

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE J	PAGE OF PAGES 1   5
2. AMENDMENT/MODIFICATION NO. P00003		3. EFFECTIVE DATE 30-Oct-2018	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY DISA/DITCO-SCOTT-PL84 2300 EAST DRIVE SCOTT AFB IL 62225		CODE HC1084	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) EMERGENT, LLC 4525 MAIN ST STE 1500 VIRGINIA BEACH VA 23462-3375 PAUL KOHLER				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				X 10A. MOD. OF CONTRACT/ORDER NO. HC102818A0003	
				X 10B. DATED (SEE ITEM 13) 02-Apr-2018	
CODE 4J2K1		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW 52.212-4(c)					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: morrism19187 The purpose of this modification is to: 1. Update Exhibit I the AF FY 19 ACT Fee Transmittal letter. 2. Add and remove products on the Exhibit A Product List. 3. All other terms and conditions remain the same.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CARRIE M. ROSS / CONTRACTING OFFICER TEL: 618-229-9569 EMAIL: carrie.m.ross.civ@mail.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Carrie M. Ross</u> (Signature of Contracting Officer)		16C. DATE SIGNED 30-Oct-2018
(Signature of person authorized to sign)					

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

SECTION A - SOLICITATION/CONTRACT FORM

The vendor signature required has changed from required to not required.  
 The number of award copies required 1 has been deleted.

SECTION G - CONTRACT ADMINISTRATION DATA

The following have been modified:  
EXHIBIT A - PRODUCT LIST

**Exhibit A**

**PRODUCT AND PRICE LIST**



Exhibit A Product  
 List 16 October 2018

(End)

EXHIBIT I - AF TRANS LTR

**Date:** \_\_\_\_\_

**To:** Defense Finance and Accounting Service (DFAS)

**From:** *Company Name, Address, City, State, and ZIP Code*  
*POC: Name, Telephone Number and E-Mail Address*

**Purpose:** Collection of Acquisition, Contracting, and Technical (ACT) Fee FY19

**Contract Number:** \_\_\_\_\_

**Period of Performance:** *Month, Year or Quarter the fee check represents*

**Authority for Entering into Agreement:** Refer to each contract "Recovery of Usage Fee Statement"

**Amount Paid:** **Check Amount:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Performing Organization's:**

**DEAMS:** 05700034000000001919R F47GU 4G4XCC 257.1103 04010000041B 999900.999951 0702806F 2019  
 387700 NA 05700034000000001919R # NA SC97

**Delivery Requirements:** See Addendum

**Payment Provisions:** Please make your check payable to "DSSN3801LI" and forward your payment with a copy of the Request for Advance Payment from Public to:

**Paper checks:**

**Payable to:** **DSSN3801LI**  
 DFAS Indy-Disbursing Operations  
 ATTN: 3801 Limestone Field Site  
 8899 E 56<sup>TH</sup> Street  
 Indianapolis, IN 46249

**US Dollars from an American Bank. (FEDWIRE or ACH)**

Bank Name/Account Name: TREAS NYC, NEW YORK,  
 NY US  
 FEDWIRE routing # 021030004 ACH routing # 051036706  
 Account Name: TREAS NYC, NEW YORK, NY US  
 Account #: 800003801117; this is the 12 digit Credit  
 Gateway  
 Account number/ Collection Information

***Please include the Contract Number cited above on the “memo line” of your check. This will assist us in processing your check to the correct location in a timely manner.***

**1. If sending funds via Electronic Funds Transfer (EFT): US Dollars from an American Bank. (FEDWIRE or ACH)**

**Addendum:** Must include this info - will assist us in posting your funds

- a. Email both copy of check and copy of this Request for Advance Payment from Public transmittal letter to: [hicifinance@us.af.mil](mailto:hicifinance@us.af.mil)
- b. Also, email an electronic (Excel format) copy of the Sales Report (as per BPA requirements) to the same email box as above.
- c. Subject line format of e-mail MUST be as follows:  
Contract Number with hyphens, Month or FY Quarter, Year, and Vendor Name  
[Example: FA8771-04-A-0001, 1QFY19, Vendor]
- d. Please follow your contract regarding the applicable ACT Fee rates.

(Signed)  
Signature Block

## SECTION I - CONTRACT CLAUSES

The following have been modified:

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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

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

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

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

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

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

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

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

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

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Invoice and Receiving Report (Combo)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Not Applicable

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

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	To be inputted on Call Orders
Issue By DoDAAC	To be inputted on Call Orders
Admin DoDAAC	To be inputted on Call Orders
Inspect By DoDAAC	_____
Ship To Code	To be inputted on Call Orders
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	To be inputted on Call Orders
Service Acceptor (DoDAAC)	To be inputted on Call Orders
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

To be inputted on Call Orders

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

NA

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

(End of Summary of Changes)