

**CONTRACT NUMBER TIRNO-11-D-000XX
PART I - THE SCHEDULE
SECTION G - CONTRACT ADMINISTRATION DATA**

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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 CO at task order level 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 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, unless one of the exceptions at FAR Sub Part 16.505(b)(2) applies. 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.

Each contractor shall evaluate the solicitation and determine whether or not to submit a proposal. If a contractor chooses not to submit a proposal, they are required to submit an

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email indicating they are not proposing on the specific solicitation. 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 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

TIPSS-4 Information Technology Services (ITS) is a multiple award, Indefinite-Delivery/Indefinite-Quantity (IDIQ) contract, with specific support service requirements defined at the task order level. The IRS has many legacy tax systems that any successful offeror must be able to provide maintenance and update services, if successful during task order competitions. FAR Subpart 16.505(b) provides guidance for task ordering procedures for IDIQ Contracts. The following is a general process that TIPSS-4 will use to procure task orders:

INITIAL PHASE: A need for IT Services is determined by a requiring activity.

STEP 1: The requiring activity will contact the TIPSS-4 office through the TIPSS Hotline, TIPSS Website, and/or E-Mail Inbox. The Requirements Development Facilitator retrieves the information from the entry point and then works with the requestor. Once the requestor submits initial documents to the RDF, a preliminary review is conducted and a synopsis of the requirement is forwarded to the TIPSS-4 Branch Chief or Assistant Chief, who then forward to the appropriate Section Chief to process and execute.

STEP 2: The Section Chief will assign requirement to a Contracting Officer (CO). The CO will instruct and assist the customer on preparing a TORP. The TORP will include all necessary documents and templates for the customer to complete (e.g. Statement Of Objectives (SOO), Performance Work Statement (PWS), IGCE, Requisition, Acquisition Plan and Evaluation Criteria).

STEP 3: The customer returns the TORP to the CO. The CO reviews and discusses documentation with customer. If the package is not ready, the CO will follow-up with the customer to receive appropriate information. Once the CO has deemed the package ready for processing they will begin to work toward a task order award. (If fair opportunity applies, go to Step 4. If not, skip to Step 5)

STEP 4: The CO, along with the requiring activity, determines the application of the Fair Opportunity Exception. The requiring activity and CO will prepare documentation for the Exceptions and proceed with concurrence from the IRS Small Business Specialist and approvals from the TIPSS Branch Chief and/or Assistant Chief, in accordance with internal IRS policies and procedures for a sole source.

STEP 5 (Standard Ordering): The CO will prepare RTCP or RTPP solicitations for a competition among the TIPSS-4 contractors list.

STEP 6 (Down-Select): If no Fair Opportunity Exception applies and the Standard Ordering Process is not feasible, then the CO will prepare a RTCP or RTPP solicitations for a two phased competition.

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Process Description:

2. Standard Ordering Process:

After determining if the Fair Opportunity Exception applies to a requirement, the prime contractors will be provided the opportunity to submit full technical and cost/price proposals when utilizing the standard ordering process. If the TO request is complex and requires extensive technical proposals from contractors, the requiring activity shall allocate the proper resources and incorporate a schedule to accommodate the technical evaluation for the proposals according to the technical evaluation plan. The following key steps provide guidance for the regular ordering process:

- CO issues an RTCP or RTPP, with required attachments such as SOO/PWS/SOW, to the TIPSS contractors. The request should typically place a limit of no more than **10** pages for the technical proposal, subject to adjustment at the discretion of the CO and customer based on the size, scope and complexity of the TO. A complete cost/price proposal must be submitted within the page limit identified in the RTCP or RTPP. The amount of time typically allowed for an RTCP or RTPP response is **15 business days**; however, days may change due to the discretion of the CO and the complexity of the requirement.
- CO will receive proposals no later than stated due date in the RTCP or RTPP and will be distributed to the technical evaluation team to evaluate in accordance with the technical evaluation plan. If, necessary final revised proposal may be issued and re-evaluated.
- CO will determine competitive range and prepare appropriate documents for internal review boards, and legal and policy reviews.
- CO issues the task order to the contractor selected for award.
- CO issues notification to the unsuccessful offerors. If requested by the offerors, the CO shall conduct a debrief to discuss the reason(s) for their non-selection.

3. Down-Select Ordering Process:

While it is anticipated that the regular ordering process will be used for the majority of requirements under TIPSS-4, a down-select approach is available for use when appropriate. This approach may also be used in conducting fair opportunity competitions. It consists of a Phase 1 request for a brief technical task order proposal and cost estimate, followed by a down-select, and request for full technical and cost task

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order proposals from the remaining competitors. The multi-phased process provides three major benefits. First, it allows the Government to focus the TO selection on the most qualified contractors. Second, it saves the Government significant time and expenditures associated with evaluating a potentially large number of proposals. Third, it saves less qualified contractors significant time and expenditure in proposal preparation costs. The following key steps provide guidance for the down-select process:

- CO issues an RTCP or RTPP, identifying the down-select procedure, with attachments of SOO/PWS/SOW, to the TIPSS contractors. **Phase 1:** Request a proposed technical solution, along with management and past performance information within a **5 pages** response, which includes a preliminary estimate for cost or not-to-exceed (NTE) estimate. The amount of time typically allowed for a **Phase 1** response is **five business days**, which may be adjusted based on the scope/complexity of the requirement and the needs of the customer. **Phase 2:** CO requests a complete, comprehensive technical and cost proposal. The page limits will be set at the discretion of the CO. Recognizing each requirement is unique, the CO shall procure services that meet the expectation of the requiring activity offices.
- CO will receive proposals and distribute to the technical team to evaluate in accordance with the technical evaluation plan.
- Evaluation of Phase 1 proposals and estimates are conducted by the technical team designated in the written technical evaluation plan.
- Based on the evaluation results, the CO performs a down-select that identifies the contractors that are eligible to compete for the TO.
- CO only invites offeror(s) that are eligible to participate in the down-select process to submit a Phase 2 RTCP.
- Evaluation of the Phase 2 proposals and estimates are conducted by the technical evaluation team designated in the written technical evaluation plan. If, necessary final revised proposal may be issued and re-evaluated.
- CO will determine competitive range and prepare appropriate documents for internal review boards, and legal and policy reviews.
- CO issues task order to the contractor selected for award.
- CO issues notification to the unsuccessful offerors. If requested by the offerors, the CO shall conduct a debrief to discuss the reason(s) for non-selection.

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4. Fair Opportunity Process:

The TIPSS Office announces task order competitions via email to all eligible contract holders, unless one of the exceptions at FAR Sub Part 16.505(b)(2) applies. 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 e-mail address(es) for company points of contact and the e-mail accounts are able to receive solicitation documents. Contractors must reply within one business day via e-mail when in receipt of the solicitation.

In accordance with FAR Sub Part 16.505(b)(1)(iv), to assist in streamlining efforts of the Fair Opportunity Process, the CO will review and monitor the contractor's performance, quality, timeliness and cost control under each task order. If the contractor is in default of any of these areas, they shall not be invited to participate in the next request for requirement. It is the responsibility of the contractor to thoroughly review the solicitation and determine whether or not to submit a proposal. If a contractor decides not to submit a proposal, the contractor is required to submit an e-mail specifying its decision to propose or not.

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.

5. Fair Opportunity Exceptions:

In accordance with the Federal Acquisition Streamlining Act (FASA) and FAR Subpart 16.505(b)(2), the CO 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

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(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 CO will document the appropriate exception used to issue task orders under the Sole Source Methodology. Any order contemplated under one of the exceptions identified above shall be reviewed, with concurrence by the IRS Small Business Specialist, and approved by the TIPSS-4 Branch Chief and/or Assistant Chief in accordance with IRS Policy and Procedures.

6. Solicitation Methods:

The CO may use the following methods to request proposal information from contractors.

(a) REQUEST FOR TECHNICAL & COST PROPOSAL (RTCP)

The RTCP used is to request technical and cost proposals. A competitive procedure used for acquisitions at all dollar amounts. The acquisitions under this procedure may expand from minor to major requirements and may involve more complex skill sets, sophisticated technology, or major subcontracting effort. 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.

(b) REQUEST FOR TECHNICAL & PRICE PROPOSAL (RTPP)

The RTPP is used to request technical and price proposals. A competitive procedure used for acquisitions at all dollar amounts. The acquisitions under this procedure may expand from minor to major requirements and may involve more complex skill sets, sophisticated technology, or major subcontracting effort. 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

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SOO/PWS/SOW. The contractor's response would include a technical and full price proposal.

(c) REQUEST FOR INFORMATION (RFI)

The RFI is used to gather information on capabilities of TIPSS contractors. If information received from contractors demonstrate their ability to perform the task, the CO will issue a solicitation package (i.e., the announcement), including the e-mail to contractors, the RTCP form and the SOO/PWS/SOW.

Contractors will be provided adequate time to prepare and submit responses based on the estimated dollar value and complexity of the proposed requirement or solution. 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, the TIPSS Office may elect to release the previous SOW as historical documentation. If unable to perform a requirement, contractors shall submit an e-mail indicating their non-participation on the specific task order solicitation.

The task order solicitation will state whether an oral presentation 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 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 presentations and written technical proposals shall address, at 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.

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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 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.

7. Task Order Debriefings:

The CO shall conduct debriefings of unsuccessful offerors in accordance with FAR Sub Part 16.505(b)(4). Task order debriefs may be conducted orally either by conference call or in person at the discretion of the CO. The CO is not authorized to release source selection documentation to any offeror.

G 4.4 DEBRIEFINGS

The Contracting Officer shall conduct debriefings of unsuccessful offerors in accordance with FAR Sub Part 16.505(b)(4). All task order debriefs will be conducted orally either by conference call or in person at the discretion of the CO. The 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 an TO under this contract, except as described in FAR Subparts 16.505(a)(9)(i)(A)&(B).

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;

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- (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]

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.

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(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 SF 1034/1035 and supporting documentation.

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

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.

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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

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

It is encouraged that the 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, via email, the date and the method in which the voucher was submitted.

One copy of each voucher shall be submitted electronically 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 costs 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:

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(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.

(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**

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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; and.
- (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

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(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.)

(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.

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(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 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>

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All unsolicited proposals received in IRS shall be forwarded to the Office of Procurement 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 20785

G.8 QUICK-CLOSEOUT PROCEDURE

The Contracting Officer at the Task Order (TO) level is authorized to use the quick-closeout procedure for Task Orders issued under this contract in accordance with FAR 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 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 TO 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 offeror shall identify Corporate and Task Order Level Key Personnel for assignment to TIPSS-4, as described in Section C.7.

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Name:

Telephone:

E-Mail Address:

The offeror's proposal will identify key personnel to be assigned for participation in the performance at the corporate level and task order level and who may, at the discretion of the Government, be interviewed to verify résumé representations.

(End of Section)