

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER HQ015201050177000		PAGE 1 OF 12	
2. CONTRACT NO. HQ0034-09-A-3015		3. AWARD/EFFECTIVE DATE 13-Sep-2010		4. ORDER NUMBER 0006		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
9. ISSUED BY WHS ACQUISITION DIRECTORATE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901 TEL: FAX:		CODE HQ0034		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: 7M NAICS: 541611		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/> 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFO <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO OSD POLICY (b)(6) PENTAGON ROOM 3A1078 WASHINGTON DC 20301-1155		CODE HQ0152		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR SCIENCE APPLICATIONS INTERNATIONAL CORPO (b)(6) 10260 CAMPUS POINT DR SAN DIEGO CA 92121-1522 TEL. 703.676.5758		CODE 52302		18a. PAYMENT WILL BE MADE BY DFAS-CO/WEST ENTITLEMENT OPERATIONS P.O. BOX 182381 COLUMBUS OH 43218-2381		CODE HQ0339	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) (b)(4)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Allan Castro</i>		31c1. DATE SIGNED 13-Sep-2010	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) ALLAN CASTRO / CONTRACT SPECIALIST TEL: (b)(6) EMAIL: (b)(6)			

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42a. RECEIVED BY (<i>Print</i>)	
	42b. RECEIVED AT (<i>Location</i>)		
	42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

This order is issued under and pursuant to the provisions of HQ0034-09-A-3015 (the "Agreement"). The terms and conditions of the Agreement are hereby incorporated by reference and, except as provided herein by this order, remain in full force and effect.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Base Period-Travel Clearance Support FFP Labor - Department of Defense Directive 4500.54E, Department of Defense Clearance Program, Under Secretary of Defense for DoD personnel performing official travel overseas in accordance with SOW. PURCHASE REQUEST NUMBER: HQ015201050177000	12	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)
ACRN AA					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Base Period-Travel COST Reimbursable CLIN for Travel. All travel requires prior approval of OSD(P) Leadership. Copies of all receipts will be furnished to the COR. All travel not in compliance with the SOW will be at the contractor's expense. Travel for this contract must be in accordance with FAR 31.205-46, "Travel Costs." PURCHASE REQUEST NUMBER: HQ015201050177000	(b)(4)	Dollars, U.S.	\$1.00	(b)(4)
ESTIMATED COST					(b)(4)
ACRN AA					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months	(b)(4)	(b)(4)
OPTION	Opt Yr 1- Travel Clearance Support FFP Labor - Department of Defense Directive 4500.54E, Department of Defense Clearance Program, Under Secretary of Defense for DoD personnel performing official travel overseas in accordance with SOW.				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)
OPTION	Opt Yr 1-Travel COST Reimbursable CLIN for Travel. All travel requires prior approval of OSD(P) Leadership. Copies of all receipts will be furnished to the COR. All travel not in compliance with the SOW will be at the contractor's expense. Travel for this contract must be in accordance with FAR 31.205-46, "Travel Costs."				

ESTIMATED COST

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months	(b)(4)	(b)(4)
OPTION	Opt Yr 2-Travel Clearance Support FFP Labor - Department of Defense Directive 4500.54E, Department of Defense Clearance Program, Under Secretary of Defense for DoD personnel performing official travel overseas in accordance with SOW.				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)

OPTION Opt Yr 2- Travel
 COST
 Reimbursable CLIN for Travel. All travel requires prior approval of OSD(P) Leadership. Copies of all receipts will be furnished to the COR. All travel not in compliance with the SOW will be at the contractor's expense. Travel for this contract must be in accordance with FAR 31.205-46, "Travel Costs."

ESTIMATED COST (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	(b)(4)	(b)(4)

OPTION Opt Yr 3-Travel Clearance Support
 FFP
 Labor - Department of Defense Directive 4500.54E, Department of Defense Clearance Program, Under Secretary of Defense for DoD personnel performing official travel overseas in accordance with SOW.

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)

OPTION Opt Yr 3-Travel
 COST
 Reimbursable CLIN for Travel. All travel requires prior approval of OSD(P) Leadership. Copies of all receipts will be furnished to the COR. All travel not in compliance with the SOW will be at the contractor's expense. Travel for this contract must be in accordance with FAR 31.205-46, "Travel Costs."

ESTIMATED COST (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months	(b)(4)	(b)(4)
OPTION	Opt Yr 4-Travel Clearance Support FFP Labor - Department of Defense Directive 4500.54E, Department of Defense Clearance Program, Under Secretary of Defense for DoD personnel performing official travel overseas in accordance with SOW.				

NET AMT (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)
OPTION	Opt Yr 4-Travel COST Reimbursable CLIN for Travel. All travel requires prior approval of OSD(P) Leadership. Copies of all receipts will be furnished to the COR. All travel not in compliance with the SOW will be at the contractor's expense. Travel for this contract must be in accordance with FAR 31.205-46, "Travel Costs."				

ESTIMATED COST (b)(4)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 30-SEP-2010 TO 29-SEP-2011	N/A	OSD POLICY (b)(6) PENTAGON ROOM 3A1078 WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0152
0002	POP 30-SEP-2010 TO 29-SEP-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
1001	POP 30-SEP-2011 TO 29-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
1002	POP 30-SEP-2011 TO 29-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
2001	POP 30-SEP-2012 TO 29-SEP-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
2002	POP 30-SEP-2012 TO 29-SEP-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
3001	POP 30-SEP-2013 TO 29-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
3002	POP 30-SEP-2013 TO 29-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
4001	POP 30-SEP-2014 TO 29-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
4002	POP 30-SEP-2014 TO 29-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152

ACCOUNTING AND APPROPRIATION DATA

AA: 9700100.1120.2506.2522.S49447.DSAC00239

AMOUNT: (b)(4)

CIN HQ0152010501770000001: (b)(4)

CIN HQ0152010501770000002: (b)(4)

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-7	Anti-Kickback Procedures	JUL 1995
52.204-2	Security Requirements	AUG 1996
52.204-9	Personal Identity Verification of Contractor Personnel	SEP 2007
52.212-1	Instructions to Offerors--Commercial Items	JUN 2008
52.212-4	Contract Terms and Conditions--Commercial Items	JUN 2010
52.232-1	Payments	APR 1984
52.233-1	Disputes	JUL 2002
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008

CLAUSES INCORPORATED BY FULL TEXT

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

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 30 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 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 60

months.
(End of clause)

SOW

Statement of Work

OVERSEAS TRAVEL CLEARANCE PROGRAM SUPPORT

1. Background: In accordance with Department of Defense Directive (DODD) 4500.54E, *Department of Defense (DoD) Foreign Clearance Program (FCP)*, Under Secretary of Defense for Policy (USDP) is responsible for developing policy and providing guidance and procedures for DoD personnel performing official travel overseas. USDP is also tasked to approve and monitor relevant official travel abroad, as required, and, in coordination with the Department of State (DOS), maintain a list of areas requiring special area clearances. This is a continuation of ten years of contractor support in processing DoD personnel overseas travel clearance requests, ensuring the DODD 4500.54E reflects current policy, and assisting in a joint effort with the Air Force to develop and institute a world-wide automated system for the travel clearance program. The continuing changes in relationships with governments requires a constant review of existing policy, and overview of DoD representatives traveling to foreign countries to ensure they represent the United States in a manner consistent with our government's policies and programs.

2. Project Objectives: To assist the Under Secretary of Defense for Policy, Office of the Under Secretary of Defense for Policy, Finance, Audits, and Internal Management Controls (FAIMC) Overseas Travel Clearance Program, in their support to the DOS, DoD, the DoD Executive Agent for the FCP, the Joint Chiefs of Staff, the Services, other Departments and DoD Components, and foreign governments.

3. Detailed Work Requirements:

3.1 Expert knowledge of DODD 4500.54E, "DoD Foreign Clearance Program (FCP)" and attendant publications. Working knowledge of the Aircraft and Personnel Automated Clearance System (APACS) used in requesting, obtaining, and tracking personnel travel clearances abroad (to include special area clearances).

3.2 Review, and monitor official travel abroad by researching if the request is compatible with current and planned US military activities and if the request supports an official state-sponsored activity.

3.2.1 Assess whether the request is in accordance with the laws and regulations of the United States and applicable international agreements with the country in which the DoD activity is located.

3.2.2 Coordinate with DoS, DoD, and other agencies to the validity of travel and the destination's ability to accommodate the request.

3.2.3 Communicate travel approval/disapproval to government travelers with appropriate travel instructions and information through the use of APACS or other systems, as appropriate.

3.2.4 Maintain a database of appropriate information on travel requests and provide reports as necessary.

3.3 Assist in developing and communicating concepts, policies, and OSD positions on official travel policies and special areas.

3.4 Make recommendations for decisions on exceptions and waivers to policy directives and implementing instructions by consulting with other Federal agencies and affected functional area managers, as appropriate.

3.5 Assist in completing analyses to meet Director, Finance, Audits, and Internal Management Controls requirements, including quick-reaction, short-notice tasking which affect travel policies and other national security issues, projects, and programs.

3.6 Update and document changes to the appropriate policy directives and implementing instructions.

3.7 Interface with other agencies within and outside of DoD to implement new or changing overseas travel policies, programs, and procedures to include automated programs and procedures.

3.8 Assist the Director, Finance, Audits, and Internal Management Controls to develop the OSD position on emerging issues on DoD personnel travel abroad and Special Areas.

4. Deliverables:

- Daily review and appropriate action on newly received overseas travel clearance requests to Special Areas.
- Daily update of automated overseas travel log of new and approved/denied travel requests.
- Responses, as required, to the requesting parties when travel requests are approved/denied.
- Monthly review of the DoD Foreign Clearance Guide for currency with recommendations for updates to procedures or existing policy.
- Assist, as required, in the planning, developing, implementing of new policy or procedures, including automation procedures for the worldwide travel clearance program.

5. **Travel** is not anticipated but we are providing minimal funding (\$2,000) in the event the need arises. Travel is only as authorized by the Contracting Officer or designated Representative.

6. **Security:** Contractor personnel assigned to this position must have a minimum of a SECRET clearance prior to being assigned to the project. A form DD254 will be required which will be generated by the Government.

7. **Type of Contract:** This is a Firm Fixed Price Contract with Cost Reimbursable for Travel IAW FAR 31.205-46 "Travel Costs"

8. **Place of Performance:** Washington, D.C. Metro area at Government facilities.

9. **Government Furnished Equipment:** The government will provide all equipment necessary to accomplish the work.

10. **Period of Performance:** September 30, 2010 - September 29, 2011 and four one-year options.

11. **Current Status:** This is a follow-on requirement for an existing expiring contract.

12. **Contracting Officer's Representative (COR)** The COR shall be the focal point for all task order administration matters related to performance of this SOW. Only the Contracting Officer can make changes to the task order or this SOW, and any such changes are not effective unless directed in writing by the Contracting Officer. The COR for this task order is (b)(6) The contractor will be notified in writing concerning the replacement of the COR for this task order.

WHS A&PO WAWF INVOICING INSTRUCTIONS (Mar 2009)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at <https://wawf.eb.mil>, and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.

The contractor shall ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov/> and register to use WAWF at <https://wawf.eb.mil> within ten (10) days after award of the contract or modification incorporating WAWF into the contract. Step by step instructions to register are available at <http://wawf.eb.mil>.

The contractor is directed to select from the following invoice types:

2-n-1 - if invoicing for Services Only

Back up documentation may be attached to the invoice in WAWF under the "Misc Info" tab. Fill in all applicable information under each tab.

The following required information should automatically populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

Contract Number	HQ0034-09-A-3015
Delivery Order	0006
Pay DoDAAC	
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extension	HQ0152
Service Acceptor DODAAC/Extension	HQ0034/OSDTM4
DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a "Z" suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)

- WAWF will affix the prefix "SER" for 2-in-1 invoices and prefix "BVN" for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. - 0001AA) or Informational SLIN (e.g. - 000101), otherwise use the 4 character CLIN (e.g. - 0001).
- Unit Price
- Unit of Measure
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.

Before closing out of an invoice session in WAWF but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email address (b)(6) in the first email address block and (b)(6) and (b)(6) in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.