

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.

1. REQUISITION NUMBER 2. CONTRACT NUMBER 3. AWARD/EFFECTIVE DATE 4. ORDER NUMBER 5. SOLICITATION NUMBER HT001426QE048 6. SOLICITATION ISSUE DATE 17 Sep 2026			PAGE 1 OF 22		
7. FOR SOLICITATION INFORMATION CALL:			a. NAME Philip Atwell b. TELEPHONE NUMBER (No collect calls) 703 275 6349		
9. ISSUED BY DEFENSE HEALTH AGENCY HCD NORTHEAST, 8111 GATEHOUSE ROAD, 2ND FLOOR FALLS CHURCH, VA 22042 UNITED STATES Philip Atwell, Email: philip.b.atwell.ctr@health.mil Telephone: 703 275 6349			10. THIS ACQUISITION IS ☐ UNRESTRICTED OR ☒ SET ASIDE: 100 % FOR: ☒ SMALL BUSINESS ☐ HUBZONE SMALL BUSINESS ☐ SERVICE-DISABLED ☐ VETERAN-OWNED SMALL BUSINESS (SDVOSB) ☐ WOMEN-OWNED SMALL BUSINESS (WOSB) ☐ ECONOMICALLY DISADVANTAGED ☐ WOMEN-OWNED SMALL BUSINESS (EDWOSB) 8(A) NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 541611 SIZE STANDARD: USD 24,500,000.00		
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED ☒ SEE SCHEDULE		12. DISCOUNT TERMS 13a. THIS CONTRACT IS A ☐ RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)			
15. DELIVER TO See Schedule		13b. RATING 14. METHOD OF SOLICITATION ☒ REQUEST FOR QUOTE (RFQ) ☐ INVITATION FOR BID (IFB) ☐ REQUEST FOR PROPOSAL (RFP)			
17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE TELEPHONE NUMBER		16. ADMINISTERED BY CODE 18a. PAYMENT WILL BE MADE BY CODE			
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 ☐ SEE ADDENDUM			
19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See Schedule (Use Reverse and/or Attach Additional Sheets as Necessary)				
25. ACCOUNTING AND APPROPRIATION DATA See Section G - Contract Administration Data			26. TOTAL AWARD AMOUNT (For Government Use Only)		
27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED			29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED . _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: See Schedule		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED

Solicitation/Contract Form

Hospital Communications Support

Product Service Code: R426

Supplies or Services & Prices or Costs

Additional Information/Notes

Item	Supplies / Services	Quantity	Unit	Unit Price	Amount
0001	Product Service Description: GRAPHIC DESIGNER Pricing Arrangement: Firm Fixed Price	3,824	Hours		
0002	Product Service Description: (EDITOR) AUTHORED WORKS REVIEW Pricing Arrangement: Firm Fixed Price	1,912	Hours		
0003	Product Service Description: WRITER AND AUTHOR (PRINT JOURNALISM) Pricing Arrangement: Firm Fixed Price	1,912	Hours		
0004	Product Service Description: PRODUCER AND DIRECTOR (VIDEO PRODUCTION) Pricing Arrangement: Firm Fixed Price	1,912	Hours		
0005	Product Service Description: PUBLIC RELATIONS SPECIALIST Pricing Arrangement: Firm Fixed Price	1,912	Hours		
0006	Product Service Description: PROGRAM MANAGER (PM) - PUBLICATIONS AND ISSUANCES Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 1001	Product Service Description: GRAPHIC DESIGNER Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	3,824	Hours		
Option Line Item 1002	Product Service Description: (EDITOR) AUTHORED WORKS REVIEW Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 1003	Product Service Description: WRITER AND AUTHOR (PRINT JOURNALISM) Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 1004	Product Service Description: PRODUCER AND DIRECTOR (VIDEO PRODUCTION) Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 1005	Product Service Description: PUBLIC RELATIONS SPECIALIST Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
	Product Service Description:				

Option Line Item 1006	PROGRAM MANAGER (PM) - PUBLICATIONS AND ISSUANCES Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 2001	Product Service Description: GRAPHIC DESIGNER Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	3,824	Hours		
Option Line Item 2002	Product Service Description: (EDITOR) AUTHORED WORKS REVIEW Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 2003	Product Service Description: WRITER AND AUTHOR (PRINT JOURNALISM) Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 2004	Product Service Description: PRODUCER AND DIRECTOR (VIDEO PRODUCTION) Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 2005	Product Service Description: PUBLIC RELATIONS SPECIALIST Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		
Option Line Item 2006	Product Service Description: PROGRAM MANAGER (PM) - PUBLICATIONS AND ISSUANCES Product Service Code: R426 Pricing Arrangement: Firm Fixed Price	1,912	Hours		

Description/Specifications/Statement of Work

Requirements

Hospital Communications and Executive Secretariat Support Services.
0001

Product Service Code: R426

0002

Product Service Code: R426

0003

Product Service Code: R426

0004

Product Service Code: R426

0005

Product Service Code: R426

0006

Product Service Code: R426

Packaging and Marking

Inspection and Acceptance

Overall Contract Inspection/Acceptance Locations

0001	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
0002	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
0003	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
0004	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318

0005	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
0006	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 1001	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 1002	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 1003	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria.

	DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 1004	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 1005	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 1006	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 2001	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES

	Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 2002	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 2003	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 2004	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 2005	Acceptance Location Acceptance Destination Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria. DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES Dareic Tinsley Email: dareic.e.tinsley.civ@health.mil Telephone: 3012955318
Option Line Item 2006	Acceptance Location Acceptance

Destination

Instructions: See Statement of Work (SOW) or Performance Work Statement (PWS) for Acceptance/inspection criteria.

DoDAAC: HT0017

CountryCode: USA

DIRECTOR, WRNMMC

WALTER REED NATIONAL MILITARY MEDICAL CENTER, 8901 WISCONSIN AVE, BLDG 54

BETHESDA, MD 20889-5600

UNITED STATES

Dareic Tinsley

Email: dareic.e.tinsley.civ@health.mil

Telephone: 3012955318

Deliveries or Performance

Line Item	Delivery Schedule	Quantity	Address and POC
0001	Period of Performance From 01 Dec 2026 To 30 Nov 2027	3,824 Hours	Service Performance Site DoDAAC: HT0017
0002	Period of Performance From 01 Dec 2026 To 30 Nov 2027	1,912 Hours	Service Performance Site DoDAAC: HT0017
0003	Period of Performance From 01 Dec 2026 To 30 Nov 2027	1,912 Hours	Service Performance Site DoDAAC: HT0017
0004	Period of Performance From 01 Dec 2026 To 30 Nov 2027	1,912 Hours	Service Performance Site DoDAAC: HT0017
0005	Period of Performance From 01 Dec 2026 To 30 Nov 2027	1,912 Hours	Service Performance Site DoDAAC: HT0017
0006	Period of Performance From 01 Dec 2026 To 30 Nov 2027	1,912 Hours	Service Performance Site DoDAAC: HT0017
Option Line Item 1001	Period of Performance From	3,824 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTER REED NATIONAL MILITARY MED CENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES

	01 Dec 2027 To 30 Nov 2028		
Option Line Item 1002	Period of Performance From 01 Dec 2027 To 30 Nov 2028	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 1003	Period of Performance From 01 Dec 2027 To 30 Nov 2028	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 1004	Period of Performance From 01 Dec 2027 To 30 Nov 2028	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 1005	Period of Performance From 01 Dec 2027 To 30 Nov 2028	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 1006	Period of Performance From 01 Dec 2027 To 30 Nov 2028	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES

Option Line Item 2001	Period of Performance From 01 Dec 2028 To 30 Nov 2029	3,824 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 2002	Period of Performance From 01 Dec 2028 To 30 Nov 2029	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 2003	Period of Performance From 01 Dec 2028 To 30 Nov 2029	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 2004	Period of Performance From 01 Dec 2028 To 30 Nov 2029	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
Option Line Item 2005	Period of Performance From 01 Dec 2028 To 30 Nov 2029	1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54 BETHESDA, MD 20889-5600 UNITED STATES
		1,912 Hours	Place of Performance DoDAAC: HT0017 CountryCode: USA DIRECTOR, WRNMMC WALTERREEDNATIONALMILITARYMEDCENTER, 8901 WISCONSIN AVE, BLDG 54

Option Line Item 2006	Period of Performance From 01 Dec 2028 To 30 Nov 2029	BETHESDA, MD 20889-5600 UNITED STATES
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Contract Administration Data

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.201-7000	Contracting Officer's Representative.	Dec 1991		
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports.	Dec 2018		

DFARS Clauses Incorporated by Full Text

252.232-7006 Wide Area WorkFlow Payment Instructions. (Jan 2023)

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

(a) *Definitions.* As used in this clause-

"Department of Defense Activity Address Code (DoDAAC)" is a six position code that uniquely identifies a unit, activity, or organization.

"Document type" means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

"Local processing office (LPO)" is the office responsible for payment certification when payment certification is done external to the entitlement system.

"Payment request" and "receiving report" are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) *Electronic invoicing.* The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall-

- (1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and
- (2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) *Document type.* The Contractor shall submit payment requests using the following document type(s):

- (i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.
- (ii) For fixed price line items-

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

N/A

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

INVOICE 2 IN 1

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2)) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	<u>HQ0490</u>
Issue By DoDAAC	<u>HT0014</u>
Admin DoDAAC	<u>HT0014</u>
Inspect By DoDAAC	<u>HT0017</u>
Ship To Code	<u>HT0017</u>
Ship From Code	<u>N/A</u>
Mark For Code	<u>N/A</u>
Service Approver (DoDAAC)	<u>HT0017</u>
Service Acceptor (DoDAAC)	<u>HT0017</u>
Accept at Other DoDAAC	<u>N/A</u>
LPO DoDAAC	<u>N/A</u>
DCAA Auditor DoDAAC	<u>N/A</u>
Other DoDAAC(s)	<u>N/A</u>

(4) *Payment request.* The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) *Receiving report.* The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

WAWF POC: Dareic Tinsley, dareic.e.tinsley.civ@health.mil, 301-295-5318

DHA CONTRACTING OFFICER: Gregory Crump, gregory.m.crump.civ@health.mil

DHA CONTRACT SPECIALIST: Philip Atwell, philip.b.atwell.ctr@health.mil

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

Special Contract Requirements

Contract Clauses

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements.	Jan 2017		
52.204-13	System for Award Management-Maintenance. (Deviation 2026-O0038)	Feb 2026		
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations. (Deviation 2026-O0038)	Feb 2026		
52.219-6	Notice of Total Small Business Set-Aside. (Deviation 2026-O0038)	Feb 2026		
52.222-50	Combating Trafficking in Persons. (Deviation 2026-O0038)	Feb 2026		
52.223-23	Sustainable Products. (Deviation 2026-O0038)	Feb 2026		
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving.	May 2024		
52.232-33	Payment by Electronic Funds Transfer-System for Award Management.	Oct 2018		
52.232-40	Providing Accelerated Payments to Small Business Subcontractors.	Mar 2023		
52.233-3	Protest after Award. (Deviation 2026-O0038)	Feb 2026		
52.233-4	Applicable Law for Breach of Contract Claim. (Deviation 2026-O0038)	Feb 2026		
52.240-91	Security Prohibitions and Exclusions. (Deviation 2026-O0038)	Feb 2026		
52.244-6	Subcontracts for Commercial Products and Commercial Services. (Deviation 2026-O0038)	Apr 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.203-7000	Requirements Relating to Compensation of Former DoD Officials.	Sep 2011		
252.203-7002	Requirement to Inform Employees of Whistleblower Rights.	Dec 2022		
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	May 2024		
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.	Jan 2023		
252.225-7056	Prohibition Regarding Business Operations with the Maduro Regime.	Jan 2023		
252.232-7010	Levies on Contract Payments.	Dec 2006		
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel.	Jan 2023		
252.239-7002	Access.	Dec 1991		
252.239-7004	Orders for Facilities and Services.	Sep 2019		
252.239-7007	Cancellation or Termination of Orders.	Sep 2019		
252.247-7023	Transportation of Supplies by Sea.	Oct 2024		

List of Attachments

Number	Attachment Name	Attachment Description	Reference Identifier	Date	Line Item
01	PWS - HT001426QE048	Performance Work Statement		09 Sep 2026	

Representations, Certification, & Other Statements

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.240-90	Security Prohibitions and Exclusions Representations and Certifications. (Deviation 2026-O0038)	Feb 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.203-7005	Representation Relating to Compensation of Former DoD Officials.	Sep 2022		
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls.	Oct 2016		
252.225-7055	Representation Regarding Business Operations with the Maduro Regime.	May 2022		

DFARS Clauses Incorporated by Full Text

252.204-7017	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services-Representation.	(May 2021)
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PROHIBITION ON THE ACQUISITION OF COVERED DEFENSE TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (MAY 2021)

The Offeror is not required to complete the representation in this provision if the Offeror has represented in the provision at 252.204-7016, Covered Defense Telecommunications Equipment or Services-Representation, that it "does not provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument."

(a) *Definitions.* "Covered defense telecommunications equipment or services," "covered mission," "critical technology," and "substantial or essential component," as used in this provision, have the meanings given in the 252.204-7018 clause, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services, of this solicitation.

(b) *Prohibition.* Section 1656 of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91) prohibits agencies from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) at <https://www.sam.gov> for entities that are excluded when providing any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless a waiver is granted.

(d) *Representation.* If in its annual representations and certifications in SAM the Offeror has represented in paragraph (c) of the provision at 252.204-7016, Covered Defense Telecommunications Equipment or Services-Representation, that it "does" provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument, then the Offeror shall complete the following additional representation:

The Offeror represents that it ☐ will ☒ will not provide covered defense telecommunications equipment or services as a part of its offered products or services to DoD in the performance of any award resulting from this solicitation.

(e) *Disclosures.* If the Offeror has represented in paragraph (d) of this provision that it "will provide covered defense telecommunications equipment or services," the Offeror shall provide the following information as part of the offer:

(1) A description of all covered defense telecommunications equipment and services offered (include brand or manufacturer; product, such as model number, original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable).

(2) An explanation of the proposed use of covered defense telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition referenced in paragraph (b) of this provision.

(3) For services, the entity providing the covered defense telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known).

(4) For equipment, the entity that produced or provided the covered defense telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

(End of provision)

Instructions, Conditions, & Notices to Offerors or Quoters

0001

Point of Contact: PRESTON BISHOP 301-295-8201

0002

Point of Contact: PRESTON BISHOP 301-295-8201

0003

Point of Contact: PRESTON BISHOP 301-295-8201

0004

Point of Contact: PRESTON BISHOP 301-295-8201

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Point of Contact: PRESTON BISHOP 301-295-8201

0006

Point of Contact: PRESTON BISHOP 301-295-8201

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation.	Jan 2017		
52.204-7	System for Award Management-Registration. (Deviation 2026-O0038)	Feb 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.204-7024	Notice on the Use of the Supplier Performance Risk System.	Mar 2023		

Evaluation Factors for Award