

PART 4 CONTRACT ADMINISTRATION

1. ROLES AND RESPONSIBILITIES OF GOVERNMENT PERSONNEL

Contracting Officer (CO): The Contracting Officer has the overall and primary responsibility for the administration of this contract. Only the Contracting Officer has authority to enter into, administer, or terminate this contract on behalf of the Government. This includes modifying and deviating from the contract terms, conditions, requirement, specifications, and delivery schedules; making final decisions involving such matters as: invoice payments or other consideration due to the Government for nonperformance or unsatisfactory performance, interpreting the contract, and resolving disputes; and, terminating the contract for default or convenience. The Contracting Officer also has authority to delegate certain responsibilities to an authorized Government representative.

Contracting Officer's Technical Representation (COTR): See the COTR JAR Clause, which is included the Contract Clauses section.

2. TASK ORDERS

(a) Task Order: All services will be ordered via Task Orders, Optional Form 347. A Task Order is the official obligating document issued by the Contracting Officer that obligates a maximum dollar amount under for each case. It provides the contractor the following:

- (1) date of order
- (2) contract number and order number
- (3) for supplies and services, contract item number and description, quantity, and unit price
- (4) delivery or performance schedule
- (5) place of delivery or performance
- (6) any packaging, packing, and shipping instructions
- (7) accounting appropriation data
- (8) method of payment and payment office, if not specified in the contract.

(b) Sub-Task Orders:

A sub-task order is a document issued by the COTR to commence services under the purview of a master task order. This document will be used to notify the contractor of required services. All services shall be requested in accordance with the scope of the Statement of Work of this contract. The sub-task order will cite the master order number. All sub-task orders issued shall be within the scope, period and maximum amount of the Master Task Order.

The contractor shall not exceed the maximum dollar amount of a task order without prior written notice from the Contracting Officer.

3. INVOICES

- (a) Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include-
- (1) Name and address of the Contractor;
 - (2) Invoice date and number;
 - (3) Contract number, contract line item number and, if applicable, the order number;
 - (4) Description, quantity, unit of measure, unit price and extended price of the items delivered;
 - (5) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
 - (6) Terms of any discount for prompt payment offered;
 - (7) Name and address of official to whom payment is to be sent;
 - (8) Name, title, and phone number of person to notify in event of defective invoice; and
 - (9) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
 - (10) Electronic funds transfer (EFT) banking information.
 - (i) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.
 - (ii) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer-Other Than Central Contractor Registration), or applicable agency procedures. EFT banking information is not required if the Government waived the requirement to pay by EFT.
- (b) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

4. INVOICE REQUIREMENTS

(a) **Invoicing and Payments**

The Contractor will submit an original invoice to the COTR or designee. Each invoice will contain a cover sheet with the following information:

(1) Invoice Header (Appears on every invoice sheet)

- (i) Contractor's Name, Address (E-mail and Web site Addresses), Telephone Number, and Facsimile Number and Tax Identification Number (Social Security Number if the Contractor is an individual)
- (ii) Contract Number
- (iii) Contract Requirement/Title
- (iv) Invoice Number
- (v) Invoice Date
- (vi) Invoice Time Period

(2) Obligation Certification (Completed by Contractor)

- (i) Previous Obligation Balance \$ _____
- (ii) Additional Obligation \$ _____
- (iii) Total Amount This Invoice \$ _____
- (iv) Other Disposal Invoice Amount \$ _____
- (v) Ending Balance \$ _____

(3) COTR/Designee Certification (Completed by Government)

I hereby certify to the best of my knowledge and belief that the supplies and/or services shown on this invoice have been received and accepted, and the invoice is proper and accurate.

Partial receipts _____ Final/Complete receipt _____

COTR

Date

- (4) Supporting documentation for material cost, to include original supplier's invoices.
- (5) Invoices shall be submitted on a monthly basis only and must be submitted in accordance with the Invoice Requirements of the contract.
- (6) Invoices shall be submitted for payment no later than the 10th day of each month. Copies of all subcontractor invoices shall be submitted with

each monthly invoice. Invoices shall be submitted to the Contracting Officer's Technical Representative at the following addresses:

United States Marshal Service
Southern District of Florida
301 North Miami Avenue, Room 205
Miami, FL 33128

5. GOVERNMENT HOLIDAYS

The following is a list of Federal Holidays observed by the Government.

New Year's Day (JAN 1)	Labor Day (1st Monday in SEPT)
Martin Luther King's Birthday (3 rd Monday in JAN)	Columbus Day (2nd Monday in OCT)
Washington's Birthday (3rd Monday in FEB)	Veterans Day (NOV 11)
Memorial Day (last Monday in May)	Thanksgiving (4th Thursday in NOV)
Independence Day (JUL 4)	Christmas (DEC 25)

PART 5 LIST OF ATTACHMENTS

- Attachment 1 Wage Determination # 2005-2111 (Rev. 5) – Dated 8/16/2007
- Attachment 2 Wage Determination # 2005-2117 (Rev. 5) – Dated 10/01/2007
- Attachment 3 Wage Determination # 2005-2119 (Rev. 5) – Dated 8/16/2007
- Attachment 4 Wage Determination # 2005-2125 (Rev. 3) – Dated 9/28/2007