

Attachment J.25

Invoicing Instructions for On-Call Immediate Response (OIR) Services

A. Invoice Requirements: At a minimum, to constitute a proper invoice, the Contractor's invoice shall include the following information:

1. Name and address of the Contractor;
2. The contract number and Contract Order number;
3. Invoice date;
4. See Attachment J.22, for invoice format (Tab #3 OIR)
5. Copy of e-mail request
6. Form with Authorized LOE and agree upon deliverables (See Form Below)
7. Signature of a person so authorized to certify that the services or supplies were provided as stated.
8. Time sheets for all employees including short term technical assistance
9. Summary reports from Prime/Subcontractors describing:
 - a. Date the service where rendered,
 - b. support provided,
 - c. results, deliverables (reports as needed),
 - d. labor hours used per day and Task performed
10. Subcontractor invoices
11. Direct expenses invoices
12. Description, Date the services or supplies were rendered;
13. Shipping & payment terms;
14. Name and address of the Contractor official to whom payment is to be sent;
15. Name, title, phone number, and mailing address of person to be notified in the event of a defective invoice;
16. The Contractor's Electronic Fund Transfer (EFT) routing identification (bank name and code, account number) or the Contractor's complete remittance or check mailing address, including the name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent; and
17. Signature of a person so authorized to certify that the services or supplies were provided as stated.

B. The Contractor Responsibilities:

1. The Contractor shall appoint an IDIQ Manager who will be the Contractor's Authorized Representative for technical and administrative performance of all services required hereunder. The Project Manager shall provide the single point of contact through which all Contractor/Court communications, work and technical direction shall flow.
2. The IDIQ Manager will be responsible for administrating the personnel and all the Sub-contractors, coordinating their services, drafting subcontractors SOW, reviewing/approving, and monitoring sub-contractors LOE, collecting staff/sub-contractors reports, approving deliverables before being presented to the COTR for approval.
3. Contractor shall ensure that all subcontractors and personnel submit a report for all the work performed during the billing period, as a supporting documentation to justify the LOE used. Copies of the report should be attached to the monthly invoice.

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4. Contractor shall not change key Contractor personnel without formal written notice to the Courts. Replacement contract personnel shall have comparable or greater skills with regard to performance of the contract as the staff being replaced and be subject to the prior approval of the Courts.
5. The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor/STTA without the prior, written consent of the Contracting Officer.
6. The contractor is responsible for ensuring and monitoring subcontractor reimbursable expenses.
7. The contractor is not to exceed the contract value and is responsible for monitoring subcontractors LOE to ensure they do not exceed the approved amount.

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LABOR AUTHORIZATION DETAIL FORM

OIR NUMBER:
CPFMD REFERENCE NUMBER:
DCSC CONTRACT NUMBER:
DATE:
TO:
FROM:
SUBJECT:

Date	Position	Hours	Project Name	Task to Be Performed	Deliverables
TOTAL					

Certified By _____ (Requestor)
 Signature and Date

Authorized By _____ (COTR)
 Signature and Date

Contractors Agreement to provide the service requested: _____
 Signature and Date