

# ACQUISITION DESKBOOK

## INQUIRY/QUOTE/ORDER (IQO)

VERSION 2.1.1

26 AUGUST2014



**Defense Information Technology  
Contracting Organization**

Defense Information Systems Agency

## Document Change Log

VERSION	PL21 AUTHOR	DATE	REVISION
2.1	Meghan Eversgerd	13 March 2014	<ul style="list-style-type: none"> <li>• Edits to SPs 1, 4, 23, 24, 25, 30, 33, 34, 35, 36, 44.</li> <li>• Incorporated SP 40 Failure To Meet Service Date - Liquidated Damages, SP 48 Payment In Arrears-DITCO Scott, SP 49 Delivery Ticket Invoice (DTI) - Payments, And SP-50 Invoicing - IDEAS.</li> <li>• Edits to the Inquiry, Order and Circuit Demand templates.</li> <li>• Edits to the DTI process</li> </ul>
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# INTRODUCTION

The purpose of this guide is to provide procedures for the streamlined acquisition of telecommunication services by Defense Information Systems Agency's (DISA's) Procurement Directorate, Defense Information Technology Contracting Organization (DITCO) contracting offices and to assist DITCO and its contractors to reach their common goal of mission partner satisfaction through timely, quality, and ethical contracting.

DITCO contracting offices acquire telecommunication services globally for Department of Defense (DoD) and other authorized U.S. Government agencies using the streamlined Inquiry/Quote/Order (IQO) process. The IQO process is a method for acquiring telecommunication services not available or unobtainable under an existing Indefinite Delivery contract. The IQO process is solely for the acquisition of telecommunication services, which may include associated equipment and special construction. The IQO process shall not be used to establish construction contracts that are subject to the Davis-Bacon Act nor service contracts that are subject to the Service Contract Act. All IQO Communication Service Authorizations (CSAs) issued effective 1 October 2014 must be firm-fixed-price. All IQO CSAs issued prior to 1 October 2014 subject to tariff or tariffed as authorized by the Federal Communications Commission (FCC) or other regulatory bodies such as a state Public Utility Commission may continue under existing tariffs until CSA's are re-awarded or discontinued.

Three DITCO offices procure telecommunication services globally using the IQO process.

DITCO Europe is located at Stuttgart, Germany and is responsible for the acquisition of telecommunication services within and between Europe, Africa, and Southwest Asia. DITCO Europe has an operating location at NSA Manama, Bahrain.

DITCO Pacific is located at Ford Island, Hawaii and is responsible for the acquisition of telecommunication services within the Pacific Command.

DITCO Scott is located at Scott AFB, Illinois and is responsible for the acquisition of telecommunication services within Continental United States (CONUS), North America, South America, and telecommunication services between CONUS and areas outside CONUS.

DITCO receives mission partners' Telecommunications Service Requests (TSRs) and Telecommunications Service Orders (TSOs) from DISA via a Web service. DITCO's responsibility is to establish contracts (CSAs) with contractors to satisfy the requirements of its mission partners. Whenever possible, DITCO orders telecommunication services on an end-to-end basis with a single contractor. When this is not possible, DITCO establishes multiple contracts (CSAs) to satisfy telecommunication service requirements.

DITCO has modernized its procurement system. Integrated Defense Enterprise Acquisition System (IDEAS) replaced the legacy systems. IDEAS is a single integrated procurement and contract writing system. A registered contractor with a DoD approved Public Key Infrastructure (PKI) certificate will use IDEAS to view and download Inquiries sent directly

## HYPERLINKS

[Davis-Bacon Act](#)

[DITCO](#)

[DoD ECA Program](#)

[IDEAS](#)

[Service Contract Act](#)

to the contractor. Contractors will also use IDEAS to submit Quotes and other relevant documents and receive contract documents. Information on IDEAS and how to register to become a user is located at <https://depsland.csd.disa.mil/html/vendor.html>.

The streamlined IQO process expedites the issuance of Orders to contractors. Contractors which would like to be considered for awards must register with the System for Award Management (SAM) [www.sam.gov](http://www.sam.gov); obtain a DoD approved (PKI) certificate <http://iase.disa.mil/pki/eca/index.html>; register for a IDEAS account; and sign a DITCO Basic Agreement (BA). The process is quick, easy, and paperless.

All telecommunication services within Federal Communications Commission (FCC) jurisdiction are eligible for National Security Emergency Preparedness (NS/EP) priority provisioning within Alaska, Hawaii, and CONUS. Handle NS/EP requirements expeditiously (verbally if necessary in extreme emergencies) and do not mix with other requirements for routine circuits. Do not invoke NS/EP communication procedures to obtain the U.S. half-circuit or the U.S. tail segment of an international telecommunications service for which the foreign half-circuit or the foreign tail segment is not nor will not be available for priority provisioning.

Exceptional requirements in foreign areas should be handled expeditiously by foreign contractors (verbally if necessary in extreme emergencies) and not mixed with other requirements for routine circuits. The Exceptional Procedure, as described in the ALLA Handbook Chapter 6, is used to process a telecommunications service requirement (similar to NS/EP) with less than normal lead-time. The National Long Lines Agencies (NALLAs) in certain circumstances will accept telephone demands, and as a follow-up to the verbal requirement, a Circuit Demand must be issued as soon as possible. Conditions and circumstances under which NALLAs and Telecommunication Providers (TPs) accept the Exceptional Circuit Demand may differ and it is recommended the contract specialist contact the specific NALLA for details. For emergency provisioning in countries without NALLAs, the contract specialist must contact the contractors directly for details.

DISA General Counsel ensures DITCO mission partners' requirements are satisfied in accordance with acquisition laws and regulations. The Competition Advocate promotes full and open competition to the maximum extent possible. Inquiries are posted to the Federal Business Opportunities (FBO) Web site, <https://www.fbo.gov/>. The DITCO Contracting Opportunities (DCOP) Web site is no longer being used to post new Inquiries.

The Small Business Specialist promotes small business and minority contracting by identifying requirements that can be set aside for small or minority firms and by making recommendations to DITCO contract specialists and contracting officers.

IQO requirements are acquired using either Full and Open Competition (FAOC) or Other than Full and Open Competition (OTFAOC) in accordance with the DISA Acquisition Regulation Supplement (DARS) Part 6 - Competition Requirements. For FAOC requirements, the contract specialist will post a combined synopsis/Inquiry on FBO. Registered contractors can upload their Quotes using IDEAS in response to an Inquiry unless the Inquiry authorizes the use of other specific electronic media. The contract specialist evaluates the Quotes; an Order or Circuit Demand is issued; and a Notice to

#### HYPERLINKS

[ALLA/NALLA](#)

[DARS](#)

[FBO](#)

[IDEAS](#)

[NCAGE request form](#)

[NS/EP](#)

[SAM.gov](#)

Unsuccessful Contractors is posted on FBO. For OTFAOC requirements, Inquiries and Orders or Circuit Demands are available to download within IDEAS if the contractor is a registered user of IDEAS. An alternate option is for the DITCO contract specialist or contracting officer to send Inquiries, Orders, or Circuit Demands by other authorized electronic media directly to the specific contractor.

#### HYPERLINKS

[DFAS](#)

[FBO](#)

[IDEAS](#)

Once DITCO receives a contractor's Completion Notice and the contract specialist confirms the mission partner accepted the telecommunications service, a Modification will be sent to the contractor if the contractor's completion date is not the same as the Order's requested service date. The modification adjusts the period of performance of Monthly Recurring Charges (MRCs) and Non-recurring Charges (NRCs). The accounts payable record is activated for payment of the CSA's MRCs and NRCs for the telecommunications service ordered. Defense Finance and Accounting Service (DFAS) is responsible for processing and paying contractor invoices.

For this Guide, the generic term, contractor, will be used exclusively to describe U.S. and foreign companies or entities that provide telecommunication services. The term Telecommunications Provider (TP) will only be used when specifically related to the issuance of a Circuit Demand to a NALLA.

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## DEFINITIONS

ACTION REPORT is a notification from a National Long Lines Agency (NALLA) to inform DITCO of the action taken by the Telecommunications Provider (TP) with regard to a Circuit Demand.

ALLA NUMBER is a six-digit number assigned by Alliance Long Lines Activity (ALLA) and identifies a commercial leased circuit over its service life.

ALLIANCE LONG LINES ACTIVITY (ALLA) is the historical name for the organization, which, within NATO and NATO nations, provides assistance for the procurement of commercial leased telecommunication services. Because of reorganizations in NATO, the role of ALLA is now limited to a coordinating and procedural one. The coordination consists of:

1. Maintaining a repository of TPs and NALLA contact details,
2. Maintaining a circuit number assignment application, and
3. Maintaining the ALLA handbook.

AMEND modifies an Inquiry or Order prior to contractor completion and mission partner acceptance of the telecommunications service. An Amend should always be a complete document, and should state what is modified.

**NOTE:** See MODIFICATION definition.

BASIC AGREEMENT (BA) is a written instrument of understanding established in accordance with FAR 16.7 that contains terms and conditions to be incorporated into future contracts between DITCO contracting offices and a contractor. The BA shall be reviewed annually and modified by DITCO if any clause changes occur. Instructions to fill out a BA can be found on Integrated Defense Enterprise Acquisition System (IDEAS) Web site under contractor-references <https://depsland.csd.disa.mil/html/vendor.html>.

CANCEL nullifies an Inquiry or Order in its entirety prior to contractor completion and mission partner acceptance of the telecommunications service.

**NOTE:** See MODIFICATION definition.

CENTRAL CONTRACTOR REGISTRATION (CCR) was the primary on-line registrant database for the U.S. Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. Since October 1, 2003, it is mandated that any contractor wishing to do business with the U.S. Government be registered in CCR before being awarded a contract unless an exception applies. This information can now be accessed through System for Award Management (SAM) at <https://www.sam.gov>.

### HYPERLINKS

[ALLA/NALLA](#)

[FAR](#)

[IDEAS](#)

[SAM.gov](#)

CHANGE modifies an existing telecommunications service that has been completed by the contractor and accepted by the mission partner.

**NOTE:** See MODIFICATION definition.

#### HYPERLINKS

[ALLA/NALLA](#)

[DFARS](#)

[DISA Circular 310-130-1](#)

[FAR](#)

CHANGE OF NAME AGREEMENT is a signed document between a DITCO Contracting Officer (CO) and a contractor in accordance with DFARS 242.12 and FAR 42.1205. This agreement is used only when a change of the contractor's name is involved and the Government's and contractor's rights and obligations remain unaffected.

CIRCUIT DEMAND is an Order issued to a National Long Lines Agency (NALLA) in a NATO country for a telecommunications service.

COMMUNICATIONS CONTROL OFFICE (CCO) is responsible for tasks associated with the initial activation of a circuit/trunk such as accepting leased service on behalf of the U.S. Government and submitting the appropriate completion reports. It is also responsible for coordinating the realignment of the circuit/trunk when necessary to maintain the end-to-end engineered values as stated in the Telecommunications Service Order (TSO). A CCO is assigned to every circuit/trunk, for the life of the circuit/trunk. A CCO is designated in the TSO and receives copies of subsequent TSOs issued on the circuit.

COMMUNICATIONS SERVICE AUTHORIZATION (CSA) is an Order for a telecommunications service incorporating a Basic Agreement (IQO process) that constitutes a binding contractual obligation upon acceptance by the contractor. DFARS Subpart 239.7407 authorizes the use of the CSA.

**NOTE:** See ORDER and CIRCUIT DEMAND definitions.

COMMUNICATIONS SERVICE AUTHORIZATION NUMBER is a unique contract number assigned by DITCO and is used to identify a Communications Service Authorization (CSA). This number is required on all contractor invoices and correspondence.

COMPLETION NOTICE provided by the contractor to notify DITCO an Order/Circuit Demand or Modification is completed, accepted, and available for use by the mission partner, or is discontinued. A Completion Notice is required for every START, TEMPORARY, REAWARD, AMEND, CHANGE, or DISCONTINUE Order issued by a DITCO contracting office ([Exhibit 7](#)).

CONTINENTAL UNITED STATES (CONUS) refers to the 48 contiguous states and the District of Columbia.

CONTRACT SPECIALIST (CS) is assigned to process a specific TSR or TSO for telecommunications service procurement. The DITCO CS is responsible for administering the resultant Communications Service Authorization (CSA) for the life of the contract.

CONTRACTING OFFICER (CO) has the authority to enter into, administer, and terminate contracts, as well as the authority to make related contractual determinations and findings.

CONTRACTOR refers to any privately or publicly owned entity providing telecommunication services.

CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) is the single past performance reporting system federal-wide to collect and transmit performance evaluations to PPIRS.

DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS) provides Department of Defense (DoD) implementation and supplementation of the Federal Acquisition Regulation (FAR). The DFARS contains requirements of law, DoD-wide policies, delegations of FAR authorities, deviations from FAR requirements, and policies/procedures.

DEMANDER is a term used to describe the authority (e.g., DITCO Europe) responsible for planning of leased circuits and the subsequent issuance of Circuit Demands.

DEMANDER'S CODE is a six-digit number assigned by ALLA to identify a specific Demander.

DISA ACQUISITION REGULATION SUPPLEMENT (DARS) establishes uniform DISA policies implementing and supplementing the Federal Acquisition Regulation (FAR) and the Defense FAR Supplement (DFARS). The DARS also establishes DISA policies relating to the acquisition of supplies and services under Title 10 of the United States Code or other statutory authority.

DISCONTINUE is issued to terminate all telecommunications service associated with a CSA.

**NOTE:** See MODIFICATION definition.

DITCO CONTRACTING OPPORTUNITIES (DCOP) Web site was used to post competitive telecommunication service requirement Inquiries. DCOP is no longer being used and competitive Inquiries and related documents are now posted to FBO Web site.

END-TO-END SERVICE refers to the arrangement whereby *one* contractor accepts total responsibility for end-to-end technical sufficiency (i.e., consolidated provisioning, maintenance, and billing) of the entire telecommunications service.

ESTIMATED CONTRACT VALUE is the total Monthly Recurring Charge (MRC) multiplied by the estimated service life (in months), plus the total Non-Recurring Charge (NRC).

EXCEPTIONAL PROCEDURE establishes preferential treatment of a Circuit Demand in times of peace, disasters, crisis, or war within the limits of the relevant national regulations or legislation. It is applicable to the provision of a new permanent or temporary circuit and the modification or cessation of an existing circuit in accordance with the ALLA Handbook Section II Chapter 6.

#### HYPERLINKS

[ALLA/NALLA](#)

[CPARS](#)

[DARS](#)

[DFARS](#)

[DoD ECA Program](#)

[FAR](#)

[PARTNER PKI](#)

EXCLUDED PARTIES LISTING SYSTEMS identified those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts. This information can now be accessed through the SAM Web site.

**NOTE:** See System for Award Management (SAM)

FEDERAL ACQUISITION REGULATION (FAR) establishes the codification and publication of uniform policies and procedures for acquisition by all executive agencies. It is the body of laws governing the U.S. Government's procurement process. The FAR is published as Chapter 1 of Title 48 of the Code of Federal Regulations (CFR).

FEDERAL AWARDEE PERFORMANCE AND INTEGRITY INFORMATION SYSTEM (FAPIS) contains specific information on the integrity and performance of covered Federal agency contractors and grantees. This information can be accessed through PPIRS Web site.

FEDERAL BUSINESS OPPORTUNITIES (FBO) serves as the single Government wide Point-of-Entry (GPE) for federal procurement opportunities IAW FAR 5.003.

FEDERAL PROCUREMENT DATA SYSTEM-NEXT GENERATION (FPDS-NG) collects, develops, and disseminates procurement data to the Congress, Executive Branch, and private sector. DITCO contracting offices report procurement data to FPDS-NG via a Contract Action Report (CAR). The U.S. Government uses the reported data to measure and assess the impact of Federal procurement on the Nation's economy.

INTEGRATED DEFENSE ENTERPRISE ACQUISITION SYSTEM (IDEAS) is a new single integrated procurement and contract writing system to be used for issuing and receiving IQO related documents. Inquiries, Orders, and Modifications will be issued via IDEAS in PDF.

INQUIRY is a solicitation used in DITCO's IQO process to obtain contractor Quotes for a requested telecommunications service.

INQUIRY/QUOTE/ORDER (IQO) is DITCO's streamlined process for acquiring telecommunication services, which may include equipment and special construction.

INSTANT CONTRACT VALUE is the Monthly Recurring Charge (MRC) plus the Non-Recurring Charge (NRC) for the Communication Service Authorizations (CSAs) having a minimum service period which does not exceed 30 days; or the MRC times the number of months of the base period of the contract (normally not to exceed 12 months), plus the NRC, for term CSAs.

JEOPARDY NOTICE is a notice issued by a contractor indicating the contract service date may not be or cannot be met ([Exhibit 6](#)). This notice shall include actions that can be taken to avoid missing the service date.

MODIFICATION is a contracting action issued to the contractor to Amend, Change, Cancel, or Discontinue a CSA. The CSA's modification numbers are a sequential series.

#### HYPERLINKS

[ALLA/NALLA](#)

[FAR](#)

[FBO](#)

[FPDS-NG](#)

[NATO](#)

[NS/EP](#)

[PPIRS](#)

[SAM.gov](#)

MONTHLY RECURRING CHARGE (MRC) is the monthly service charge quoted by a contractor for a telecommunications service for one full monthly billing period.

NATIONAL LONG LINES AGENCY (NALLA) is the agency and the authority in each NATO country to provide an interface between DITCO Europe (referred to as a Demander) and the country's Telecommunication Providers (TPs) for matters pertaining to leased telecommunication services. In general, NALLAs perform the following functions:

1. Assist Demanders in obtaining the necessary information, including price quotes, on international and internal circuits.
2. Coordinate with the selected TP, and other NALLAs if required, Demander's requests for international or internal circuits, if ordering is executed in accordance with ALLA procedures.
3. Register and maintain up-to-date records of all internal and international ALLA registered circuits concerning their country.
4. Assist Demanders in resolving problems regarding the provision or operation of ALLA registered circuits.

#### HYPERLINKS

[ALLA/NALLA](#)

[DFARS](#)

[FAR](#)

[NATO](#)

[NPA NXX](#)

[SAM.gov](#)

[TSP](#)

NATIONAL SECURITY or EMERGENCY PREPAREDNESS (NS/EP) telecommunication services are used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international) which causes or could cause injury or harm to the population, damage to or loss of property, or degrades or threatens the national security or emergency preparedness posture of the U.S. NS/EP requirements are provisioned and/or restored according to the following priority-level-based sequence:

1. Restore TSP services assigned restoration priority 1,
2. Provision Emergency TSP services assigned provisioning priority E,
3. Restore TSP services assigned restoration priority 2, 3, 4, or 5, and
4. Provision TSP services assigned provisioning priority 1, 2, 3, 4, or 5.

NON-RECURRING CHARGE (NRC) is a one-time charge quoted by a contractor for specific telecommunications service (e.g., installation of service).

NORTH ATLANTIC TREATY ORGANIZATION (NATO) is an alliance of 28 countries from North America and Europe.

NOVATION AGREEMENT is a signed document between a DITCO contracting officer and a contractor in accordance with DFARS 242.12 and FAR 42.1204. The novation is applicable when there is a transfer of all of a contractor's assets or the entire portion of the assets involved in performing the contract to a third party as the successor in interest.

NUMBER PLAN AREA + EXCHANGE (NPA NXX) refers to the first six digits of a phone number, or prefix. The NPA refers to the area code (the first three digits) and the NXX refers to the exchange, which is the three digits following the area code. Together, they form a number unique to a specific Central Office within the North American Numbering Plan (NANP).

ONLINE REPRESENTATIONS AND CERTIFICATIONS APPLICATION (ORCA) was an on-line system that reused data pulled from Central Contractor Registration and pre-populated many of the required annually updated Representations and Certifications (R&Cs). This information can now be accessed through the SAM.gov Web site.

**NOTE:** See System for Award Management (SAM)

#### HYPERLINKS

[ALLA/NALLA](#)

[PPIRS](#)

[SAM.gov](#)

[TSP](#)

ORDER is a document issued to a contractor by a DITCO contracting officer authorizing a telecommunications service.

**NOTE:** See COMMUNICATIONS SERVICE AUTHORIZATION and CIRCUIT DEMAND definitions

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS) is the single, authorized application to retrieve contractor performance information and FAPIIS information.

QUOTE is a contractor response to an Inquiry. It contains the contractor response to the requirements and Standard Provisions contained in the Inquiry. It includes any exceptions or qualifications concerning the contractor's ability to provide the requested telecommunications service. It lists all contractor charges associated with each element of the telecommunications service requested, to include the total MRC and total NRC. Quotes must be Firm-Fixed Price.

**NOTE:** See STANDARD PROVISION - FOUR - QUOTE PREPARATION ([Appendix A](#)).

REPRESENTATIONS & CERTIFICATIONS (R&Cs) are an integral part of the Basic Agreement (BA). It is the responsibility of the contractor to insure its R&Cs are current in System for Award Management (SAM) updated within the last 12 months and accomplished on an annual basis.

RESTORATION PRIORITY for circuits within NATO countries is identified on the Circuit Demand line C as R1 (highest priority), R2, or R3.

SINGLE CSA POLICY is the issuance of a single contract to acquire telecommunications service on an end-to-end basis. Under such a contract, the contractor is authorized and responsible for providing the complete telecommunications service specified in the contract, to include any foreign segments, tail segments, equipment, and/or inside wire required.

**NOTE:** See END-TO-END SERVICE definition.

STANDARD PROVISIONS are conditions specific to an Inquiry, Order, or Circuit Demand and require acknowledgement from the contractor when submitting a Quote. ([Appendix A](#))

SYSTEM FOR AWARD MANAGEMENT (SAM) is a Web site consolidating Federal procurement systems. All records from CCR/FedReg, ORCA, and EPLS, active or expired, were moved to SAM.gov in 2012

TELECOMMUNICATIONS is any transmission, emission, or reception of signals, signs, writing, images, sounds, or intelligence of any nature, by wire, cable, satellite, fiber optics, laser, radio, or any other electronic, electric, electromagnetic, or acoustically coupled means.

#### HYPERLINKS

[ALLA](#)

[DISA Circular 310-130-1](#)

[TSP](#)

TELECOMMUNICATIONS PROVIDER (TP) refers to any publicly or privately owned entity, authorized to provide telecommunications service in a particular country or region. Contact details of the accredited TPs are available through the Alliance Long Lines Activity (ALLA) website under the respective National Long Lines Agency (NALLA).

**NOTE:** See CONTRACTOR definition.

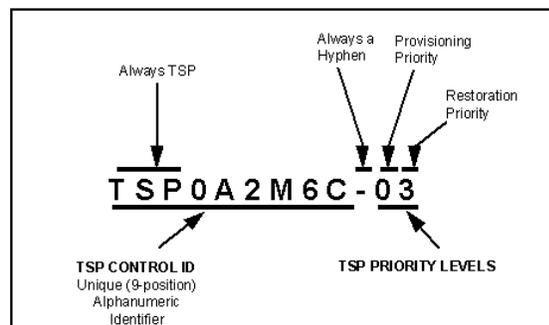
TELECOMMUNICATIONS SERVICE is acquired by contract to meet the U.S. Government's needs, including the facilities and equipment necessary to provide such telecommunications service.

TELECOMMUNICATIONS SERVICE ORDER (TSO) is a valid, approved, and funded telecommunications requirement engineered and provisioned by a DISA Provisioning Center. It is prepared by DISA and submitted electronically to a DITCO contracting office for procurement action.

TELECOMMUNICATIONS SERVICE PRIORITY (TSP) Program is overseen by the Federal Communications Commission (FCC) and managed by the National Communications System (NCS) that authorizes NS/EP TSP users priority provisioning and restoration of telecommunication services that are vital to coordinating and responding to crises.

TELECOMMUNICATIONS SERVICE PRIORITY (TSP) ASSIGNMENT/AUTHORIZATION CODE is an alphanumeric designation developed for the priority provisioning and restoration of telecommunication services. The Manager, National Communications System (NCS) certifies critical telecommunication services to U.S. Government agencies and assigns a TSP authorization code consisting of two parts:

1. The TSP Control Identifier (ID), a unique 9 position alphanumeric identifier for tracking purposes.
2. The TSP priority level that identifies the provisioning and/or restoration priority level assignment.



The TSP Control ID occupies positions 1 through 9 of the TSP Authorization Code. The 10th position is always a hyphen, which simply separates the TSP Control ID from the TSP Priority Levels.

**NOTE:**

The letters I, O, S, and Z are never used in the TSP Control ID.

**HYPERLINKS**

[DISA Circular 310-130-1](#)

[TSP](#)

The TSP Priority Levels occupy positions 11 and 12 of the TSP Authorization Code. In the figure above, it is "03," which means there is no provisioning priority and that the restoration priority level is 3. TSP Levels are designated for the provisioning and/or restoration of a particular NS/EP telecommunications service.

- For the provisioning priority field, E, 1, 2, 3, 4, 5, or 0 (zero) is acceptable. A zero indicates that no provisioning priority is assigned.
- For the restoration priority field, 1, 2, 3, 4, 5, or 0 (zero) is acceptable. A zero indicates that no restoration priority is assigned.

**NOTE:**

Also, see RESTORATION PRIORITY definition.

After the TSP Authorization Code is assigned, the user must keep it on record. The TSP Authorization Code is required for revalidation of the user's requirement for TSP. Revocation of a priority level assignment is indicated if the TSP Priority Levels (both the provisioning priority field and the restoration priority field) of a TSP Authorization Code contain zeros. Contractors are required to forward TSP Authorization Codes to applicable subcontractors to ensure that priority-level assignments of NS/EP telecommunication services are accurately identified "end-to-end".

TELECOMMUNICATIONS SERVICE REQUEST (TSR) is a valid, approved, and funded requirement prepared in accordance with the format found in DISA Circular 310-130-1 and submitted electronically to a DITCO contracting office for procurement action.

TELECOMMUNICATIONS SERVICE REQUEST (TSR) NUMBER is a group of unique 13-16 character number assigned to each TSR by a DISA mission partner.

**NOTE:**

See TELECOMMUNICATIONS PROVIDER (TP) definition.

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# CHAPTER 1 INQUIRY

An Inquiry describes the technical details of the requested telecommunications service. It identifies the required service date as well as the due date for submission of Quotes. An Inquiry includes Standard Provisions (SPs) the contractor must acknowledge within the Quote and it includes the Quote evaluation criteria.



The assigned contract specialist reviews the Telecommunications Service Request (TSR) or Telecommunications Service Order (TSO) to ensure the data elements are sufficient to create an Inquiry. If the data is insufficient, the contract specialist requests an Amendment from the TSR or TSO contact in order to proceed with the Inquiry.

If a DITCO contracting office receives a critical telecommunications service requirement based on one of the situations identified below, the contracting officer processes it expeditiously and issues the Order or Circuit Demand either in writing or verbally. Verbal Orders are followed-up with a written requirement within 48 hours by the requesting activity.

- EMERGENCY NS/EP provisioning priority is for a new requirement categorized as so critical as to be required immediately. Authorized overtime and expediting charges may be incurred with the service installation.
- ESSENTIAL NS/EP provisioning priority is for a new requirement or change to existing telecommunications service that must be installed by a specific date and cannot be met using normal business procedures. Authorized overtime and expediting charges may be incurred with the service installation.
- EXCEPTIONAL is for a new requirement, change (modification) or discontinue (cessation) of existing telecommunications services in foreign countries. Authorized overtime and expediting charges may be incurred with the service installation.

Based on the information within the TSR or TSO, the contract specialist determines whether to issue the Inquiry using FAOC or OTFAOC. If the Inquiry is issued as OTFAOC and is over \$150K, the contract specialist either selects an existing approved class Justification for OTFAOC or obtains approval of a new Justification for OTFAOC (individual or class).

**NOTE:** Refer to DARS Part 6 - Competition Requirements.

Requirements under \$150K will be automatically set-aside for small business IAW FAR 19.502-2. If a requirement cannot be set-aside, it must be documented in block 14 of the DD2579

If the requirement or an amendment plus the original requirement are over \$10K Life Cycle, the contract specialist completes the DD Form 2579 Small Business Coordination Record and routes electronically to a contracting officer for review and signature. The DD Form 2579 is then routed electronically to the Small Business Specialist for recommendation and signature.

**NOTE:**

Not applicable for requirements totally outside the U.S. Refer to DARS 19.201 (S-92) (8) (v).

The contract specialist prepares the Inquiry in a standard computer-generated format ([Exhibit 1](#)). The TSR number is used as the Inquiry number. The Inquiry includes the requested service date, the technical details of the requirement, the Quote due date and time, the evaluation criteria, and the applicable Standard Provisions (SPs) ([Appendix A](#)). The contract specialist routes the Inquiry to a contracting officer for review. The contracting officer may route the Inquiry to Policy and/or Legal for review, and consider their recommendations prior to issuing the Inquiry. Once reviewed by a contracting officer, the combined synopsis/Inquiry is posted to the Government Point-of-Entry, FBO, in accordance with FAR Part 2. Inquiries issued by DITCO Scott are issued to FBO as "Sensitive/Secure" documents. DITCO Europe inquiries are issued to FBO as "Explicit Access".

HYPERLINKS

- [FBO](#)
- [IDEAS](#)
- [SAM.gov](#)

Before an OTFAOC Inquiry is issued directly to a contractor, it is routed to a contracting officer for review, IDEAS checks SAM.gov to verify the contractor is registered, current with required representations and certifications, and not excluded. After the contractor registers to use IDEAS and a current executed BA is loaded in IDEAS, if any OTFAOC Inquiries pertain to the contractor, an email will be generated notifying the contractor to view and download the Inquiry in IDEAS.

After the Inquiry is posted the contract specialist then issues a Status of Acquisition Message (SAM) to the .gov and .mil addresses listed on the TSR or TSO. The contract specialist shall comply with the standard operating procedure "Processing TSR/TSOs with Insufficient Lead-times" found at <https://intranet.ditco.disa.mil/CorporateLibrary/Default.asp> when issuing the SAM.

DITCO contracting offices normally allow between fourteen and thirty calendar days for contractors to prepare Quotes in response to an Inquiry. However, a verbal or shorter interval may be specified when there is insufficient lead-time for normal processing (e.g., NS/EP or Exceptional requirements).

Contractors interested in being considered for receipt of an Order or Circuit Demand for the requirement described in the Inquiry should respond with a Quote by uploading it in IDEAS or by the electronic means authorized in the Inquiry.

**NOTE:** An Inquiry may be Amended or Cancelled by the DITCO contracting office.

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## CHAPTER 2 QUOTE

A Quote is a contractor's written response to an Inquiry posted on FBO, IDEAS, or issued by other authorized electronic means. It contains the contractor's response to requirements, Monthly Recurring Charges (MRCs) and Non-Recurring Charges (NRCs) associated with each line-item or element of service requested; date service will be installed; response and information addressing the Standard Provisions ([Appendix A](#)) within the Inquiry; and any other information specified in the Inquiry. A Quote also includes any exceptions or qualifications concerning the contractor's ability to provide the telecommunications service.

### HYPERLINKS

[FBO](#)

[IDEAS](#)

[NS/EP](#)

#### NOTE:

See STANDARD PROVISION - FOUR - QUOTE PREPARATION ([Appendix A](#))

DITCO contracting offices prefer to issue a single CSA for end-to-end telecommunications service. A contractor may quote based on a one-stop-shopping arrangement, if applicable, in accordance with industry standards. All segments of the circuit will be considered in determining the charges for the telecommunications service.

If an unusual and compelling urgency arises (e.g., NS/EP or Exceptional requirements), the contracting officer may authorize a contractor to respond with a verbal Quote. Contractor must follow up with a written Quote within two calendar days.

It is very important the contractor Quote be based on the service termination address Numbering Plan Area plus Exchange (NPA NXX) and not by the termination contact's telephone number or some other method. Often, an incorrect NPA NXX can lead to a faulty Quote.

Any request for an extension to the Quote due date must be provided to the contracting officer in writing at least 24 hours prior to the Quote due date, and must include an explanation of why the extension is needed. Amended Quotes are acceptable, but amended Quotes received after the Quote due date may be considered on a case-by-case basis.

A late Quote received prior to award may be considered if (1) substantial activity has not transpired in evaluating Quotes and (2) other contractors will not be prejudiced. These two criteria, when combined and as supported by GAO case law, are the only reasons for not considering a late Quote for award. Notwithstanding, a late Quote can be considered for award even if substantial activity has transpired in evaluating Quotes if the contracting officer determines that doing so is in the best interest of the Government and other contractors are not prejudiced

Quotes received in response to an Inquiry which reject any of the terms, conditions, or provisions of the Inquiry, or which fail to furnish information required by the Inquiry, may be excluded from consideration. Quotes must include responses to Standard Provisions and must also include the contractor's bill cycle end date.

The contract specialist evaluates the Quotes using the following steps.

1. Prepares an IQO Price Negotiation Memorandum (PNM), which documents each Quote received does or does not conform to the requirements of the Inquiry and meet the service date requested.
2. Sends contractors' technical drawings or information to a technical specialist for review of technical sufficiency. The technical specialist must have a signed Non Disclosure Agreement on record prior to review.
3. Computes the total price of each Quote by multiplying the estimated service life (in months) times the total MRC, plus the total NRC. Any charges provided in foreign currency are converted to U.S. dollars using exchange rate of the Quote due date stated in the Inquiry or Amended Inquiry (if applicable).
4. If after evaluation of all Quotes received, a Quote received after the Quote due date is determined to be technically acceptable and in the best interest of the Government, the contracting officer's determination will be documented in the Price Negotiation Memorandum (PNM).
5. Checks Federal Awardee Performance and Integrity Information System (FAPIIS) in the Past Performance Information Retrieval System (PPIRS) and contracting officer documents the information for award and responsibility determination if the estimated contract value exceeds \$150K.
6. Checks the System for Award Management (SAM) to ensure each contractor providing a Quote is registered with current representations and certifications and is not excluded.



If no Quotes are received in response to a competitive Inquiry, the U.S. Government reserves the right to issue an Inquiry for a Quote directly to a known contractor. Once the Quote is received and prices are verified, a resulting Order will be issued to the contractor.

The contract specialist determines the successful contractor and prepares the Order or Circuit Demand for the contracting officer to review and sign.

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## CHAPTER 3 ORDER OR CIRCUIT DEMAND

The Order or Circuit Demand is a contractual document with a DITCO assigned Communications Service Authorization (CSA) number issued to a contractor or National Long Lines Agency (NALLA), incorporating that contractor's DITCO Basic Agreement (BA). The Order or Circuit Demand is issued to the contractor whose Quote is determined to be the most advantageous to the U.S. Government, in accordance with the evaluation criteria stated in the Inquiry.

### HYPERLINKS

[ALLA/NALLA](#)

[DARS](#)

[FPDS-NG](#)

Prior to issuing the Order or Circuit Demand, the contract specialist follows the guidelines provided below.

1. Ensure the charges to be authorized by the Communications Service Authorization (CSA) do not exceed the cost threshold authorized by the TSR or TSO. If the contractor/TP's quoted charges exceed the cost threshold on the TSR or TSO, request a TSR or TSO amendment via IDEAS to increase the cost threshold or cancel the requirement.

#### NOTE:

A mission partner Program Designator Code (PDC) supported by a valid line of accounting is also required prior to issuing an Order or Circuit Demand. The mission partner is responsible for providing this information to DISA/CFE8, but the PDC is for internal use only and is never referenced on the Order or Circuit Demand.

2. Ensure DISA/CFE8 provides individual fund certification for all contract actions having an instant contract value exceeding \$100K (the MRC times the minimum service period (in months) plus the NRC) prior to award.
3. Complete a Price Negotiation Memorandum (PNM) before the Order ([Exhibit 3](#)) or Circuit Demand ([Exhibit 4](#)) and the Notice to Unsuccessful Contractors ([Exhibit 5](#)) are prepared for the CO's signature.
4. Notify the Small Business Specialist of any Order when the award amount is higher than the estimated amount on the DD Form 2579 (provide the TSR number and the actual award amount).
5. Prepare a FPDS-NG Contract Action Report (CAR) for the CO's signature for Orders or Circuit Demands over the micro-purchase threshold (\$3,000), and for any amount on subsequent Modifications to the Order or Circuit Demand, including no cost Modifications. If a Modification takes you over the micro-purchase threshold, a CAR will then have to be completed, as it will for any subsequent Modifications as well. The date the contract (CSA) is signed by the contracting officer is the day the obligation becomes effective and is reported in FPDS-NG as the date signed. If a verbal or advance authorization was issued prior to the Order or Circuit Demand, that is the date used in the CAR as the date signed. The Treasury Account Symbol (TAS) is now a mandatory field for all Orders and Mods greater than zero dollars. If there is more than one LOA associated with the CSA, report the TAS that represents the predominant portion of the funds obligated or deobligated on the contract action.
6. Obtain Contract Clearance review and approval from the appropriate Approval Authority (AA) for all CSAs.
7. Submit the Order or Circuit Demand to the contracting officer for review and signature.

Both competitive and non-competitive IQO Orders are subject to Contract Clearance review and approval IAW DARS 1.9000 (S-92) contract value thresholds. Legal (GC) and Policy Compliance (PL22) reviews are required for contract actions \$6.5M and above IAW DARS 1.9000 (S-94). The reviews shall be obtained prior to submission to the Approval Authority (AA). The contracting officer must review the contract file/documentation prior to requesting legal and policy compliance review. The contracting officer can also request review at a lower dollar level.

HYPERLINKS

- [ALLA/NALLA](#)
- [DARS](#)
- [FBO](#)
- [IDEAS](#)

The contracting officer shall prepare a Congressional and Press Notification Report IAW DARS 5.3 when the face value (DARS 5.001) of a contractual action exceeds \$6.5M. The contracting officer must award the Order on the date provided in the Report.

At a minimum, the Order ([Exhibit 3](#)) or Circuit Demand ([Exhibit 4](#)) shall contain the following information.

- TSR Number
- Basic Agreement Number
- TSP/ Restoration Priority (if applicable)
- DITCO assigned Communications Service Authorization (CSA) Number
- Contracted service date
- Service points and corresponding points of contact
- Purpose of telecommunications service ordered
- Each CLIN's MRC and NRC
- Applicable Standard Provisions
- Address for submission of invoices (if applicable)
- DITCO contracting officer's signature

A Circuit Demand shall contain the same items required for an Order plus the ALLA Number and Demanders Code.

In response to an Order, the contractor must notify the DITCO contracting office it accepts or rejects the Order. The contractor must state the reason, if it rejects the Order. The contracting officer will either issue an amended Order or cancel the Order.

DITCO contracting offices issue Orders from IDEAS to registered contractors or through other authorized electronic media. If the Order is issued by IDEAS, the contractor will receive an email notification to download the Order in IDEAS. DITCO Europe issues Circuit Demands to NALLAs, who in turn send the Circuit Demands to Telecommunication Providers (TPs) within their respective country.

**NOTE:** See illustrated instructions at the end of Chapter 4.

The contract specialist posts a Notice to Unsuccessful Contractors to FBO after the Order or Circuit Demand is sent to the successful contractor.

If a Justification for Other Than Full And Open Competition (OTFAOC) was required, the contracting officer will remove contractor proprietary data and other information deemed inappropriate for public disclosure (e.g. signature page) and post the approved J&A for OTFAOC to the FBO Web site IAW FAR 6.3.

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## CHAPTER 4 ADDITIONAL INFORMATION FOR CONTRACTORS

A contractor must be registered and current in the SAM database. Any contractor wishing to do business with the U.S. Government must be registered on SAM.gov before receiving a contract unless a FAR or DFARS exception applies. In addition, contractors must renew and revalidate their SAM records annually. To begin the SAM registration, you must have a Data Universal Numbering System (DUNS) number. A Commercial and Government Entity (CAGE) Code and Tax Identification Number (TIN) are also necessary for entities that pay U.S. workers. The SAM Help Web site <https://www.sam.gov/portal/public/SAM/> and the Federal Service Desk (FSD) Web site <https://www.fsd.gov/app/answers/list> provide user guides and answers to frequently asked questions.

The following information is required for a foreign contractor to register on the SAM Web site.

1. Obtain a DUNS number, provided by Dun & Bradstreet (D&B). Additional information on obtaining a DUNS number can be found at the FSD Web site. Obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE). Additional information on obtaining an NCAGE can be found on the NCAGE request form at NATO Support Agency (NSPA) <https://eportal.nspa.nato.int/ac135public/>.

A contractor's Basic Agreement (BA) is incorporated into each Order or Circuit Demand by reference, eliminating the need for the DITCO contracting office and the contractor to address the general terms, conditions, and representations and certifications individually for each Order/Circuit Demand. FAR 16.702 and DFARS 239.7407 address BAs. Contractors can initiate a BA from the IDEAS contractor landing page <https://depsland.csd.disa.mil/html/vendor.html>. There is no need for U.S. contractors with a current DITCO U.S. BA to complete a separate BA for DITCO Europe or DITCO Pacific. The process is quick, easy, and paperless. Any questions concerning the DITCO U.S. BA may be emailed to [disa.scott.ditco.mbx.basic-agreements@mail.mil](mailto:disa.scott.ditco.mbx.basic-agreements@mail.mil) or you may contact the DITCO U.S. BA Contracting Officer at (618)-229-9236 or Contract Specialist at (618) 229-9489. Any questions concerning the DITCO Europe Basic Agreement may be emailed to [disa.stuttgart.EU.mbx.pl511@mail.mil](mailto:disa.stuttgart.EU.mbx.pl511@mail.mil) or you may contact the DITCO Europe Basic Agreement Contracting Officer at 0711-680-2883 for callers in Germany, or +49-711-680-2883 for callers outside of Germany.

Registered contractors who obtained a DoD approved PKI certificate issued by an approved External Certification Authority (ECA) to browse posted Inquiries, upload Quotes, and receive contract documents via DCOP will be able to use their approved PKI certificate to access IDEAS. DoD approved PKI certificates include Partner PKIs that have completed Joint Interoperability Test Command (JITC) interoperability testing and are approved for use on DOD systems. The list of Approved External PKIs can be viewed at [http://jitc.fhu.disa.mil/pki/pke\\_lab/partner\\_pki\\_testing/partner\\_pki\\_status.html](http://jitc.fhu.disa.mil/pki/pke_lab/partner_pki_testing/partner_pki_status.html).

### HYPERLINKS

[DCOP](#)

[DFARS](#)

[DFAS](#)

[DoD ECA Program](#)

[DUNS](#)

[FAR](#)

[FSD](#)

[IDEAS](#)

[NCAGE request form](#)

[SAM](#)

It is very important the contractor acknowledge all Orders (Start, Amend, Temporary, Reaward) and Modifications (Change, Cancel, and Discontinue) issued by DITCO. Notifications from IDEAS will be sent to the contractor's current email address. It is the contractor's responsibility to keep its registration information current (i.e., add or delete users, update corporate information, etc.).



The contractor must provide a Jeopardy Notice ([Exhibit 6](#)) to the DITCO contract specialist or contracting officer whenever information comes to the contractor's attention the contracted service date may not or cannot be met. This notice includes actions that have been or need to be taken to preclude missing the contracted service date.

The contractor shall provide a Completion Notice (example in [Exhibit 7](#)) to DITCO within 72 hours after completion of the contract action (e.g., START, TEMPORARY, REAWARD, AMEND, CHANGE, or DISCONTINUE Order). The Completion Notice is required for DITCO to authorize payment of the contractor's invoice. The Completion Notice can be uploaded to IDEAS or provided by other electronic means authorized in the Order or Circuit Demand or Modification. The customer then has 72 additional hours to notify DITCO if they disagree that the service is completed.

If an Inquiry or Order is no longer required, the DITCO contracting office will issue a CANCEL Inquiry or CANCEL Order. If a completed Communications Service Authorization (CSA) is no longer required, the DITCO contracting office will issue a DISCONTINUE Order or Circuit Demand to terminate the CSA in its entirety and stop contract payment.

Submission of tariff rate changes shall not be submitted with invoices to DFAS. As any tariff rates are changed, contractor/TP must submit to DITCO tariffs email address a listing of all affected DITCO CSAs indicating the element (USOC/line item), NPA NXX, current rate, new rate, effective date of new rate, and applicable tariff reference by name, section, paragraph, revision number, and effective date of page. All tariff changes shall be electronically submitted, with the tariff transmittal and accompanying pages, to DITCO tariffs via email [disa.scott.ditco.mbx.tariffs@mail.mil](mailto:disa.scott.ditco.mbx.tariffs@mail.mil), subject line: tariff transmittal.

Occasionally a contractor may undergo a change in name or change in ownership. 41 U.S.C. 15 prohibits transfer of U.S. Government contracts to a third party. The responsible DITCO contracting officer will process and execute change-of-name agreements and novation agreements in accordance with the procedures in DFARS 242.12. It is the responsibility of the contractor to notify the responsible contracting officer in writing as soon as possible and provide a list of all CSAs affected when there is a name change or change in the ownership of its company to avoid unnecessary delays in the payment of invoices.

- Name change: In accordance with FAR 42.1205, if only a change of the contractor's name is involved and the Government's and contractor's rights and obligations remain unaffected, the parties shall execute an agreement to reflect the name change.
- Novation: In accordance with FAR 42.1204 DITCO contracting offices may, when in their interest, recognize a third party as the successor in interest to DITCO CSAs when the third party's interest in the CSAs arises out of the transfer of all of the contractor's assets or the entire portion of the assets involved in performing the contract.

A novation agreement is unnecessary when there is a change in the ownership of a contractor because of a stock purchase, with no legal change in the contracting party, and when that contracting party remains in control of the assets and is the party performing the contract.

To ensure timely payment, the contractor must submit a proper invoice to the location specified on the Order or Circuit Demand. Invoices shall only be paid for service in arrears. The invoice date must be at least one day *after* the monthly billing period has passed. A proper invoice contains the following information.

1. Contractor's name and address.
2. Invoice date and invoice number.
3. Billing period (from date/to date)
4. DITCO's Communications Service Authorization (CSA) Number.
5. Contractor's Basic Agreement Number.
6. Description of services.
7. Charges: NRC shall include installation NRC and overtime/expediting NRC (if applicable), and total NRC. MRC shall include circuit MRC elements, and total MRC. Include description, quantity, unit NRC/MRC, and extended NRC/MRC. For Orders quoted Firm-Fixed Price, invoice should not breakout the charges separately. (See the examples below.)
8. Taxpayer Identification Number (TIN).
9. Prompt payment discount (if applicable).

**Example of invoice price breakout for tariffed services Order:**

<u>USOC</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price MRC</u>	<u>Unit Price NRC</u>	<u>Extended Price</u>
1FB	Flat Business line	2	\$10.00	\$50.00	\$120.00
USF	Universal Service Fee	1	\$ 3.00	\$ 0.00	\$ 3.00
XXX	Surcharge	1	\$ 1.50	\$ 0.00	\$ 1.50
<b>Invoice Total</b>					<b>\$124.50</b>

**NOTE**

If invoice is for Firm-Fixed Price Order, invoice should be submitted without charges listed separately. Only provide the total MRC, total NRC, and invoice total.

**Example of invoice price breakout for Firm-Fixed Price (FFP) Order:**

<u>Description</u>	<u>QTY</u>	<u>Unit Price</u>	<u>Extended Price</u>
FFP MRC	1	\$ 24.50	\$ 24.50
FFP NRC	1	\$100.00	\$100.00
<b>Invoice Total</b>			<b>\$124.50</b>

Delivery Ticket Invoice (DTI) is a contract payment method available against firm-fixed priced CSAs in which the receiving document (mission partner's acceptance), when combined with the Order, contains sufficient information to determine a contractor's payment entitlement, *without* requiring the contractor to submit an invoice. If the contractor currently submits invoices for both firm-fixed price CSAs and invoices for CSAs

with separate charges such as taxes, surcharges, message units, usage, tariffed items, or foreign currency adjustments; only the firm-fixed price CSAs are eligible for DTI. A unique company symbol dedicated for use on CSA numbers under the DTI contract payment method must be used. Since this unique company symbol will be used by PL1 and DFAS to schedule DTI payments, it is imperative the company symbol is dedicated to *only* CSA orders using the DTI contract payment method. Issuance of a BA shall be limited to one per contractor. A BA may be issued for the DTI contract payment process or non-DTI contract payment process. If interested in setting up DTI rather than submitting paper invoices, discuss this option with the DITCO contact on Inquiry or Order.

The contractor is responsible for ensuring invoices are accurate and complete. To save time and money, it is recommended invoices be submitted using the DITCO Electronic Invoicing Process. There are currently several ways to submit invoices electronically: Secure File Transfer Protocol, Mainframe Transfer, CD, and DTI. Contractor questions regarding submission of electronic invoices to DFAS Columbus, can be addressed to the following email address: [CCO-FABS@DFAS.MIL](mailto:CCO-FABS@DFAS.MIL) subject line - Electronic.

**HYPERLINKS**  
[DFAS](#)

For contractors who submit Electronic Pay invoices by CD directly to DFAS, the following address shall be used:

**Postal Mail Address  
for Electronic Pay Invoices Only**

DFAS Columbus  
3990 East Broad Street  
Bldg 21  
ATTN: DFAS System Code JASLA  
Columbus, OH 43213

For contractors who submit paper invoices directly to DFAS, the following addresses shall be used:

**Express Mail Address  
for Paper Invoices Only  
(RegPay)**

Defense Finance and Accounting Service  
Columbus Center  
3990 East Broad Street  
Bldg 21  
ATTN: DITCO/FABS Vendor Pay (HQ0252)  
Columbus, OH 43213

**Postal Mail Address  
for Paper Invoices Only  
(RegPay)**

DFAS Columbus (HQ0252)  
P O Box 182317  
Columbus, OH 43218-6200

DITCO Europe contractors not submitting electronic invoices to DFAS shall submit all invoices via email directly to DITCO Europe at [disa.stuttgart.EU.mbx.cfe84@mail.mil](mailto:disa.stuttgart.EU.mbx.cfe84@mail.mil).

DO NOT submit paper invoices to DFAS Columbus directly. As an alternate to DITCO EUR's preferred method of receiving invoices via email, invoices can be mailed directly to the following addresses:

HYPERLINKS

[CPARS](#)

**Postal Mail Address  
for U.S. Vendors**

DFAS Columbus (HQ0131)  
C/O  
DITCO EUROPE/CFE 84  
UNIT 30403  
APO, AE 09131-0403

**Postal Mail Address  
for Foreign Vendors**

DFAS Columbus (HQ0131)  
C/O  
DITCO EUROPE/CFE 84  
PATCH BARRACKS  
HAUPSTRASSE, BLDG 2341  
ATTN: CFE84  
70569 STUTTGART  
GERMANY

After the contractor submits a final invoice for a discontinued CSA and receives payment, a contract specialist will begin the contract closeout process.

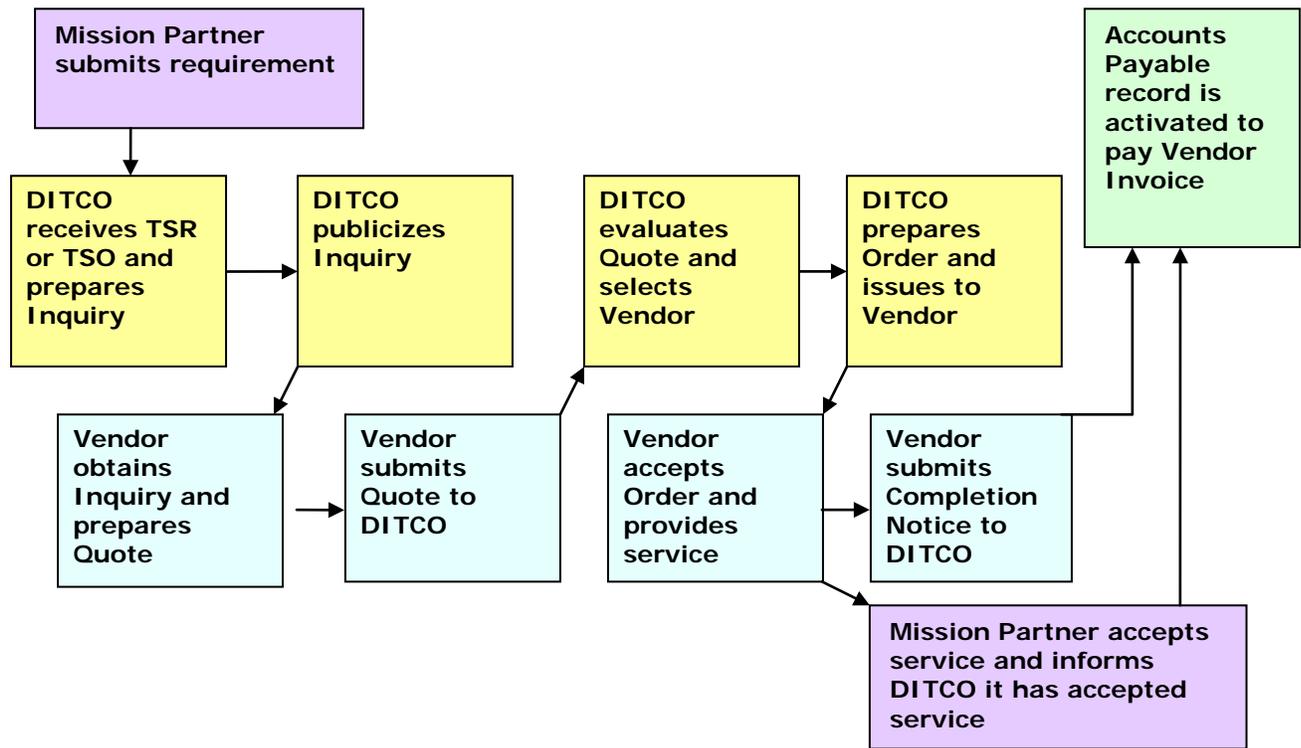
Contracting Officers are required to ensure that annual reports within the Contractor Performance Assessment Reporting System (CPARS) are prepared for a contractor's performance when the CSA value is \$1M or greater. Entering CPARS reports makes the data available to all registered PPIRS users (FAR 42.15). CPARS sends an email notice to the Contractor Representative (CR) when it is ready for contractor review. The CR may concur or non-concur by providing responses or additional information. If the contractor non-concurs, the CPARS can be modified based on clarifications received and/or a Reviewing Official can review and provide comments if the CPARS is contentious and Receiving Official has authority to make a unilateral final decision.

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## CHAPTER 5 IQO PROCESS SUMMARY

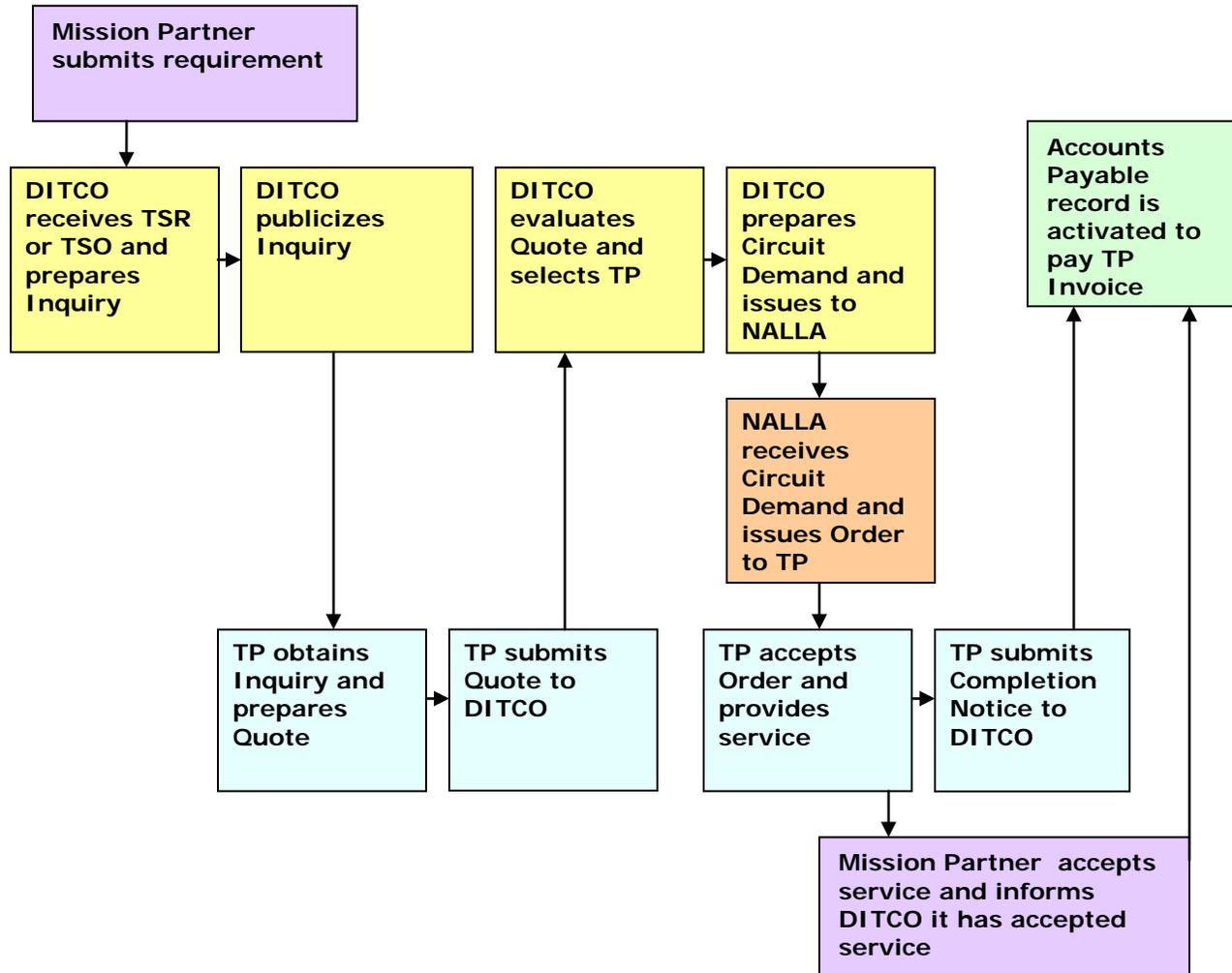
The following flow chart depicts the IQO process for a telecommunications service requirement issued to a contractor by DITCO Europe, DITCO Pacific, or DITCO Scott Telecommunications using the Standard Procedure.

DITCO IQO Process - Standard Procedure



The following flow chart depicts the IQO process for a telecommunications service requirement issued to a National Long Lines Activity (NALLA) by DITCO Europe using the ALLA Procedure.

DITCO IQO Process – ALLA Procedure



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## APPENDIX A STANDARD PROVISIONS

<b>Provision Number</b>	<b>Title/Date</b>
ONE	DITCO BASIC AGREEMENT-(MARCH 2014)
TWO	CONTRACTOR/TELECOMMUNICATIONS PROVIDER ACKNOWLEDGEMENT (AUGUST 2013)
THREE	TARIFF INFORMATION (AUGUST 2013)
FOUR	QUOTE PREPARATION (AUGUST 2014)
FIVE	OVERTIME AND EXPEDITING CHARGES - INQUIRY (AUGUST 2013)
SIX	OVERTIME AND EXPEDITING CHARGES-ORDER/CIRCUIT DEMAND (AUGUST 2013)
SEVEN	(RESERVED)
EIGHT	ALLA PROCEDURE (JULY 2009)
NINE	STANDARD PROCEDURE (JULY 2009)
TEN	(RESERVED)
ELEVEN	ONE-STOP-SHOPPING/END-TO-END SERVICE VS HALF CIRCUITS-ALLA PROCEDURE (JULY 2009)
TWELVE	ONE-STOP-SHOPPING/END-TO-END SERVICE VS HALF CIRCUITS- STANDARD PROCEDURE (AUGUST 2013)
THIRTEEN	END-TO-END SERVICE (AUGUST 2013)
FOURTEEN	(RESERVED)
FIFTEEN	(RESERVED)
SIXTEEN	SMALL BUSINESS SET ASIDE (AUGUST 2013)
SEVENTEEN	SUBMISSION OF QUOTES – IDEAS (AUGUST 2013)
EIGHTEEN	SUBMISSION OF QUOTES - OTHER ELECTRONIC MEDIA (AUGUST 2013)
NINETEEN	SUBMISSION OF QUOTES-DITCO EUROPE/STUTT GART (AUGUST 2013)

<b>Provision Number</b>	<b>Title/Date</b>
TWENTY	SUBMISSION OF QUOTES-DITCO-EUROPE/BAHRAIN (AUGUST 2013)
TWENTY-ONE	QUOTES RECEIVED AFTER DUE DATE AND WITHDRAWALS OF QUOTES (AUGUST 2013)
TWENTY-TWO	(RESERVED)
TWENTY-THREE	EVALUATION OF QUOTES-TECHNICAL/SERVICE DATE/PRICE (MARCH 2014)
TWENTY-FOUR	EVALUATION OF QUOTES-TECHNICAL/SERVICE DATE/PAST PERFORMANCE/PRICE (MARCH 2014)
TWENTY-FIVE	EVALUATION OF QUOTES-FOREIGN CURRENCY (MARCH 2014)
TWENTY-SIX	(RESERVED)
TWENTY-SEVEN	APPROVALS AND PERMITS (AUGUST 2013)
TWENTY-EIGHT	SMALL BUSINESS SUBCONTRACTING PLAN (AUGUST 2013)
TWENTY-NINE	(RESERVED)
THIRTY	CONTRACT PERIOD-INDEFINITE TERM (MARCH 2014)
THIRTY-ONE	CONTRACT PERIOD-TERM WITHOUT OPTION PERIODS (AUGUST 2013)
THIRTY-TWO	CONTRACT PERIOD-TERM WITH OPTION PERIODS (AUGUST 2013)
THIRTY-THREE	COMPLETION NOTICE - DITCO EUROPE/STUTTGART (MARCH 2014)
THIRTY-FOUR	COMPLETION NOTICE - DITCO EUROPE/BAHRAIN (MARCH 2014)
THIRTY-FIVE	COMPLETION NOTICE-IDEAS (MARCH 2014)
THIRTY-SIX	COMPLETION NOTICE-OTHER ELECTRONIC MEDIA (MARCH 2014)
THIRTY-SEVEN	JEOPARDY NOTICE-IDEAS (AUGUST 2013)
THIRTY-EIGHT	STATUS REPORT (AUGUST 2013)
THIRTY-NINE	CIRCUIT DOCUMENTATION (AUGUST 2013)
FORTY	FAILURE TO MEET SERVICE DATE - LIQUIDATED DAMAGES (MARCH 2014)
FORTY-ONE	SCHEDULED OUTAGES (AUGUST 2013)

<b>Provision Number</b>	<b>Title/Date</b>
FORTY-TWO	CONSIDERATION (AUGUST 2013)
FORTY-THREE	JEOPARDY NOTICE-OTHER ELECTRONIC MEDIA (AUGUST 2013)
FORTY-FOUR	SYSTEM FOR AWARD MANAGEMENT REGISTRATION (MARCH 2014) (DEVIATION)
FORTY-FIVE	CONTRACTOR REGISTRATION - IDEAS (AUGUST 2013)
FORTY-SIX	ACCEPTANCE OF ORDER/CIRCUIT DEMAND (AUGUST 2013)
FORTY-SEVEN	PAYMENT IN ARREARS-DITCO EUROPE (AUGUST 2013)
FORTY-EIGHT	PAYMENT IN ARREARS-DITCO SCOTT (AUGUST 2014)
FORTY-NINE	DELIVERY TICKET INVOICE (DTI) - PAYMENTS (JANUARY 2014)
FIFTY	INVOICING - IDEAS (MARCH 2014)

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**STANDARD PROVISION - ONE**  
**DITCO BASIC AGREEMENT (MARCH 2014)**

To be eligible to receive any Order or Circuit Demand resulting from this Inquiry, Contractor/Telecommunication Provider (TP) shall have a current DITCO Basic Agreement. DITCO Basic Agreement contains additional terms and conditions that shall be incorporated into Order or Circuit Demand by reference. Contractor/TP shall identify its DITCO Basic Agreement number (i.e., HC10XX-XX-H-XXXX) and agreement date in its quote. Contractors/TPs that do not have a current DITCO Basic Agreement must obtain a blank Basic Agreement from the Integrated Defense Enterprise Acquisition System (IDEAS) Contractor web site under references tab <https://depsland.csd.disa.mil/html/vendor.html>; complete and sign Basic Agreement, and return Basic Agreement with their quote. Any questions concerning the DITCO U.S. BA may be emailed to [disa.scott.ditco.mbx.basic-agreements@mail.mil](mailto:disa.scott.ditco.mbx.basic-agreements@mail.mil) and any questions concerning the DITCO Europe Basic Agreement may be emailed to [disa.stuttgart.eu.mbx.pl511@mail.mil](mailto:disa.stuttgart.eu.mbx.pl511@mail.mil)

APPLICATION: Standard Provision – One is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY).

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and provide the Contractor's/TP's current basic agreement number and execution date or a new completed and signed basic agreement for execution.

**STANDARD PROVISION - TWO**  
**CONTRACTOR/TELECOMMUNICATIONS PROVIDER ACKNOWLEDGEMENT**  
**(AUGUST 2013)**

Contractor/Telecommunications Provider (TP) acknowledges it has read and understands the current published version of the "Acquisition Deskbook Inquiry/Quote/Order" available from the Integrated Defense Enterprise Acquisition System (IDEAS) Contractor web site <https://depsland.csd.disa.mil/html/vendor.html>.

APPLICATION: Standard Provision - Two is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY), CHANGE/Modification, CANCEL, or DISCONTINUE to existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND."

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**STANDARD PROVISION - THREE**  
**TARIFF INFORMATION (AUGUST 2013)**

A. The prices agreed upon at time of award shall be the prices the Contractor/Telecommunications Provider (TP) shall have filed or may file in applicable tariffs with appropriate regulatory authority.

B. The Contractor/TP shall indicate whether service will be provided under a filed tariff or a tariff to be filed with the Federal Communications Commission (FCC) or Public Utilities Commission (PUC) as applicable.

(1) If the prices contained in the Contractor/TP's quote are under existing tariffs, these prices shall be footnoted to indicate the applicable tariff, section, paragraphs(s) and page number(s) with their revision number.

(2) If the prices contained in the Contractor/TP's quote are not filed tariffs, state whether they are to be added to Contractor/TP's existing tariffs (provide tariff number).

(3) If the prices are to be filed as a special tariff, a copy of the proposed special tariff shall be provided to DITCO electronically along with the quote or, in the event that it cannot be provided, the proposed special tariff page(s) shall be sent separately to the DITCO Contract Specialist or Contracting Officer. Absence of the special tariff page(s) with the quote shall not be considered as non-responsive, however, page(s) should be received within five days after receipt of the quote.

C. Any tariff that contains a provision with a minimum service period will be considered as guaranteed revenue and will not be allowed. Quotes containing tariffs with such a minimum service period must have that period waved in Order to be considered for evaluation.

D. Any quote which contains a rate reduction from the existing approved rate must include a statement as to which rate will apply (i.e., for billing purposes) effective on the date of service. No further documentation is required if the reduced rate will be filed in a tariff beginning on the service date. If, however, the reduced rate cannot be billed until after regulatory authority approval, the quote should state 1) by what date the company would expect to obtain approval (and commensurate billing begin) and 2) what assurance can be provided to suggest the validity of that projected bill.

E. Should an Order be issued based on a quote containing a proposed rate reduction from the existing tariff (domestic or foreign) and that proposed rate reduction is later disapproved, resulting in that quote no longer being low, the government has the right to cancel/terminate the Order at no costs to the Government.

F. If Contractor does not have an operating agreement with the foreign telecommunications provider, provide the procedures and estimated time frame required to obtain the operating agreement prior to installation of the service.

G. In advance of any tariff change applicable to this contract, the Contractor shall provide electronic notification, with the tariff transmittal and accompanying pages, to the DITCO Tariff Team at [disa.scott.ditco.mbx.tariffs@mail.mil](mailto:disa.scott.ditco.mbx.tariffs@mail.mil), subject line: "Tariff Transmittal."

APPLICATION: Standard Provision - Three is to be included in Section M of all Inquiries and Orders or Circuit Demands for CHANGE/Modification to existing services in place prior to October 1, 2014.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY" and provide requested tariff documents with the quote including the name of the foreign telecommunications provider with whom Contractor has an operating agreement, if applicable.

**STANDARD PROVISION - FOUR**  
**QUOTE PREPARATION (AUGUST 2014)**

Contractor/Telecommunications Provider (TP) quote shall respond to each paragraph of this Inquiry separately and to each subparagraph under section M (additional information) separately if applicable. Contractor/TP shall agree to satisfy all technical aspects of Inquiry. Any technical aspects of Inquiry that Contractor/TP is unable or unwilling to satisfy shall be addressed by Contractor/TP. Contractor/TP shall indicate whether or not it can meet service date identified in Inquiry. If Contractor/TP cannot meet service date, Contractor/TP shall indicate date that it can provide service. If Contractor's/TP's ability to meet a requested date is dependent upon receipt of an Order or Circuit Demand by a certain date, this condition shall be stated in quote. Contractor's/TP's quote shall contain the applicable NPA/NXX for each service location and all applicable charges for service (e.g., charges from subcontractors or other Contractors/TPs, taxes, surcharges, universal service fund, fees, etc.). All charges shall be itemized, with quantity and costs per unit indicated, as non-recurring charges (NRC) and monthly recurring charges (MRC), as applicable. Charges not included in quote shall not be added to subsequent invoices, and U.S. Government shall not be obligated to pay charges that are not specified in quote and authorized in resultant Order or Circuit Demand.

All charges quoted shall be understood to be firm fixed prices for the life of the contract. Firm fixed price quotes must account for all applicable charges (e.g., charges from Subcontractors or other Contractors/TPs, taxes, surcharges, universal service fund, fees, etc.), and these charges may not be billed separately.

All quotes shall be provided in English.

APPLICATION: Standard Provision - Four is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service in place after October 1, 2014.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND, WILL COMPLY" and **provide the required information.**

**STANDARD PROVISION - FOUR**  
**QUOTE PREPARATION (AUGUST 2014)**  
**(Service Prior to October 1, 2014)**

Contractor/Telecommunications Provider (TP) quote shall respond to each paragraph of this Inquiry separately and to each subparagraph under section M (additional information) separately if applicable. Contractor/TP shall agree to satisfy all technical aspects of Inquiry. Any technical aspects of Inquiry that Contractor/TP is unable or unwilling to satisfy shall be addressed by Contractor/TP. Contractor/TP shall indicate whether or not it can meet service

date identified in Inquiry. If Contractor/TP cannot meet service date, Contractor/TP shall indicate date that it can provide service. If Contractor's/TP's ability to meet a requested date is dependent upon receipt of an Order or Circuit Demand by a certain date, this condition shall be stated in quote. Contractor's/TP's quote shall contain the applicable NPA/NXX for each service location and all applicable charges for service (e.g., charges from subcontractors or other Contractors/TPs, taxes, surcharges, universal service fund, fees, etc.). All charges shall be itemized, with quantity and costs per unit indicated, as non-recurring charges (NRC) and monthly recurring charges (MRC), as applicable. Charges not included in quote shall not be added to subsequent invoices, and U.S. Government shall not be obligated to pay charges that are not specified in quote and authorized in resultant Order or Circuit Demand.

All charges quoted shall be understood to be firm fixed prices for the life of the contract. Firm fixed price quotes must account for all applicable charges (e.g., charges from Subcontractors or other Contractors/TPs, taxes, surcharges, universal service fund, fees, etc.), and these charges may not be billed separately. Quote should state up front whether the quote contains tariff charges. Charges required by tariffs must be identified in the quote, with the effective date, National Exchange Carrier Association (NECA) ; and include the applicable tariff reference by name, section, paragraph, revision number, and effective date of each page. Additionally, any future tariff changes will be electronically submitted, with the tariff transmittal and accompanying pages, to [disa.scott.ditco.mbx.tariffs@mail.mil](mailto:disa.scott.ditco.mbx.tariffs@mail.mil), subject line: tariff transmittal.

All quotes shall be provided in English.

APPLICATION: Standard Provision - Four is to be included in Section M of all CHANGE/Modification of existing service in place prior to October 1, 2014.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND, WILL COMPLY" and **provide the required information.**

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**STANDARD PROVISION - FIVE**  
**OVERTIME AND EXPEDITING CHARGES - INQUIRY (AUGUST 2013)**

Because of critical service date for this service and less than normal lead-time, U.S. Government will consider Contractor/Telecommunications Provider (TP) overtime and expediting charges for providing complete service by required service date. Accordingly, Contractors/TPs requiring overtime and expediting charges to meet required service date shall identify such one-time overtime and expediting charges in their quote. These overtime and expediting charges must be separately itemized as non-recurring charges (NRCs), and will be included in U.S. government's evaluation. Payment of overtime and expediting charges will only be authorized in the event Contractor/TP provides complete service by contracted service date.

APPLICATION: Standard Provision - Five is to be included in Section M of Inquiries for the START/Provision of new service (including TEMPORARY), CHANGE/Modification of existing service, or DISCONTINUE of existing service when the service date is critical; less than normal lead-times are available; and the mission partner authorizes the payment of overtime and expediting charges to meet the required service date.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and provide separately itemized overtime and expediting NRC in Quote.

**STANDARD PROVISION - SIX**  
**OVERTIME AND EXPEDITING CHARGES-ORDER/CIRCUIT DEMAND (AUGUST 2013)**

Because of critical service date for this service and less than normal lead-time, this Order or Circuit Demand includes a one-time overtime and expediting charge in the amount of \_\_\_\_\_. Payment of this overtime and expediting charge is authorized only in the event Contractor/Telecommunications Provider (TP) provides complete service by contracted service date.

APPLICATION: Standard Provision - Six is to be included in Section M of Orders and Circuit Demands for the START of new service (including REAWARD and TEMPORARY), CHANGE/Modification, or DISCONTINUE of existing service when the payment of an overtime and expediting charge is authorized for meeting the contracted service date. The "fill-in" information required to complete this Standard Provision is the amount authorized on the TSR/TSO for overtime and expediting charges.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: N/A.

**STANDARD PROVISION - SEVEN**  
**(RESERVED)**

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**STANDARD PROVISION - EIGHT**  
**ALLA PROCEDURE (JULY 2009)**

One or more end points of this circuit terminate in NATO countries that have National Long Lines Agencies (NALLAs) and NALLA accredited Telecommunication Providers (TPs). As a member and signatory in North Atlantic Treaty Organization (NATO), the U.S. Department of Defense acquires its military telecommunication services in accordance with NATO requirements specified in Alliance Long Lines Activity (ALLA) handbook. Therefore, only TPs accredited by NALLAs of respective NATO countries will be eligible to receive any Order or Circuit Demand resulting from this Inquiry, for NATO country portions of this circuit. Additionally, only NALLA accredited TPs can be used as subcontractor TP in NATO countries. In NATO countries having no NALLA and/or no NALLA accredited TP, quotes from TPs possessing authorization to provide communication services from appropriate national authority will be considered. Quotes shall identify portions of service that will be provided using TP's own facilities as well as those that will be provided by subcontractor TPs, and shall identify all subcontractor TPs. Additionally, quotes shall provide evidence TP and all subcontractor TPs possess required NALLA accreditations or national authority authorizations for countries where this circuit terminates. Evidence of such NALLA accreditation and national authority authorizations for TP and all subcontractor TPs is a definitive responsibility criterion.

APPLICATION: Standard Provision - Eight is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) that is within a NATO country that has a NALLA and at least one NALLA accredited TP or has one or more end points in a NATO country that has a NALLA and at least one NALLA accredited TP.

ACCEPTABLE TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and identify all portions of service provided by TP and all portions of the service provided by subcontractor TPs, and provide evidence that TP and all subcontractor TPs possess required NALLA accreditations and national authority authorizations.

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**STANDARD PROVISION - NINE**  
**STANDARD PROCEDURE (JULY 2009)**

One or more end points of this circuit terminate in non-NATO countries and/or NATO countries that do not have a National Long Lines Agency (NALLA) and/or a NALLA accredited TP. Therefore, quotes from Telecommunication Providers (TPs) possessing authorization to provide telecommunications service from appropriate national authorities will be considered. Quotes shall identify portions of service that will be provided using TP's own facilities as well as those that will be provided by subcontractor TPs, and shall identify all subcontractor TPs. Additionally, quotes shall provide evidence TP and all subcontractor TPs possess required national authority authorizations for countries where this circuit terminates. Evidence of such national authority authorizations for TP and all subcontractor TPs is a definitive responsibility criterion.

APPLICATION: Standard Provision - Nine is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) that is within a non-NATO country, between non-NATO countries, between a non-NATO country and a NATO country that does not have a NALLA or at least one NALLA accredited TP, or between NATO countries that do not have a NALLA or at least one NALLA accredited TP.

ACCEPTABLE TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and identify all portions of service provided by TP and all portions of the service provided by subcontractor TPs, and provide evidence that TP and all subcontractor TPs possess required national authority authorizations.

**STANDARD PROVISION - TEN**  
**(RESERVED)**

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**STANDARD PROVISION - ELEVEN**  
**ONE-STOP-SHOPPING/END-TO-END SERVICE VS HALF CIRCUITS-**  
**ALLA PROCEDURE (JULY 2009)**

U.S. Government's preference is to obtain this service on a "One-Stop-Shopping" (OSS) or end-to-end service basis. Under an OSS or end-to-end arrangement, Telecommunications Provider (TP) receiving this contract shall have total responsibility for end-to-end technical sufficiency and invoicing (i.e., end-to-end provisioning, restoral/maintenance, and invoicing) for entire service. For circuits having one or more end points in a NATO country that has a NALLA and one or more NALLA accredited TPs, OSS/end-to-end quotes will only be considered when submitted by such NALLA accredited TPs. Government may consider half circuit quotes when it is unsuccessful in obtaining an OSS/end-to-end quote, when OSS/end-to-end quote charges cannot be determined to be fair and reasonable, or when determined to be in best interest of U.S. Government. Therefore, all TPs are advised to submit a half circuit quote in addition to any OSS/end-to-end quote they are authorized to provide. All half-circuit quotes must identify TPs that they have coordinated with to provide complete service, along with agreed upon circuit midpoint.

APPLICATION: Standard Provision - Eleven is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) when ALLA procedures are being used.

ACCEPTABLE TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and identify the coordinating TP and the circuit midpoint for half circuit quotes

**STANDARD PROVISION – TWELVE**  
**ONE-STOP-SHOPPING/END-TO-END SERVICE VS HALF CIRCUITS-**  
**STANDARD PROCEDURE (AUGUST 2013)**

U.S. Government's preference is to obtain this service on a "One-Stop-Shopping" (OSS) or end-to-end service basis. Under an OSS or end-to-end arrangement, Contractor/Telecommunications Provider (TP) receiving this contract shall have total responsibility for end-to-end technical sufficiency and invoicing (i.e., end-to-end provisioning, restoral/maintenance, and invoicing) for entire service. Government may consider half circuit quotes when it is unsuccessful in obtaining an OSS/end-to-end quote, when OSS/end-to-end quote charges cannot be determined to be fair and reasonable, or when determined to be in best interest of U.S. Government. Therefore, all Contractors/TPs are advised to submit a half circuit quote in addition to any OSS/end-to-end quote they provide. All half-circuit quotes must identify Contractor/TP that they have coordinated with to provide complete service, along with agreed upon circuit midpoint.

APPLICATION: Standard Provision - Twelve is to be included in Section M of Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service when standard procedures are being used.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and identify the coordinating Contractor/TP and the circuit midpoint for half circuit Quotes.

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**STANDARD PROVISION – THIRTEEN**  
**END-TO-END SERVICE (AUGUST 2013)**

This telecommunications service shall be provided on an end-to-end basis, to include all facilities required to extend this service from Contractor's commercial communications interface point to termination location (i.e., inside wire, etc.). Installation and maintenance of such service extensions shall be provided as firm fixed prices, and be included in Contractor's quote as non-recurring charge (NRC) and/or monthly recurring charge (MRC), as applicable. Such service extension charges will be considered in the evaluation of quotes. Quotes containing other than firm fixed price charges for installation and maintenance of service extensions will be excluded from consideration for award. U.S. Government shall not be obligated to pay charges which are not specified in the quote and authorized in resultant Order. Contractor receiving this contract shall have total responsibility for end-to-end technical sufficiency (i.e., end-to-end provisioning and restoral/maintenance) for entire telecommunication service.

APPLICATION: Standard Provision – Thirteen is to be included in Section M of Inquiries and Orders for START of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service when Inside Wire is requested in the TSR/TSO for one or more CONUS locations.

ACCEPTABLE CONTRACTOR RESPONSE: The acceptable Contractor response to Standard Provision – Thirteen is "UNDERSTAND," and provide separately itemized service extension NRC and/or MRC in quote.

**STANDARD PROVISION – FOURTEEN**  
**(RESERVED)**

**STANDARD PROVISION - FIFTEEN**  
**(RESERVED)**

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**STANDARD PROVISION - SIXTEEN**  
**SMALL BUSINESS SET ASIDE (AUGUST 2013)**

This acquisition is 100 percent set aside for the following small business category:

- Small Business
- Hub Zone Small Business
- Service-Disabled Veteran Owned Small Business
- Women-Owned Small Business (WOSB) Under The Women-Owned Small Business Program
- Economically Disadvantaged WOSB
- 8(A)

NAICS: 517110 and 517911.

Small Business Size Standard: 1,500 Employees.

APPLICATION: Standard Provision - Sixteen is to be included in Section M of all Inquiries for the START of new service (including REAWARD and TEMPORARY) under \$150K unless exempt via an approved DD2579 or over \$150K when two or more Small Businesses are capable of providing the telecommunication service. The "Fill-in" information required to complete this Standard Provision is insert an X next to the applicable business category; modify NAICS codes above to use 517410 or 517919 as necessary for size standard \$15M or \$25M respectively. This Standard Provision is applicable when at least one service point is in the United States or its outlying areas.

ACCEPTABLE CONTRACTOR RESPONSE: "UNDERSTAND."

**STANDARD PROVISION - SEVENTEEN**  
**SUBMISSION OF QUOTES – IDEAS (AUGUST 2013)**

Due date for quotes in response to this Inquiry is found in Paragraph V. DITCO's required method of receiving quotes is via Integrated Defense Enterprise Acquisition System (IDEAS), unless Inquiry specifically authorizes the use of other electronic media.

APPLICATION: Standard Provision – Seventeen is to be included in Section M of Inquiries issued through Integrated Defense Enterprise Acquisition System (IDEAS) for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and provide Quote by due date and time.

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**STANDARD PROVISION - EIGHTEEN**  
**SUBMISSION OF QUOTES - OTHER ELECTRONIC MEDIA (AUGUST 2013)**

Due date for quotes in response to this Inquiry is found in Paragraph V. DITCO's alternate method of receiving quotes is via email to the attention of the DITCO Contract Specialist.

APPLICATION: Standard Provision – Eighteen is to be included in Section M of Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and provide Quote by Quote due date/time.

**STANDARD PROVISION - NINETEEN**  
**SUBMISSION OF QUOTES-DITCO EUROPE/STUTT GART (AUGUST 2013)**

Due date for quotes in response to this Inquiry is found in Paragraph V. DITCO Europe/Stuttgart's alternate method of receiving quotes is via e-mail at [disa.stuttgart.eu.mbx.pl511@mail.mil](mailto:disa.stuttgart.eu.mbx.pl511@mail.mil).

APPLICATION: Standard Provision – Nineteen is to be included in Section M of all DITCO Europe/Stuttgart Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: "UNDERSTAND," and provide Quote by due date/time

**STANDARD PROVISION – TWENTY**  
**SUBMISSION OF QUOTES-DITCO-EUROPE/BAHRAIN (AUGUST 2013)**

Due date for quotes in response to this Inquiry is found in Paragraph V. DITCO Europe/Bahrain's alternate method of receiving quotes is via e-mail at [disa.stuttgart.eu.mbx.pl52@mail.mil](mailto:disa.stuttgart.eu.mbx.pl52@mail.mil).

APPLICATION: Standard Provision - Twenty is to be included in Section M of all DITCO Europe/Bahrain Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR RESPONSE: "UNDERSTAND," and provide Quote by due date/time.

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**STANDARD PROVISION – TWENTY-ONE**  
**QUOTES RECEIVED AFTER DUE DATE AND WITHDRAWALS OF QUOTES**  
**(AUGUST 2013)**

It is the responsibility of each Contractor/Telecommunication Provider (TP) to provide its quote (or any revised quote) to the DITCO Contracting Office that issued Inquiry by quote due date. Accordingly, U.S. Government is not obligated to consider any quote or revised quote received after quote due date. However, U.S. Government may elect to issue an order or Circuit Demand to a Contractor/TP that submitted a quote received after the quote due date. When in best interest of U.S. Government and consistent with integrity of procurement process.

Contractor/TP may withdraw its quote at any time prior to U.S. Government issuing an Order or Circuit Demand. Upon receipt of a written quote withdrawal notification from a Contractor/TP, quote will be withdrawn and eliminated from further consideration by U.S. Government.

APPLICATION: Standard Provision - Twenty-One is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND."

**STANDARD PROVISION – TWENTY-TWO**  
**(RESERVED)**

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**STANDARD PROVISION - TWENTY-THREE**  
**EVALUATION OF QUOTES-TECHNICAL/SERVICE DATE/PRICE (MARCH 2014)**

Quotes received in response to this Inquiry will be evaluated for technical sufficiency, ability to meet required service date, and total price. Government contractor support may be utilized to analyze technical and price aspects of quotes submitted. The Government intends to issue an Order to the Contractor/Telecommunication Provider (TP) whose quote is determined to be the lowest priced, technically acceptable and meets the government's service date. In the event that none of the quotes meets required service date, U.S. Government may consider quotes that agree to provide service on a date later than required service date. For evaluation purposes, total price will be determined by adding charges contained in quote (NRC, MRC, and any expedite charges) for duration of contract period (i.e., estimated service life or term, as appropriate). U.S. Government intends to evaluate quotes and issue an Order or Circuit Demand without negotiations. Therefore, initial quote submitted should contain Contractor's/Telecommunication Provider's (TP's) best technical solution, service date, and price. However, U.S. Government reserves the right to conduct negotiations, if determined necessary by Contracting Officer.

APPLICATION: Standard Provision - Twenty-Three is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY), when the estimated contract value does not exceed \$1M, and past performance is not evaluated. Cannot be used if Standard Provision - Twenty-Four is included in the Inquiry.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND."

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**STANDARD PROVISION - TWENTY-FOUR**  
**EVALUATION OF QUOTES-TECHNICAL/SERVICE DATE/PAST PERFORMANCE/PRICE**  
**(MARCH 2014)**

Quotes received in response to this Inquiry will be evaluated for technical sufficiency, ability to meet required service date, past performance, and total price. Government Contractor support may be utilized to analyze technical and price aspects of quotes submitted. The Government intends to issue an Order to the Contractor/Telecommunication Provider (TP) who the government considers as having satisfactory past performance (or neutral past performance in the event a Contractor/Telecommunications Provider does not have past performance information in the Past Performance Information Retrieval System (PPIRS)) and whose quote is determined to be the lowest priced, technically acceptable and meets the Government's service date. Satisfactory past performance means that based on the Contractor/TP's past performance in PPIRS. In the event that none of the quotes meets required service date, government may consider quotes that agree to provide service on a date later than required service date. For evaluation purposes, total price will be determined by adding charges contained in quote (NRC, MRC, and any expedite charges) for duration of contract period (i.e., estimated service life or term, as appropriate). Government intends to evaluate quotes and issue Order or Circuit Demand without negotiations. Therefore, initial quote submitted should contain Contractor/TP's best technical solution, service date, and price. However, government reserves the right to conduct negotiations, if determined necessary by contracting officer. Government intends to use its own knowledge and previous experience with Contractor/TP's, or any other past performance information readily available to the contracting officer (e.g., PPIRS), in determining whether past performance is satisfactory. If a Contractor/TP does not have DITCO contracts, Contractor/TP must submit performance information on other government contracts for similar types of service. The following information, as a minimum, must be provided: (1) government contract number; (2) government organization; (3) name of government contracting officer; and (4) phone number of Government Contracting Officer. If Contractor/TP does not have any contracts with Government entities, Contractor/TP must provide documentation of similar types of service provided to commercial customers.

APPLICATION: Standard Provision - Twenty-Four is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY), when the estimated contract value exceeds \$1M when past performance is being evaluated; and may be used for actions with an estimated contract value of less than \$1M at the discretion of the DITCO contracting officer. Cannot be used if Standard Provision - Twenty-Three is included in the Inquiry.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND" and provide required past performance information if Contractor/TP does not have DITCO contracts.

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**STANDARD PROVISION - TWENTY-FIVE**  
**EVALUATION OF QUOTES-FOREIGN CURRENCY (MARCH 2014)**

Quotes containing charges in foreign currency will be converted to U.S. currency for price evaluation purposes. Foreign currency conversion rates will be obtained from OANDA web site ([www.oanda.com](http://www.oanda.com)). Conversion rate in effect on final quote due date will be used for evaluation of all quotes containing foreign currency.

APPLICATION: Standard Provision - Twenty-Five is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) having one or more end points in a foreign country.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND."

**STANDARD PROVISION - TWENTY-SIX**  
**(RESERVED)**

**STANDARD PROVISION - TWENTY-SEVEN**  
**APPROVALS AND PERMITS (AUGUST 2013)**

Contractor/Telecommunications Provider (TP) receiving this contract shall be responsible for having or obtaining all approvals and permits necessary to provide this service. Inability of Contractor/TP to obtain any such approval or permit shall not be a valid basis for not meeting service date or providing service. Failure of a Contractor/TP to obtain any approval or permit necessary to provide this service may result in termination of this contract by U.S. Government for default at no cost to U.S. Government and/or receipt of a negative past performance rating.

APPLICATION: Standard Provision - Twenty-Seven is to be included in Section M of all Inquiries and Orders or Circuit Demands for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - TWENTY-EIGHT**  
**SMALL BUSINESS SUBCONTRACTING PLAN (AUGUST 2013)**

Resulting contract, including all subcontracts, from this Inquiry is expected to be performed entirely within the U.S., its possessions or territories, the District of Columbia, the Commonwealth of Puerto Rico, or the trust territories of the Pacific Islands. Accordingly, large businesses are required to provide a small business subcontracting plan with their quote for procurements having an estimated value exceeding \$650k. If Contractor is a large business and does not provide a small business subcontracting plan with their quote, Contractor must provide a statutory or regulatory exemption or a written determination explaining why subcontracting opportunities are not available.

APPLICATION: Standard Provision – Twenty-Eight is to be included in Section M of all Inquiries for the START/Provision of new service (including REAWARD and TEMPORARY) when: (1) Contractors include one or more large businesses, (2) the resulting contract (including all subcontracts) is expected to be performed entirely within the U.S., its possessions or territories, the District of Columbia, the Commonwealth of Puerto Rico, or the Trust Territories of the Pacific Islands, and (3) the estimated value of the procurement exceeds \$650K.

ACCEPTABLE CONTRACTOR RESPONSE: “UNDERSTAND/WILL COMPLY” and provide small business subcontracting plan or a statutory/regulatory exemption, or a written determination explaining why subcontracting opportunities are not available.

ACCEPTABLE CONTRACTOR RESPONSE FOR SMALL BUSINESSES: “Contractor is a small business.”

**STANDARD PROVISION - TWENTY-NINE**  
**(RESERVED)**

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**STANDARD PROVISION - THIRTY**  
**CONTRACT PERIOD-INDEFINITE TERM (MARCH 2014)**

Contract for this telecommunications service shall be an indefinite term contract with an estimated contract period of \_\_\_\_\_ months. However, this contract period is not guaranteed. Minimum service period shall be one month. Accordingly, after meeting minimum service period, U.S. Government may discontinue service, at no additional cost to U.S. Government. U.S. Government will provide Contractor/Telecommunications Provider (TP) 30 days notice prior to discontinuing service.

In the event U.S. Government is unable to obtain quotes that meet this minimum service period, U.S. Government may consider quotes with a minimum service period greater than one month.

APPLICATION: Standard Provision - Thirty is to be included in Section M of all Inquiries and Orders or Circuit Demands for the START/Provision of new service (including REAWARD) when an indefinite term contract is to be established (i.e., a month-to-month contract, not to exceed the estimated service life). The "fill-in" information required to complete this Standard Provision is the contract period (estimated service life), in months; the minimum service period, in months. Unless otherwise specified in the Quote of the successful Contractor/TP, the minimum service period shall be one month (30 days). Remove second paragraph on Order or Circuit Demand. Cannot be used if Standard Provision - Thirty-One or Thirty-Two is included in the Inquiry, Order, or Circuit Demand.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

**STANDARD PROVISION - THIRTY-ONE**  
**CONTRACT PERIOD-TERM WITHOUT OPTION PERIODS (AUGUST 2013)**

Contract for this service shall be a term contract for a period of \_\_ month(s).

APPLICATION: Standard Provision - Thirty-One is to be included in Section M of all Inquiries and Orders or Circuit Demands for the START/Provision of new service (including REAWARD and TEMPORARY) when a term contract without option periods is to be established (i.e., a contract that is for a specific fixed period). The "fill-in" information required to complete this Standard Provision is the contract period or term, in months. TEMPORARY service can replace the number of months with the actual POP of the contract. Cannot be used if Standard Provision - Thirty or Thirty-Two is included in the Inquiry, Order, or Circuit Demand.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - THIRTY-TWO**  
**CONTRACT PERIOD-TERM WITH OPTION PERIODS (AUGUST 2013)**

Contract for this service shall be a term contract for a base period of \_\_\_ months. Contract shall also include \_\_\_ option periods, each having a duration of twelve months. In the event this service is required beyond base period, U.S. Government shall have unilateral right to exercise one or more of the option periods. U.S. Government will provide Contractor/Telecommunications Provider notification of its intent to exercise any option period 30-days prior to end of current contract period.

APPLICATION: Standard Provision - Thirty-Two is to be included in Section M of all Inquiries and Orders or Circuit Demands for the START/Provision of new service (including REAWARD) when a term contract with option periods is to be established (i.e., a contract that has a specific base period, and which also includes option periods). The "fill-in" information required to complete this Standard Provision is the contract period or term of the base period, in months, and the number of twelve-month (one-year) option periods included. Cannot be used if Standard Provision - Thirty or Thirty-One is included in the Inquiry, Order, or Circuit Demand.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

**STANDARD PROVISION - THIRTY-THREE**  
**COMPLETION NOTICE - DITCO EUROPE/STUTTGART (MARCH 2014)**

Contractor/Telecommunications Provider (TP) shall provide a completion notice to DITCO within 72 hours of delivering service to U.S. Government acceptance activity. The customer then has an additional 72 hours to notify DITCO if they disagree that the service is complete. A completion notice must include following information: (1) DITCO CSA number, (2) DITCO TSR number, (3) type of action, (4) contracted service date, (5) date service was delivered to and accepted by U.S. Government acceptance activity; (6) commercial circuit identifier or phone number; (7) Contractor's/TP's trouble reporting number; (8) Contractor bill cycle end date; (9) a listing of any equipment installed on government premises by location and any deviations from service ordered; (10) name, phone number, and e-mail address U.S. Government representative (non-DITCO) that accepted service; and (11) Contractor/TP POC name, phone number, and e-mail address. Unless deviations are identified, completion notice will serve as Contractor's/TP's confirmation that service was provided in accordance with contract. A follow-up completion notice will be required when deviations are cleared. Failure of Contractor/TP to provide completion notice may result in delay in invoice payment. DITCO Europe/Stuttgart's preferred method of receiving a completion notice is via Integrated Defense Enterprise Acquisition System (IDEAS). However, Contractors/TPs not authorized to obtain a PKI certificate may submit their completion notice via e-mail at [disa.stuttgart.eu.mbx.pl511@mail.mil](mailto:disa.stuttgart.eu.mbx.pl511@mail.mil).

APPLICATION: Standard Provision - Thirty-Three is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY), CHANGE/Modification to existing service, or DISCONTINUE of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATION PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - THIRTY-FOUR**  
**COMPLETION NOTICE - DITCO EUROPE/BAHRAIN (MARCH 2014)**

Contractor/Telecommunications Provider (TP) shall provide a completion notice to DITCO within 72 hours of delivering service to U.S. Government acceptance activity. The customer then has an additional 72 hours to notify DITCO if they disagree that the service is complete. A completion notice must include following information: (1) DITCO CSA number, (2) DITCO TSR number, (3) type of action, (4) contracted service date, (5) date service was delivered to and accepted by U.S. Government acceptance activity; (6) commercial circuit identifier or phone number; (7) Contractor's/TP's trouble reporting number; (8) Contractor bill cycle end date; (9) a listing of any equipment installed on Government premises by location and any deviations from service ordered; (10) name, phone number, and e-mail address of U.S. Government representative (non-DITCO) that accepted service; and (11) Contractor/TP POC name, phone number, and e-mail address. Unless deviations are identified, completion notice will serve as Contractor's/TP's confirmation that service was provided in accordance with contract. A follow-up completion notice will be required when deviations are cleared. Failure of Contractor/TP to provide completion notice may result in delay in invoice payment. DITCO Europe/Bahrain's preferred method of receiving a completion notice is via Integrated Defense Enterprise Acquisition System (IDEAS). However, Contractors/TPs not authorized to obtain a PKI certificate may submit their completion notice via e-mail at [disa.stuttgart.eu.mbx.pl52@mail.mil](mailto:disa.stuttgart.eu.mbx.pl52@mail.mil).

APPLICATION: Standard Provision - Thirty-Four is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY), CHANGE/Modification to existing service, or DISCONTINUE of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATION PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - THIRTY-FIVE**  
**COMPLETION NOTICE-IDEAS (MARCH 2014)**

Contractor/Telecommunications Provider (TP) shall provide a completion notice to DITCO within 72 hours of delivering service to U.S. Government acceptance activity. The customer then has an additional 72 hours to notify DITCO if they disagree that the service is complete. A completion notice must include following information: (1) DITCO CSA number; (2) DITCO TSR number; (3) type of action; (4) contracted service date; (5) date service was delivered to and accepted by U.S. Government acceptance activity; (6) commercial circuit identifier or phone number; (7) Local Exchange Company (LEC) circuit identification (ID) number(s); (8) Contractor's/TP's trouble reporting number; (9) Contractor bill cycle end date; (10) a listing of any equipment installed on government premises by location and any deviations from service ordered; (11) name, phone number, and e-mail address of U.S. Government representative (non-DITCO) that accepted service; and (12) Contractor/TP POC name, phone number, and e-mail address. Unless deviations are identified, completion notice will serve as Contractor's/TP's confirmation that service was provided in accordance with contract. A follow-up completion notice will be required when deviations are cleared. Failure of Contractor/TP to provide completion notice may result in delay in invoice payment. DITCO's required method of receiving a completion notice is via Integrated Defense Enterprise Acquisition System (IDEAS), unless Inquiry, Order or Circuit Demand, or Modification specifically authorizes the use of other electronic media.

APPLICATION: Standard Provision - Thirty-Five is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY), CHANGE/Modification to existing service, or DISCONTINUE of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATION PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - THIRTY-SIX**  
**COMPLETION NOTICE-OTHER ELECTRONIC MEDIA (MARCH 2014)**

Contractor/Telecommunications Provider (TP) shall provide a completion notice to DITCO within 72 hours of delivering service to U.S. Government acceptance activity. The customer then has an additional 72 hours to notify DITCO if they disagree that the service is complete. A completion notice must include the following information: (1) DITCO CSA number; (2) DITCO TSR number; (3) type of action; (4) contracted service date; (5) date service was delivered to and accepted by U.S. Government acceptance activity; (6) commercial circuit identifier or phone number; (7) Local Exchange Company (LEC) circuit identification (ID) number(s); (8) Contractor's/TP's trouble reporting number; (9) Contractor bill cycle end date; (10) a listing of any equipment installed on Government premises by location and any deviations from service ordered; (11) name, phone number, and e-mail address of U.S. Government representative (non-DITCO) that accepted service; and (12) Contractor/TP POC name, phone number, and e-mail address. Unless deviations are identified, completion notice will serve as Contractor's/TP's confirmation that service was provided in accordance with contract. A follow-up completion notice will be required when deviations are cleared. Failure of Contractor/TP to provide completion notice may result in delay in invoice payment. DITCO's alternate method of receiving a completion notice is via email to the attention of the DITCO contract specialist.

APPLICATION: Standard Provision – Thirty-Six is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY), CHANGE/Modification to existing service, or DISCONTINUE of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATION PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - THIRTY-SEVEN**  
**JEOPARDY NOTICE-IDEAS (AUGUST 2013)**

Contractor/Telecommunications Provider (TP) shall immediately provide a Jeopardy Notice via Integrated Defense Enterprise Acquisition System (IDEAS) prior to the contracted service date as soon as Contractor/TP becomes aware contracted service date may not be or cannot be met. A Jeopardy Notice must include following information: (1) DITCO CSA number; (2) TSR number; (3) contracted service date; (4) explanation of why contracted service date may not be or cannot be met; (5) revised service date requested; and (6) name, phone number, and email address of Contractor/TP representative that can be contacted for any questions concerning the Jeopardy Notice.

APPLICATION: Standard Provision - Thirty-Seven is to be included in Section M of all Inquiries and Orders or Circuit Demands for the START/Provision of a new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATION PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

**STANDARD PROVISION - THIRTY-EIGHT**  
**STATUS REPORT (AUGUST 2013)**

Due to the criticality of this telecommunications service, Contractor/Telecommunications Provider (TP) shall provide an updated status report to DITCO contracting officer weekly. Status report shall include (1) DITCO CSA number, (2) TSR number, (3) contracted service date, (4) explanation of current status of telecommunications service installation and how current status provides assurance that contracted service date will be met, and (5) name, phone number, and e-mail address of Contractor/TP representative to contact for any questions concerning the status report.

APPLICATION: Standard Provision - Thirty-Eight is to be included in Section M of Inquiries and Orders or Circuit Demands for the START/Provision of new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service, when U.S. Government requires status reports during telecommunications service implementation period. The frequency the Contractor/TP shall provide the report may be changed to (e.g., monthly, every two weeks, etc).

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - THIRTY-NINE**  
**CIRCUIT DOCUMENTATION (AUGUST 2013)**

Contractor/Telecommunications Provider (TP) shall provide "as-built" drawings for the end-to-end circuit documenting physical routing and location of supporting equipment and facilities. Such documentation shall be provided to the DITCO contracting office and contact at each service point prior to acceptance by the U.S. Government acceptance activity.

- A. Customer premise equipment (CPE) and interface at each termination location.
- B. Route maps for each link or span.
- C. Major equipment and facilities locations (i.e., multiplexers, switches, central offices, etc.)
- D. Locations of all optical events, if applicable.
- E. Cable heads and cable stations, if applicable.
- F. Location of manholes and handholes in relationship to physical landmarks such as buildings, streets, bridges, etc.
- G. Locations of slack coils to facilitate response to maintenance requirements.
- H. Earth stations and satellite, if applicable.

This documentation must be provided in electronic format. Acceptable formats are Microsoft Office (PowerPoint, Word, and Excel), Visio, AutoCAD and Adobe PDF.

APPLICATION: Standard Provision - Thirty-Nine is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY) or CHANGE/Modification to existing service, when the U.S. Government requires circuit documentation.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - FORTY**  
**FAILURE TO MEET SERVICE DATE-LIQUIDATED DAMAGES (MARCH 2014)**

If Contractor/Telecommunications Provider (TP) fails to provide complete telecommunications service by contracted service date, Contractor/TP shall, in place of the actual damages, pay to U.S. Government liquidated damages of \$\_\_\_\_\_ per day for each day of delay beyond the contracted service date. Contractor/TP failure to meet contracted service date may also result in receipt of a negative past performance rating and/or termination of contract at no cost to U.S. Government. If U.S. Government terminates contract in whole or in part due to Contractor's/TP's failure to provide service by contracted service date, Contractor/TP shall be liable for liquidated damages accruing until the U.S. Government obtains replacement service from an alternate Contractor/TP.

APPLICATION: Standard Provision - Forty is to be included in Section M of all competitive Inquiries and Orders or Circuit Demands for the START/Provision of new service (including REAWARD and TEMPORARY), unless Standard Provision - Forty-Two is included in the Inquiry, Order or Circuit Demand. When the service date is critical, U.S. Government is prepared to pay a higher price for a contract that meets service date or provides an earlier service date, and a liquidated damages amount related to U.S. Government's actual damages for late service delivery can be determined. The "fill-in" information required to complete this Standard Provision is the dollar amount of liquidated damages to be paid by the Vendor/TP to the U.S. Government, for each day after the contracted service date that the Vendor/TP is delinquent in providing the telecommunications service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

**STANDARD PROVISION - FORTY-ONE**  
**SCHEDULED OUTAGES (AUGUST 2013)**

To ensure this service is available to support U.S. Government requirements, Contractor/Telecommunications Provider (TP) shall utilize alternate or spare facilities whenever possible to eliminate or minimize service interruptions. However, when a scheduled service interruption cannot be avoided, Contractor/TP shall obtain the approval of appropriate approval authority before initiating any scheduled outage. To obtain such approval, a written "circuit release request" must be submitted to appropriate approval authority at least 21 calendar days prior to requested circuit release date.

When an interruption of service is required to correct hazardous or degraded conditions, a 48-hour prior notification is required, if practicable. Contractor/TP shall notify the U.S. Government service acceptance activity as soon as it is known that a service interruption will occur. The request from Contractor/TP must include the same information as identified below, and additionally, identify the hazardous or degraded conditions that exist which preclude providing the U.S. Government with 21-day advance notice.

In emergency situations, when loss of life or property might occur through lack of immediate action, Contractor/TP must make every reasonable attempt to notify the U.S. Government service acceptance activity identified on the CSA immediately, and coordinate arrangements for the service interruption to the maximum extent possible. Within 5 business days of the interruption, Contractor/TP must submit the same information as identified below, and additionally, identify the emergency conditions that existed which precluded providing the U.S. Government with 21-day advance notice.

"Circuit Release Request" must include following information: (1) Contractor/TP requesting circuit release, and name and phone number of Contractor/TP representative responsible for managing circuit release; (2) DITCO CSA number of circuit for which release is being requested; (3) date and inclusive times of scheduled circuit release, along with an alternate circuit release date and time; (4) purpose of scheduled circuit release; (5) statement indicating all equipment, parts, and/or supplies required to complete action are on-hand, or their expected delivery date; (6) statement indicating that all avenues of bypass capability (e.g., alternate facilities, spare facilities, etc.) Have been considered; and (7) estimated maximum recovery time to restore circuit. The authority for approving circuit releases for this service is U.S. Government CCO/CMO. Failure of Contractor/TP to obtain an approved circuit release prior to initiating a scheduled outage may result in U.S. Government termination of this contract for default at no cost to U.S. Government and/or receipt of a negative past performance rating.

APPLICATION: Standard Provision - Forty-One is to be included in Section M of Inquiries and Orders or Circuit Demands for the START/Provision of a new service (including REAWARD and TEMPORARY) when the Contractor/TP is to be required to obtain the approval of the U.S. Government CCO/CMO at least 21 calendar days prior to initiating any scheduled outage of the circuit unless an unplanned outage or emergency condition exists that cannot be scheduled in advance.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - FORTY-TWO**  
**CONSIDERATION (AUGUST 2013)**

Upon Contractor/telecommunications Provider (TP) caused failure to provide telecommunications service by the specified date in the contract, failure to make progress as to endanger performance by that date, or failure to comply with any contract terms or conditions; U.S. Government may terminate this contract for cause pursuant to contract clause 52.212-4. However, U.S. Government may elect to waive its right to terminate for cause and request Contractor/TP to provide consideration to U.S. Government in lieu thereof. Consideration will be negotiated on a case-by-case basis. If Contractor/TP fails to meet the service date or comply with any contract terms or conditions and U.S. Government elects to request consideration, Contractor/TP hereby agrees to negotiate in good faith and provide such consideration. Quotes, which fail to accept this standard provision, may be excluded from consideration for award.

APPLICATION: Standard Provision - Forty-Two is to be included in Section M of Inquiries and Orders or Circuit Demands for the START/Provision of a new service (including REAWARD and TEMPORARY).

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

**STANDARD PROVISION - FORTY-THREE**  
**JEOPARDY NOTICE-OTHER ELECTRONIC MEDIA (AUGUST 2013)**

Contractor/Telecommunications Provider (TP) shall immediately provide a Jeopardy Notice prior to the contracted service date as soon as Contractor/TP becomes aware contracted service date may not be or cannot be met. A Jeopardy Notice must include following information: (1) DITCO CSA number; (2) TSR number, (3) contracted service date; (4) explanation of why contracted service date may not be or cannot be met; (5) revised service date requested; and (6) name, phone number, and email address of Contractor/TP representative that can be contacted for any questions concerning the Jeopardy Notice. DITCO's alternate method of receiving a Jeopardy Notice is via email to the attention of the DITCO contract specialist.

APPLICATION: Standard Provision - Forty-Three is to be included in Section M of Inquiries and Orders or Circuit Demands for the START/Provision of a new service (including REAWARD and TEMPORARY) or the CHANGE/Modification of existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATION PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - FORTY-FOUR**  
**SYSTEM FOR AWARD MANAGEMENT REGISTRATION (MARCH 2014)(DEVIATION)**

(a) Definitions. As used in this clause-

"Central Contractor Registration (CCR) database" means the retired primary Government repository for Contractor information required for the conduct of business with the Government.

"Commercial and Government Entity (CAGE) code" means-

(1) A code assigned by the Defense Logistics Agency (DLA) Logistics Information Service to identify a commercial or Government entity; or

(2) A code assigned by a member of the North Atlantic Treaty Organization that DLA records and maintains in the CAGE master file. This type of code is known as an "NCAGE code."

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number means the number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.

"Registered in the SAM database" means that-

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the SAM database;

(2) The Contractor's CAGE code is in the SAM database; and

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN Attachment, Page 1 of 4 validation to the Government as a part of the SAM registration process.

"System for Award Management (SAM)" means the primary Government repository for prospective federal awardee information and the centralized Government system for certain contracting, grants, and other assistance related processes. It includes-

(1) Data collected from prospective federal awardees required for the conduct of business with the Government;

(2) Prospective Contractor submitted annual representations and certifications in accordance with FAR Subpart 4.12; and

(3) The list of all parties suspended, proposed for debarment, debarred, declared ineligible, or excluded or disqualified under the non-procurement common rule by agencies, Government corporations, or by the Government Accountability Office.

(b)

(1) The Contractor shall be registered in the SAM database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The SAM registration shall be for the same name and address identified on the contract, with its associated CAGE code and DUNS or DUNS+4.

(3) If indicated by the Government during performance, registration in an alternate system may be required in lieu of SAM.

(c) If the Contractor does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) A Contractor may obtain a DUNS number-

(i) Via the internet at <http://fedgov.dnb.com/webform> or if the Contractor does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The Contractor should indicate that it is a Contractor for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The Contractor should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) Reserved.

(e) Processing time for registration in SAM, which normally takes five business days, should be taken into consideration when registering. Contractors who are not already registered should consider applying for registration at least two weeks prior to invoicing.

(f) The Contractor is responsible for the accuracy and completeness of the data within the SAM database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the SAM database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the SAM database to ensure it is current, accurate and complete. Updating information in the SAM does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer sufficient documentation to support the legally changed name with a minimum of one business day's written notification of its intention to-

(A) Change the name in the SAM database;

(B) Comply with the requirements of subpart 42.12 of the FAR; and

(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer.

(ii) If the Contractor fails to comply with the requirements of paragraph (g) (1) (i) of this clause, or fails to perform the agreement at paragraph (g) (1) (i) (C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the SAM information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the SAM record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be

separately registered in the SAM database. Information provided to the Contractor's SAM record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Contractors may obtain information on registration and annual confirmation requirements via the SAM accessed through <https://www.acquisition.gov> or by calling 866-606-8220, or 334-206-7828 for international calls.

APPLICATION: Standard Provision - Forty-Four is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY) or CHANGE/Modification to existing service.

ACCEPTABLE VENDOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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**STANDARD PROVISION - FORTY-FIVE**  
**CONTRACTOR REGISTRATION - IDEAS (AUGUST 2013)**

Contractor/Telecommunications Provider (TP) must (1) obtain a PKI certificate. (2) register for access to Integrated Defense Enterprise Acquisition System (IDEAS) by calling DISA PLD Tech Support 1-618-229-9333 or email [disa.scott.ditco.mbx.technical-support@mail.mil](mailto:disa.scott.ditco.mbx.technical-support@mail.mil) and provide the following information:

First name  
last name  
nickname(if desired)  
email address  
company name (as used by the U.S. Government)  
phone number  
company ideas representative

Once registered with a signed basic agreement, Contractor/TP can access ideas to download Inquiries, Orders, and Modifications sent directly to Contractor/TP, and to upload Quotes, Jeopardy Notices, and completion notices in response. An Order or Modification sent to Contractor/TP's in ideas is considered the official issuance of the Order or Modification by the U.S. Government. All information concerning Contractor access to ideas is located at <https://depsland.csd.disa.mil/html/vendor.html>.

APPLICATION: Standard Provision - Forty-Five is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY) or CHANGE/Modification to existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

**STANDARD PROVISION - FORTY-SIX**  
**ACCEPTANCE OF ORDER/CIRCUIT DEMAND (AUGUST 2013)**

Acceptance of this Order or Circuit Demand is required from the Contractor/Telecommunications Provider (TP), prior to commencement of work. To acknowledge acceptance, a duly authorized Contractor/TP representative must sign and date a copy of this Order or Circuit Demand and return a copy to DITCO within 3 work days. Failure of Contractor/TP to return a signed and dated copy of this Order or Circuit Demand to DITCO within this period may result in cancellation of Order or Circuit Demand by U.S. Government at no cost to U.S. Government, and issuance to another Contractor/TP.

APPLICATION: Standard Provision - Forty-Six is to be included in Section M of Orders or Circuit Demands when the written acceptance by the Contractor/TP is required.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATION PROVIDER (TP) RESPONSE: A signed and dated copy of the Order or Circuit Demand by duly authorized representative of the Contractor/TP to indicate acceptance, returned to DITCO contract specialist or contracting officer, within 3 work days

**STANDARD PROVISION - FORTY-SEVEN**  
**PAYMENT IN ARREARS-DITCO EUROPE (AUGUST 2013)**

U.S. Government shall pay Contractor/Telecommunications Provider (TP) in arrears, upon submission of proper invoices for telecommunications service furnished in accordance with this Order or Circuit Demand issued by DITCO Europe. Contractor/TP electronic invoices shall be sent to [disa.stuttgart.eu.mbx.cfe84@mail.mil](mailto:disa.stuttgart.eu.mbx.cfe84@mail.mil). Paper invoices shall be sent to the following addresses.

U.S. CONTRACTORS SUBMIT TO:

DFAS COLUMBUS (HQ0131)  
C/O  
DITCO EUROPE/CFE 84  
UNIT 30403,  
APO, AE 09131-0403

FOREIGN CONTRACTORS SUBMIT TO:

DFAS COLUMBUS (HQ0131)  
C/O  
DITCO EUROPE/CFE 84  
PATCH BARRACKS  
HAUPSTRASSE, BLDG 2341  
ATTN: CFE84  
70569 STUTTGART  
GERMANY

Point of contact for invoices may be reached at [disa.stuttgart.EU.mbx.cfe84@mail.mil](mailto:disa.stuttgart.EU.mbx.cfe84@mail.mil).

APPLICATION: Standard Provision - Forty-Seven is to be included in Section M of Orders or Circuit Demands issued by DITCO Europe for the START/Provision of new service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: N/A.  
Standard Provision – Forty-Seven is only to be included in Orders and Circuit Demands.

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**STANDARD PROVISION - FORTY-EIGHT**  
**PAYMENT IN ARREARS-DITCO SCOTT (AUGUST 2014)**

U.S. Government shall pay Contractor/Telecommunications Provider (TP) in arrears, upon submission of proper invoices for telecommunications service furnished in accordance with this Order or Circuit Demand issued by DITCO Scott. For vendors who submit electronic pay invoices by CD directly to DFAS, the following address shall be used:

Electronic pay invoices:

DFAS COLUMBUS  
3990 EAST BROAD STREET  
BLDG 21  
ATTN: DFAS SYSTEM CODE JASLA  
COLUMBUS, OH 43213.

For vendors who submit paper invoices directly to DFAS, the following addresses shall be used:

Express mail address:

DEFENSE FINANCE AND ACCOUNTING SERVICE  
COLUMBUS CENTER  
3990 EAST BROAD STREET  
BLDG 21  
ATTN: DITCO/FABS VENDOR PAY (HQ 0252)  
COLUMBUS, OH 43213

Postal mail address:

DFAS COLUMBUS (HQ0252)  
P.O. BOX 182317  
COLUMBUS, OH 43218-6200

APPLICATION: Standard Provision - Forty-Eight is to be included in Section M of Orders or Circuit Demands issued by DITCO Scott for the START/Provision of new service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: N/A.  
Standard Provision – Forty-Eight is only to be included in Orders and Circuit Demands.

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**STANDARD PROVISION - FORTY-NINE**  
**DELIVERY TICKET INVOICE (DTI) - PAYMENTS (JANUARY 2013)**

As prescribed by the Department of Defense Financial Management Regulation (FMR) volume 10, chapter 7, section 070203 of, payment for telecommunication service provided under this contract shall be automatically made using the Delivery Ticket Invoice (DTI) contract payment method. The Contractor shall not submit invoices for telecommunication services provided under this contract. This provision shall form the basis for payment for each accepted telecommunication service based on the following FMR elements:

- a. Contract number: see subject of this Order/Modification.
- b. TSR number: see paragraph (M3) of this Order/Modification.
- c. DTI document date: see date of this Order and all subsequent Modifications.
- d. Service acceptance date: see paragraph (E) of this Order and all subsequent Modifications.
- e. Contractor name and address: \_\_\_\_\_(to be filled in)\_\_\_\_\_
- f. Invoice date: first day of the following month after acceptance.
- g. Description of service: see purpose statement of this Order/Modification.
- h. Period of performance: see attachment A.
- i. Quantity: see attachment A.
- j. Unit of measure: see attachment A.
- k. Unit price: see attachment A.
- l. MRC/NRC extended price: see attachment a.
- m. Contractor's remittance information: \_\_\_\_\_(to be filled in)\_\_\_
- n. Contractor's point of contact: \_\_\_\_\_(to be filled in)\_\_\_\_\_

APPLICATION: Standard Provision - Forty-Nine is to be included in Section M of Orders or Circuit Demands issued by DITCO Scott for the START/Provision of new service (including REAWARD and TEMPORARY) or CHANGE/Modification to existing service with the most current information applicable.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE: N/A.  
Standard Provision – Forty-Nine is only to be included in Orders and Circuit Demands.

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**STANDARD PROVISION - FIFTY**  
**INVOICING - IDEAS (MARCH 2014)**

Contractor/Telecommunications Provider (TP) must submit invoices with the CSA number in the proper invoicing format. IDEAS CSAs are 11 to 13 characters long. In order to invoice correctly the proper spacing is required. After the Telco (2-4 alpha numeric characters) there needs to be 7 spaces before the circuit number (6 digits).

Examples:

IDEAS CSA	INVOICE CSA		
MELA123456EBM	MELA	123456EBM	(7 SPACES)
MEL123456EBM	MEL	123456EBM	(8 SPACES)
ME123456EBM	ME	123456EBM	(9 SPACES)

APPLICATION: Standard Provision - Fifty is to be included in Section M of all Inquiries and Orders or Circuit Demands for START/Provision of new service (including REAWARD and TEMPORARY) or CHANGE/Modification to existing service.

ACCEPTABLE CONTRACTOR/TELECOMMUNICATIONS PROVIDER (TP) RESPONSE:  
"UNDERSTAND/WILL COMPLY."

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## EXHIBIT 1. INQUIRY

**FM:** (DITCO/PLXXX)

**TO:** (ALL CONTRACTORS OR TELECOMMUNICATION PROVIDERS (TPS) FOR STANDARD OR ALLA PROCEDURES, OR SPECIFIC CONTRACTOR OR TP IF OTFAOC.)

**DATE:** DD MMM YYYY (DATE INQUIRY IS REVIEWED AND RELEASED BY CONTRACTING OFFICER)

**SUBJECT:** INQUIRY NUMBER (Insert TSR NUMBER)

**A. TYPE ACTION:** (START, REAWARD, TEMPORARY, CHANGE, or DISCONTINUE.)

**1. PURPOSE:**

**B. ALLA NUMBER:** (N/A FOR STANDARD PROCEDURE or ALLA NUMBER FOR ALLA PROCEDURE.)

**C. TSP AUTHORIZATION CODE/RESTORATION CODE:** (TSP AUTHORIZATION CODE FOR STANDARD PROCEDURE or RESTORATION CODE FOR ALLA PROCEDURE.)

**D. DEMANDER'S CODE:** (N/A FOR STANDARD PROCEDURE or 251600 FOR ALLA PROCEDURE.)

**E. SERVICE DATE:** DD MMM YYYY

**F. TYPE OF CIRCUIT:**

1. BANDWIDTH/DATA RATE:
2. SIGNALING MODE:

**G. LOCATION OF TERMINATION A:**

1. ADDRESS:
2. ROOM:

**H. LOCAL PART A:**

1. EXTENSION OF TELECOMMUNICATIONS SERVICE: ALL FACILITIES BETWEEN CONTRACTOR'S/TP'S COMMERCIAL COMMUNICATIONS INTERFACE POINT AND TERMINATION LOCATION SHALL BE PROVIDED BY THE CONTRACTOR/TP. ALL CABLES SHALL BE RUN IN ACCORDANCE WITH LOCAL SITE STANDARDS.
2. INTERFACE:
3. DEMARK:
4. NPA/NXX:
5. UNIQUE INSTALLATION FACTORS:
6. INSIDE WIRE INSTALLATION/MAINTENANCE REQUIRED:
7. CONTACT:

**I. TERMINATION EQUIPMENT A:**

(U.S. GOVERNMENT OWNED OR LEASED TERMINAL EQUIPMENT THAT THIS TELECOMMUNICATIONS SERVICE IS TO BE CONNECTED AT TERMINAL LOCATION A.)

**J. LOCATION OF TERMINATION B:**

1. ADDRESS:
2. ROOM:

**K. LOCAL PART B:**

1. EXTENSION OF TELECOMMUNICATIONS SERVICE: ALL FACILITIES BETWEEN CONTRACTOR'S/TP'S COMMERCIAL COMMUNICATIONS INTERFACE POINT AND TERMINATION LOCATION SHALL BE PROVIDED BY THE CONTRACTOR/TP. ALL CABLES SHALL BE RUN IN ACCORDANCE WITH LOCAL SITE STANDARDS.
2. INTERFACE:
3. DEMARK:
4. UNIQUE INSTALLATION FACTORS:
5. INSIDE WIRE INSTALLATION/MAINTENANCE REQUIRED:
6. CONTACT:

**L. TERMINATION EQUIPMENT B:**

(U.S. GOVERNMENT OWNED OR LEASED TERMINAL EQUIPMENT THAT THIS TELECOMMUNICATIONS SERVICE IS TO BE CONNECTED TO AT TERMINAL LOCATION B.)

**M. ADDITIONAL INFORMATION:**

1. DITCO CSA NUMBER:
2. BASIC AGREEMENT NUMBER:
3. TSR NUMBER:
4. CCSD:
5. DIVERSITY REQUIREMENTS:
6. LOCATIONS TO BE AVOIDED:
7. TRANSMISSION MEDIA TO BE AVOIDED:
8. NETWORKS TO BE AVOIDED:
9. CIRCUIT PARAMETERS:
10. TESTING REQUIREMENTS:
11. GOVERNMENT ACCEPTANCE ACTIVITY:
12. SECURITY/SITE ACCESS REQUIREMENTS:
13. DITCO STANDARD PROVISIONS:
14. ADDITIONAL REQUIREMENTS:

**V. QUOTE DUE DATE AND TIME:** DD MMM YYYY, \_\_\_\_\_

**Z. DITCO CONTACT:** (Contract Specialist name, phone number, and email address)

(DITCO Contracting Officer's Name)  
**DITCO CONTRACTING OFFICER**  
(phone number and email address)

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EXHIBIT 2. QUOTE  
RESERVED

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## EXHIBIT 3. ORDER

**FM:** (DITCO/PLXXX.)

**TO:** (CONTRACTOR/ADDRESS.)

**DATE:** DD MMM YYYY (DATE ORDER IS SIGNED BY CONTRACTING OFFICER)

**SUBJECT:** ORDER

**A. TYPE ACTION:** (START, REAWARD, TEMPORARY, CHANGE, CANCEL or DISCONTINUE.)

**1. PURPOSE:**

**B. ALLA NUMBER:** N/A

**C. TSP AUTHORIZATION CODE or RESTORATION PRIORITY CODE:**

**D. DEMANDER'S CODE:** N/A

**E. SERVICE DATE:** DD MMM YYYY

**F. TYPE OF CIRCUIT/BANDWIDTH/DATA RATE:**

**G. LOCATION OF TERMINATION A:**

**1. ADDRESS:**

**2. ROOM:**

**H. LOCAL PART A:**

**1. EXTENSION OF TELECOMMUNICATIONS SERVICE: ALL FACILITIES BETWEEN CONTRACTOR'S COMMERCIAL COMMUNICATIONS INTERFACE POINT AND TERMINATION LOCATION SHALL BE PROVIDED BY THE CONTRACTOR. ALL CABLES SHALL BE RUN IN ACCORDANCE WITH LOCAL SITE STANDARDS.**

**2. INTERFACE:**

**3. DEMARK:**

**4. NPA/NXX:**

**5. UNIQUE INSTALLATION FACTORS:**

**6. INSIDE WIRE INSTALLATION/MAINTENANCE REQUIRED:**

**7. CONTACT:**

**I. TERMINATION EQUIPMENT A:**

**(U.S. GOVERNMENT OWNED OR LEASED TERMINAL EQUIPMENT THAT THIS TELECOMMUNICATIONS SERVICE IS TO BE CONNECTED TO AT TERMINAL LOCATION A.)**

**J. LOCATION OF TERMINATION B:**

**1. ADDRESS:**

**2. ROOM:**

**K. LOCAL PART B:**

**1. EXTENSION OF TELECOMMUNICATIONS SERVICE: ALL FACILITIES BETWEEN CONTRACTOR'S COMMERCIAL COMMUNICATIONS INTERFACE POINT AND TERMINATION LOCATION SHALL BE PROVIDED BY THE CONTRACTOR. ALL CABLES SHALL BE RUN IN ACCORDANCE WITH LOCAL SITE STANDARDS.**

**2. INTERFACE:**

**3. DEMARK:**

**4. NPA/NXX:**

**5. UNIQUE INSTALLATION FACTORS:**

**6. INSIDE WIRE INSTALLATION/MAINTENANCE REQUIRED:**

**7. CONTACT:**

**L. TERMINATION EQUIPMENT B:**

**(U.S. GOVERNMENT OWNED OR LEASED TERMINAL EQUIPMENT THAT THIS TELECOMMUNICATIONS SERVICE IS TO BE CONNECTED TO AT TERMINAL LOCATION B.)**

**M. ADDITIONAL INFORMATION:**

**1. CSA NUMBER:**

**2. BASIC AGREEMENT NUMBER:**

**3. TSR NUMBER:**

**4. CCSD:**

**5. DIVERSITY REQUIREMENTS:**

**6. LOCATIONS TO BE AVOIDED:**

**7. TRANSMISSION MEDIA TO BE AVOIDED:**

**8. NETWORKS TO BE AVOIDED:**

**9. CIRCUIT PARAMETERS:**

**10. TESTING REQUIREMENTS:**

**11. GOVERNMENT ACCEPTANCE ACTIVITY:**

**12. SECURITY/SITE ACCESS REQUIREMENTS:**

**13. STANDARD PROVISIONS:**

**14. ADDITIONAL REQUIREMENTS:**

**15. CHARGES:**

CLIN/SLIN	ITEM#	DESCRIPTION	QTY	UNIT	NRC	MRC	EXT PRICE
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**16. DITCO FUND CITE:**

**17. EXPIRATION DATE:** Telecommunications service provided under this contract will continue until \_\_\_\_\_ unless sooner discontinued by termination of this contract.

**18. SIMULTANEOUS ACTION TSR NUMBER:**

**N. ADDRESS FOR SUBMISSION OF INVOICES:** (Address associated with Contract Specialist.)

**Z. DITCO CONTACT:** (DITCO Contract Specialist name, phone number, and email address)

(DITCO Contracting Officer's Signature)

(DITCO Contracting Officer's Name)

**DITCO CONTRACTING OFFICER**

(phone number and email address)

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## EXHIBIT 4. CIRCUIT DEMAND

**FM:** (DITCO/PLXXX.)

**TO:** (CONTRACTOR/ADDRESS.)

**DATE:** DD MMM YYYY (DATE ORDER IS SIGNED BY CONTRACTING OFFICER)

**SUBJ:** CIRCUIT DEMAND

**A. TYPE ACTION:** (START, REAWARD, TEMPORARY, CHANGE, CANCEL or DISCONTINUE.)

**B. ALLA NUMBER:**

**C. RESTORATION PRIORITY CODE:**

**D. DEMANDER'S CODE:** 251600

**TEL:**

**FAX:**

**E. SERVICE DATE:** DD MMM YYYY, TIME (Z)

**F. BANDWIDTH/DATA RATE/SIGNALING DESCRIPTION:**

(A) (Only applicable if signaling) **SIGNAL CONVERSION BY TP REQUIRED:** [YES/NO]

**G. LOCATION OF TERMINATION A:**

1. **GEOLOCATION:**

2. **ADDRESS:**

3. **ROOM:**

**H. LOCAL PART A:**

1. **EXTENSION OF TELECOMMUNICATIONS SERVICE:**

ALL FACILITIES BETWEEN TELECOMMUNICATION PROVIDER'S (TP'S) COMMERCIAL COMMUNICATIONS INTERFACE POINT AND TERMINATION LOCATION SHALL BE PROVIDED BY THE TP. ALL CABLES SHALL BE RUN IN ACCORDANCE WITH LOCAL SITE STANDARDS.

2. **INTERFACE:**

3. **UNIQUE INSTALLATION FACTORS:**

4. **CONTACT:**

**I. TERMINATION EQUIPMENT A:**

(U.S. GOVERNMENT OWNED OR LEASED TERMINAL EQUIPMENT THAT THIS TELECOMMUNICATIONS SERVICE IS TO BE CONNECTED TO AT TERMINAL LOCATION A.)

**J. LOCATION OF TERMINATION B:**

1. **GEOLOCATION:**

2. **ADDRESS:**

3. **ROOM:**

**K. LOCAL PART B:**

**1. EXTENSION OF TELECOMMUNICATIONS SERVICE:**

ALL FACILITIES BETWEEN TELECOMMUNICATION PROVIDER'S (TP'S) COMMERCIAL COMMUNICATIONS INTERFACE POINT AND TERMINATION LOCATION SHALL BE PROVIDED BY THE TP. ALL CABLES SHALL BE RUN IN ACCORDANCE WITH LOCAL SITE STANDARDS.

**2. INTERFACE:**

**3. UNIQUE INSTALLATION FACTORS:**

**4. CONTACT:**

**L. TERMINATION EQUIPMENT B:**

(U.S. GOVERNMENT OWNED OR LEASED TERMINAL EQUIPMENT THAT THIS TELECOMMUNICATIONS SERVICE IS TO BE CONNECTED TO AT TERMINAL LOCATION B.)

**M. ADDITIONAL INFORMATION:**

**1. CSA NUMBER:**

**2. BASIC AGREEMENT NUMBER:**

**3. TSR NUMBER:**

**4. CCSD:**

**5. DIVERSITY REQUIREMENTS:**

**6. LOCATIONS TO BE AVOIDED:**

**7. TRANSMISSION MEDIA TO BE AVOIDED:**

**8. NETWORKS TO BE AVOIDED:**

**9. CIRCUIT PARAMETERS:**

**10. TESTING REQUIREMENTS:**

(A) CIRCUIT SHALL PASS ACCEPTANCE TESTING BY TELECOMMUNICATION PROVIDER (TP) PRIOR TO ACCEPTANCE BY GOVERNMENT.

(B) TP MUST PROVIDE LONG HAUL CIRCUIT NUMBER, LOCAL CIRCUIT IDENTIFIER FOR EACH END LOCATION, AND TROUBLE REPORTING NUMBER TO GOVERNMENT ACCEPTANCE ACTIVITY PRIOR TO ACCEPTANCE OF THE SERVICE BY GOVERNMENT.

(C) TP SHALL PROVIDE TESTING RESULTS TO LOCAL CUSTOMER AT EACH SITE LOCATION.

**11. GOVERNMENT ACCEPTANCE ACTIVITY:**

**12. RESTORAL/MAINTENANCE:**

**13. SECURITY/SITE ACCESS REQUIREMENTS:**

**14. STANDARD PROVISIONS:**

**15. ADDITIONAL REQUIREMENTS:**

**17. CHARGES:** xxx (Insert foreign currency symbol)

CLIN/SLIN	ITEM#	DESCRIPTION	QTY	UNIT	NRC	MRC	EXT PRICE
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**18. DITCO FUND CITE:**

**19. EXPIRATION DATE:**

**N. ADDRESS FOR SUBMISSION OF INVOICES:** (Address associated with Contract Specialist.)

**T. TERMINAL A:** (Insert the coordinating TP)

**TERMINAL B:** (DITCO-EUR inserts same as Terminal A) (DITCO-EUR inserts country of distant NALLA and TP. If the same as A NIL)

**Z. DITCO CONTACT:** (DITCO Contract Specialist name, phone number, and email address)

**(A) JUSTIFICATION: (For Exceptional Procedure Only)**

(DITCO Contracting Officer's signature)

(DITCO Contracting Officer's Name)

(phone number and email address)

**DITCO CONTRACTING OFFICER**

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## EXHIBIT 5. NOTICE TO UNSUCCESSFUL CONTRACTORS

**FM:** (DITCO/PLXXX.)

**TO:** (ALL CONTRACTORS OR SPECIFIC CONTRACTOR(S) IF OTFAOC.)

**DATE:** (DD MMM YYYY)

**SUBJECT:** NOTICE TO UNSUCCESSFUL CONTRACTORS

**REFERENCE:** (TSR NUMBER.)

**1. REFERENCED REQUIREMENT WAS AWARDED TO:** (CONTRACTOR/ADDRESS.)

**2. THE FOLLOWING INFORMATION IS PROVIDED AS REQUIRED BY FAR 15.503(B):**

**A. NUMBER OF CONTRACTORS SOLICITED:** \_\_\_\_\_  
(ALL CONTRACTORS OR SPECIFIC NUMBER OF CONTRACTORS IF OTFAOC.)

**B. NUMBER OF QUOTES RECEIVED:** \_\_\_\_\_

**C. PRICING:**

**MRC:** \_\_\_\_\_ **NRC:** \_\_\_\_\_

**( ) TOTAL EVALUATED PRICE OVER THE ESTIMATED CONTRACT PERIOD:**

\_\_\_\_\_

**( ) TOTAL CONTRACT PRICE (If definite term Order):** \_\_\_\_\_

**3. THANK YOU FOR YOUR PARTICIPATION IN THIS DITCO CONTRACTING OPPORTUNITY. IF YOU HAVE ANY FURTHER QUESTIONS CONCERNING THIS MATTER, PLEASE CONTACT:** (CONTRACT SPECIALIST'S NAME, PHONE NUMBER, AND E-MAIL ADDRESS.)

(DITCO CONTRACTING OFFICER'S SIGNATURE)

(DITCO CONTRACTING OFFICER'S NAME)

**DITCO CONTRACTING OFFICER**

(phone number and email address)

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## EXHIBIT 6. JEOPARDY NOTICE

**TO:** (DITCO/PLXXX.)

**FROM:** (CONTRACTOR/ADDRESS.)

**SUBJECT: JEOPARDY NOTICE**

**DATE:**

**1. DITCO CSA NUMBER:**

**2. TSR NUMBER:**

**3. CONTRACTED SERVICE DATE:**

**4. EXPLANATION OF WHY THE CONTRACTED SERVICE DATE MAY NOT BE OR CANNOT BE MET:**

**5. REVISED SERVICE DATE REQUESTED:** (ANY CHANGE TO THE CONTRACTED SERVICE DATE REQUIRES THE ISSUANCE OF A CHANGE TO THE CONTRACT BY THE CONTRACTING OFFICER.)

**6. CONTRACTOR REPRESENTATIVE TO BE CONTACTED FOR ANY QUESTIONS CONCERNING THIS JEOPARDY NOTICE:**

**NAME:**

**PHONE NUMBER:**

**E-MAIL ADDRESS:**

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## EXHIBIT 7. COMPLETION NOTICE

**TO:** (DITCO/PLXXX.)

**FROM:** (CONTRACTOR/ADDRESS.)

**DATE:**

**SUBJECT: COMPLETION NOTICE**

**1. DITCO CSA NUMBER:**

**2. TSR NUMBER:**

**3. TYPE ACTION:** (E.G., START, REAWARD, TEMPORARY, MODIFICATION (AMEND, CHANGE, OR DISCONTINUE))

**4. COMPLETION DATE:** (THE DATE THE CONTRACTED TELECOMMUNICATIONS SERVICE AND/OR EQUIPMENT WAS ACTUALLY PROVIDED TO U.S. GOVERNMENT FOR USE, OR MODIFIED, OR DISCONTINUED BASED ON TYPE ACTION OF THE ORDER.)

**5. CONTRACTED SERVICE DATE:** (FROM ORDER OR CIRCUIT DEMAND.)

**6. DETAILS OF SERVICE:**

**7. CONTRACTOR BILLING NUMBER:**

**8. COMMERCIAL CIRCUIT IDENTIFIER OR PHONE NUMBER:**

**9. CONTRACTOR TROUBLE REPORTING NUMBER:**

**10. CONTRACTOR BILL CYCLE END DATE:**

**11. TERMINATION LOCATIONS:**

**A:**

**B:**

(IDENTIFY ALL CUSTOMER PREMISE EQUIPMENT (CPE) INSTALLED OR REMOVED, BY TERMINATION LOCATION. ADDITIONALLY, IDENTIFY ANY CPE THAT WAS NOT REMOVED ON THE DATE TELECOMMUNICATIONS SERVICE WAS DISCONTINUED, ALONG WITH THE DATE THAT THIS EQUIPMENT WILL BE REMOVED. FOR MULTIPOINT SERVICE, ADD ADDITIONAL TERMINATION LOCATIONS (I.E., C, D, ETC.).)

**12. U.S. GOVERNMENT ACCEPTANCE ACTIVITY:**

**NAME:** (U.S. GOVERNMENT INDIVIDUAL (NON-DITCO) WHO ACCEPTED THE CONTRACTED TELECOMMUNICATIONS SERVICE, CHANGE, OR DISCONNECT ON BEHALF OF THE U.S. GOVERNMENT.)

**PHONE NUMBER:**

**E-MAIL ADDRESS:**

**13. CONTRACTOR REPRESENTATIVE:**

**NAME:**

**PHONE NUMBER:**  
**E-MAIL ADDRESS:**

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