

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT PURCH ORDER/AGREEMENT NO. N00104-08-A-ZF30				2. DELIVERY ORDER/CALL NO. BA01		3. DATE OF ORDER/CALL (YYYYMMDD) 2013JUL25		4. REQUISITION/PURCH REQUEST NO. SEE SCHEDULE		5. PRIORITY DOA6	
6. ISSUED BY ARMY CONTRACTING COMMAND - RI ANGELINE A GRAFF ROCK ISLAND, IL 61299-8000 BLDGS 60 & 390 EMAIL: ANGELINE.A.GRAFF@US.ARMY.MIL				CODE W52P1J		7. ADMINISTERED BY (if other than 6) ROCK ISLAND CONTRACTING CENTER ROCK ISLAND ARSENAL ROCK ISLAND IL 61299				CODE W52P1J	
9. CONTRACTOR MINITAB, INC. 1829 PINE HALL RD QUALITY PLZ STATE COLLEGE, PA 16801-3210				CODE OHRH6		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule if other)	
NAME AND ADDRESS								12. DISCOUNT TERMS		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input checked="" type="checkbox"/> WOMAN-OWNED	
								13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Block 15			
14. SHIP TO SEE SCHEDULE				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER NORTH ENTITLEMENT OPERATIONS P.O. BOX 182266 COLUMBUS, OH 43218-2266				CODE HQ0337	
										MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	THIS DELIVERY ORDER IS ISSUED ON ANOTHER GOVERNMENT AGENCY OR IN ACCORDANCE WITH AND SUBJECT TO TERMS AND CONDITIONS OF ABOVE NUMBERED CONTRACT.								
PURCHASE			Reference your <input type="checkbox"/> Oral <input type="checkbox"/> Written Quotation _____, Dated _____, furnish the following on terms specified herein.								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE CONTRACT ADMINISTRATION DATA											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA JILL M. SOMMER SIGNED REPRINT 2013JUL25 JILL.M.SOMMER.CIV@MAIL.MIL (309)782-3582				25. TOTAL		\$160,421.97	
				BY: _____				26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO CONTRACT EXCEPT AS NOTED _____											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
						31. PAYMENT				34. CHECK NUMBER	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				35. BILL OF LADING NO.	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTINUATION SHEET**Reference No. of Document Being Continued****Page 2 of 11**

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MOD/AMD

REPRINT

Name of Offeror or Contractor: MINITAB, INC.

SUPPLEMENTAL INFORMATION

Buyer Name: ANGELINE A GRAFF
Buyer Office Symbol/Telephone Number: CCRC-TA/(309)782-1540
Type of Contract: Firm Fixed Price
Kind of Contract: Service Contracts
Type of Business: Other Small Business Performing in U.S.
Surveillance Criticality Designator: C

*** End of Narrative A0000 ***

1. The purpose of Delivery Order BA01 to Contract N00104-08-A-ZF30 is to award Minitab 16 Multiple User Electronic User licenses for Army and Office of the Secretary of Defense (OSD) requirements.

2. Licenses include free technical support, routine maintenance, and updates to existing releases.

3. Delivery Order BA01 will provide Minitab 16 statistical software annual subscription licenses for a four (4) year period of performance. This consists of one (1) base year and three (3), one (1) year option periods as follows:

- A. Base Period of Performance: 01 August 2013 - 31 July 2014
- B. Option Period One (1): 01 August 2014 - 31 July 2015
- C. Option Period Two (2): 01 August 2015 - 31 July 2016
- D. Option Period Three (3): 01 August 2016 - 31 July 2017

4. It is noted that the Minitab subscription license unit price is based upon the time of order. Subscription license unit prices will be prorated throughout the base year and each option period.

Subscription license prices for the Base Year/ 01 Aug 2013- 31 July 2014 are as follows:

Order Date	Months	Price
15 Jul - 14 Aug	12	\$214.50
15 Aug - 14 Sep	11	\$196.63
15 Sep - 14 Oct	10	\$178.75
15 Oct - 14 Nov	9	\$160.88
15 Nov - 14 Dec	8	\$143.00
15 Dec - 14 Jan	7	\$125.13
15 Jan - 14 Feb	6	\$107.25
15 Feb - 14 Mar	5	\$ 89.38
15 Mar - 14 Apr	4	\$ 71.50
15 Apr - 14 May	3	\$ 53.63
15 May - 14 Jun	2	\$ 35.75
15 Jun - 14 Jul	1	\$ 17.88

5. CLIN 1001 (Option Year One), CLIN 2001 (Option Year Two), and CLIN 3001 (Option Year Three) unit prices are subject to a price increase of no more than 5% cumulative per annum and to any applicable volume discounts at the time of order. It is noted that the amount of \$1.00 identified in each Option CLIN will not be added to the total obligated amount of this D.O. It is for internal purposes only.

6. Incorporate the following clauses: DFARS Clause 252.232.7003 Electronic Submission of Payment Requests and Receiving Requests, FAR Clause 52.232-4501 Wide Area Work Flow (WAWF-RA), and FAR Clause 52.217-9, Option to Extend the Term of the Contract

7. Except as provided herein, all other terms and conditions of Minitab, Inc.'s General Services Administration (GSA) Contract GS-35F-0144U and the Department of Defense (DoD) Enterprise Software Initiative (ESI) Blanket Purchase Agreement (BPA) N00104-08-A-ZF30 shall apply.

CONTINUATION SHEET**Reference No. of Document Being Continued****PIIN/SIIN** N00104-08-A-ZF30/BA01**MOD/AMD****Page 3 of 11**REPRINT

Name of Offeror or Contractor: MINITAB, INC.

*** END OF NARRATIVE A0001 ***

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Name of Offeror or Contractor: MINITAB, INC.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT								
	001 1 31-JUL-2014 \$ 4,161.40												
0001AC	<p><u>MINITAB 16 LICENSES</u></p> <p>GENERIC NAME DESCRIPTION: BASE YEAR PRON: 8Q3R62118Q PRON AMD: 01 ACRN: AC CUSTOMER ORDER NO: 0010386211</p> <p>Minitab Licenses for Base Year. MEDCOM: QTY - 550 at \$208.07/Each. Period of Performance is 01 Aug 2013 - 31 Jul 2014.</p> <p>(End of narrative B001)</p> <p><u>Inspection and Acceptance</u> INSPECTION: Destination ACCEPTANCE: Destination</p> <p><u>Deliveries or Performance</u></p> <table border="0"> <tr> <td>DLVR SCH</td> <td></td> <td>PERF COMPL</td> </tr> <tr> <td><u>REL CD</u></td> <td><u>QUANTITY</u></td> <td><u>DATE</u></td> </tr> <tr> <td>001</td> <td>1</td> <td>31-JUL-2014</td> </tr> </table> <p>\$ 114,438.50</p>	DLVR SCH		PERF COMPL	<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>	001	1	31-JUL-2014	1	LO	\$ 114,438.50
DLVR SCH		PERF COMPL											
<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>											
001	1	31-JUL-2014											
1001	<p>OPTION PERIOD ONE CLIN CONTRACT TYPE: Firm Fixed Price</p>												
1001AA	<p><u>OPTION PERIOD ONE/01 AUG 2014 -31 JUL 2015</u></p> <p>GENERIC NAME DESCRIPTION: OPTION PERIOD ONE</p> <p>Unit Price is subject to a price increase of no more than 5% cumulative per annum and to any applicable volume discounts at the time of order.</p> <p>(End of narrative B001)</p> <p><u>Inspection and Acceptance</u> INSPECTION: Destination ACCEPTANCE: Destination</p> <p><u>Deliveries or Performance</u></p> <table border="0"> <tr> <td>DLVR SCH</td> <td></td> <td>PERF COMPL</td> </tr> <tr> <td><u>REL CD</u></td> <td><u>QUANTITY</u></td> <td><u>DATE</u></td> </tr> </table>	DLVR SCH		PERF COMPL	<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>	1	LO	\$ 1.00			
DLVR SCH		PERF COMPL											
<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>											

Name of Offeror or Contractor: MINITAB, INC.

CONTRACT ADMINISTRATION DATA

LINE	PRON/ AMS CD/ <u>ITEM</u> <u>MIPR</u>	OBLG <u>STAT</u>	JO NO/ <u>ACCT ASSIGN</u>	<u>ACRN</u>		OBLIGATED <u>AMOUNT</u>
0001AA	8Q3R10708Q 00000904 DSAM31070	2		AA	\$	41,822.07
0001AB	8Q3R14408Q 10371440	2		AB	\$	4,161.40
0001AC	8Q3R62118Q 0010386211	2		AC	\$	114,438.50
TOTAL					\$	160,421.97

<u>ACRN</u>	<u>ACCOUNTING CLASSIFICATION</u>				OBLIGATED <u>AMOUNT</u>
AA	97 3010011203 0000092605 049447				\$ 41,822.07
AB	021 201320132020 0000 A2244 431398XMGH	252G	0010371440	0030000019	021001 \$ 4,161.40
AC	097 201320130130 1881 A74SS 103000847714	252B	0010386211	S.0005986.17.1	021001 \$ 114,438.50
TOTAL					\$ 160,421.97

LINE	<u>ITEM</u>	<u>ACRN</u>	<u>EDI/SFIS ACCOUNTING CLASSIFICATION</u>			
0001AA	AA	97	131301001120 049447 3	00000904	2605DSAM31070	049447
0001AB	AB	021	201320132020 0000 A2244 431398XMGH	252G	0010371440	0030000019 021001
0001AC	AC	097	201320130130 1881 A74SS 103000847714	252B	0010386211	S.0005986.17.1 021001

	<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
1	52.232-4501 (ACC-RI)	US ARMY CONTRACTING COMMAND, ROCK ISLAND CONTRACTING CENTER, IMPLEMENTATION OF WIDE AREA WORKFLOW RECEIPT AND ACCEPTANCE (WAWF-RA) FOR ELECTRONIC PROCESSING OF RECEIPT/ACCEPTANCE DOCUMENTS AND PAYMENT	AUG/2008

1. To implement DFARS Clause 252.232-7003, "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS", the U.S. Army Contracting Command, Rock Island Contracting Center, uses Wide Area Workflow Receipt and acceptance (WAWF-RA) to electronically process contractor requests for payment. This application allows DOD contractors to submit and track invoices and receipt/acceptance documents electronically.

2. The contractor is required to use WAWF-RA when processing invoices and receiving reports under this procurement action. Submission of hard copy DD250/invoices will no longer be accepted for payment except as provided in paragraph 3. of this clause.

3. The Contractor may submit a payment request using other than WAWF-RA only when:

(a) The Contracting Officer authorizes use of another electronic form. With such an authorization, the Contractor and the Contracting Officer shall agree to a plan, which shall include a timeline, specifying when the Contractor will transfer to Wide Area Workflow-Receipt and Acceptance;

(b) DoD is unable to receive a payment request in electronic form; or

(c) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment.

4. INSTRUCTIONS:

(a) INITIAL: The contractor shall register to use WAWF at <http://wawf.eb.mil> . There is no charge to use WAWF. All questions relating to system setup and vendor training can be directed to the help desk at Ogden, UT. Their number is 1-866-618-5988. Web-based training for WAWF is also available at <http://www.wawftraining.com/> .

(b) DESCRIPTION OF WAWF-RA TYPES OF INVOICE/RECEIVING REPORTS:

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Name of Offeror or Contractor: MINITAB, INC.

- 1) Progress Payment (For use under contractually authorized Progress Payments)
- 2) Performance Based Payment (For use under contractually authorized Performance Based Payments)
- 3) "COMBO" Invoice/Receiving Report (For Supply CLINS including ammunition items and ammunition related items)
- 4) "2-in-1" (For Service CLINS only)

5) Cost Voucher (For use with Cost Reimbursement contracts, Time and Material or Labor Hour contracts containing FAR Clauses 52.216-7, "Allowable Cost and Payment" or 52.232-7, "Payments under Time-and-Materials and Labor-Hour Contracts")

(c) CODES: THE FOLLOWING CODES ARE REQUIRED TO ROUTE CONTRACTOR INVOICES THROUGH WAWF:

Contractor Cage Code* OHRH6

Pay DoDAAC (Department of Defense Activity Address Code)*:

Issue DoDAAC: W52P1J

Admin DoDAAC*: W52P1J

Inspect by DoDAAC*: W56G8W

Contracting Officer* JILL SOMMER

Ship to Code*: (Not Required for Services)

*Required fields in WAWF. Cage Code, Paying, Issuing, and Administering DoDAACS and the assigned Contracting Officer may be found on the face of the award document. When the contract administration is assigned to DCMA; the contractor should contact the assigned Administrative Contracting Officer to obtain the applicable "inspect by" DoDAAC. If contract administration is retained by the Issuing/Procuring Activity; the contractor should contact the assigned Procuring Contracting Officer to obtain the applicable "inspect by" DoDAAC.

(d) SPECIAL ACCOUNTABILITY REQUIREMENTS FOR AMMUNITION AND AMMUNITION RELATED ITEMS (Energetic and Inert)

When items are ready for shipment, the contractor shall prepare and include with each shipment, a receipt and accountability document describing the contents of the shipment. Its purpose is to ensure proper receipt and accountability is maintained for ammunition and ammunition related items. In accordance with DFARS 252.246-7000, contractor submission of the material inspection and receiving information required by Appendix F of the DFARS by using the Wide Area Work Flow (WAWF) electronic form fulfills the requirement for a material inspection and receiving report (DD Form 250). Two copies of the receiving report (paper copies of either the DD Form 250 or the WAWF report that reflect the exact contents of each conveyance) shall be distributed with each shipment, in accordance with Appendix F, Part 4, F-401, and Table 1 of the DFARS. In addition to including a copy of the receipt and accountability document with each shipment, the contractor shall send an electronic copy to the Contracting Officer within one day of shipment.

If the volume of the shipment precludes the use of a single car, truck, or other vehicle, a separate receipt and accountability document shall be prepared and included in the shipment. If the shipped to, marked for, shipped from, mode of shipment, contract quality assurance and acceptance data are the same for more than one shipment made on the same day under the contract, the contractor may prepare one document to cover all shipments; however, each document shall be annotated to reflect the partial of any item on a single vehicle, such as partial 1 of 3, 2 of 3, and 3 of 3 and the document accompanying each shipment shall identify the unique contents of each vehicle, i.e., lot, quantity per lot, etc. For proper receipt and accountability, the WAWF electronic document shall contain, at a minimum, the following information for each shipment:

The "Header Tab" of WAWF must identify the Prime contractor's name and CAGE Code.

Besides the financial requirements of "Unit Price", "Unit of Measure", "Qty. Shipped", the extended dollar "Amount", and the ACRN, the "Line Item" tab of WAWF must identify:

- Contract Number
- Delivery Order number (if applicable)
- Shipment Number
- Invoice Number
- Item Number (CLIN Number from contract)
- Stock Number (NSN)

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Name of Offeror or Contractor: MINITAB, INC.

In the "Description" field of the WAWF document, the MILSTRIP requisition document number and the ammunition Lot and serial number (if applicable) must be annotated for the quantities shipped related to this particular invoice.

NOTE: If there are multiple Lot numbers or multiple MILSTRIP requisition document numbers, each Lot number and MILSTRIP requisition number must be identified separately.

(End of clause)

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MOD/AMD

REPRINT

Name of Offeror or Contractor: MINITAB, INC.

CONTRACT CLAUSES

	<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
1	252.232-7003	ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS	JUN/2012
2	52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT	MAR/2000

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 Day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 5 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed -3-.

(End of Clause)

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MOD/AMD

SECTION G - CONTRACT ADMINISTRATION DATA

CHANGED GS7001 52.232-4501 01-AUG-2008 US ARMY CONTRACTING COMMAND, ROCK ISLAND CONTRACTING CENTER,
(ACC-RI) IMPLEMENTATION OF WIDE AREA WORKFLOW RECEIPT AND ACCEPTANCE (WAWF-RA)
FOR ELECTRONIC PROCESSING OF RECEIPT/ACCEPTANCE DOCUMENTS AND PAYMENT

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1. To implement DFARS Clause 252.232-7003, "ELECTRONIC SUBMISSION OF PAYMENT REQUESTS", the U.S. Army Contracting Command, Rock Island Contracting Center, uses Wide Area Workflow Receipt and acceptance (WAWF-RA) to electronically process contractor requests for payment. This application allows DOD contractors to submit and track invoices and receipt/acceptance documents electronically.

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(b) DESCRIPTION OF WAWF-RA TYPES OF INVOICE/RECEIVING REPORTS:

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(c) CODES: THE FOLLOWING CODES ARE REQUIRED TO ROUTE CONTRACTOR INVOICES THROUGH WAWF:

Contractor Cage Code* OHRH6

Pay DoDAAC (Department of Defense Activity Address Code)*:

Issue DoDAAC: W52P1J

Admin DoDAAC*: W52P1J

Inspect by DoDAAC*: W56G8W

Contracting Officer* JILL SOMMER

Ship to Code*: (Not Required for Services)

*Required fields in WAWF. Cage Code, Paying, Issuing, and Administering DoDAACS and the assigned Contracting Officer may be found on the face of the award document. When the contract administration is assigned to DCMA; the contractor should contact the assigned Administrative Contracting Officer to obtain the applicable "inspect by" DoDAAC. If contract administration is retained by the Issuing/Procuring Activity; the contractor should contact the assigned Procuring Contracting Officer to obtain the applicable "inspect

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MOD/AMD

by" DoDAAC.

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- Item Number (CLIN Number from contract)
- Stock Number (NSN)

In the "Description" field of the WAWF document, the MILSTRIP requisition document number and the ammunition Lot and serial number (if applicable) must be annotated for the quantities shipped related to this particular invoice.

NOTE: If there are multiple Lot numbers or multiple MILSTRIP requisition document numbers, each Lot number and MILSTRIP requisition number must be identified separately.

(End of clause)

SECTION I - CONTRACT CLAUSES

ADDED/PUSH	IA00115	252.232-7003	01-JUN-2012	ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS
CHANGED	IF60025	52.217-9	01-MAR-2000	OPTION TO EXTEND THE TERM OF THE CONTRACT

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 Day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 5 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed -3-.

(End of Clause)