracts for over – or under recoveries of cost allocated or allocable to the contract covered by the agreement.

- (c) Complex Task Order will be evaluated on a case-by-case basis for applicability to use quick-closeout procedures.
- (d) Modification for quick-closeout shall include the following statement:
The bilateral execution of this modification releases the Government and [insert contractor name/TO number applicable] from any further obligations.

G.9 KEY PERSONNEL

The contractor shall identify Corporate Personnel for assignment to TIPSS-4 SB, as described in Section C.7.

Name:
Telephone:
E-Mail Address:

The key personnel identified above to be assigned to this contract are approved to participate in the performance at the corporate level, and at the discretion of the Government, may be interviewed to verify résumé representations.

(End of Section)