

THIS IS A COMBINED SYNOPSIS/SOLICITATION FOR COMMERCIAL ITEMS PREPARED IN ACCORDANCE WITH THE FORMAT IN SUBPART 12.6 STREAMLINED PROCEDURES FOR EVALUATION AND SOLICITATION FOR COMMERCIAL ITEMS, AS SUPPLEMENTED WITH ADDITIONAL INFORMATION IN THIS NOTICE. THIS ANNOUNCEMENT CONSTITUTES THE ONLY SOLICITATION; QUOTES ARE BEING REQUESTED AND A WRITTEN SOLICITATION WILL NOT BE ISSUED.

This solicitation is a Request for Quote RFQ. RFQ number is NB688000-21-02570. This is a combined synopsis solicitation conducted under FAR 12.6 and 13.5 and procedures from FAR 15 will not be used. This synopsis/solicitation incorporates provisions and clauses in effect through Federal Acquisition Circular (FAC) 2021-06 (effective 07/12/2021).

The associated North American Industrial Classification System (NAICS) code for this procurement is 334516, Analytical Laboratory Instrument Manufacturing, which has a size standard of 1,000 Employees.

This combined synopsis/solicitation is full and open competition.

Defense Priorities and Allocations Systems (DPAS) and assigned rating is not applicable to this request for quote (RFQ).

Offerors must submit all questions concerning this solicitation in writing, via email, to the Contracting Officer, Angela Hitt at angela.hitt@nist.gov. Questions should be received no later than three (3) calendar days after the issuance date of this solicitation. All responses to the questions will be made in writing, without identification of the questioner, and will be included in an amendment to the solicitation. Even if provided in other form, the question responses included in the amendment to the solicitation will govern performance of the contract.

Background/Scope:

The National Institute of Standards and Technology (NIST)'s PML Division requires one (1) to three (3) waveguide devices to convert photons at 854 nm and 1900 nm to 1550 nm by difference frequency generation (DFG).

All offerors shall provide a firm fixed price (FFP) quotation for the following line item: (All equipment must be new. Used, refurbished, prototype, or remanufactured will not be considered for award).

Contract Line Item Number (CLIN)	QTY	UNIT	UNIT PRICE	APPLICABLE DISCOUNTS	TOTAL
CLIN 0001 –Quantity of one to three DFG waveguides in accordance with the NIST Specifications Document Below.	3	EA			
CLIN 0002 – Shipping and Delivery	1	LS			

Minimum Requirements

The waveguides shall meet or exceed the minimum requirements identified below. All line items shall be shipped in the original manufacturer's packaging and include all original documentation and software, when applicable.

CLIN 0001: Quantity of one (1) to three (3) waveguide devices to convert photons at 854 nm and 1900 nm to 1550 nm by difference frequency generation (DFG). which meets or exceeds the minimum requirements identified below:

Item 1: [List specifications here as Specification 1.1, Specification 1.2, etc. Specification 1.1 Confinement of light at 854 nm, 1900 nm and 1550 nm . Specification 1.2 Low loss (< 10%) at 854 nm and 1550 nm. Specification 1.3 High conversion efficiency for light at 854 nm to 1550 nm. Specification 1.4 Tunable to DFG resonance at a temperature between 50 deg C and 200 deg C. Specification 1.5 Linear polarization.

CLIN 0002: Shipping and Delivery to NIST in Boulder, CO.

Inspection and Acceptance

In addition to the inspection and acceptance terms articulated in 52.212-4, the Government reserves the right to perform such performance tests and evaluations as defined below to verify specified system performance. Such tests and evaluations, if performed, shall be conducted within the environment that the system is to be operated. The Contractor has the right to be present during the tests and evaluations, if performed, at the Contractor's expense.

Inspection and acceptance shall occur 7 days after receipt of order.

A visual inspection of the item will be performed by the NIST TPOC to identify surface defects or any form of indication that the item was damaged during transport to NIST. The Government shall have sole discretion to require repair or replacement of damaged and/or nonconforming supplies at no cost to the Government. The Government at any time prior to acceptance shall reject the item due to defects and/or nonconformance. The vendor is responsible for latent defects discovered any time after final inspection.

The place of acceptance shall be:

NIST: Shipping/Receiving
325 Broadway
Boulder, CO 80305

Delivery

Delivery shall be FOB DESTINATION and shall occur not later than (NLT) 12 weeks ARO.

Delivery shall be FOB destination and shall occur within the vendor's standard commercial lead time. FOB Destination means: The contractor shall pack and mark the shipment in conformance with carrier requirements, deliver the shipment in good order and condition to the point of delivery specified in the purchase order, be responsible for any loss of and/or damage to the goods occurring before receipt and acceptance of the shipment by the consignee at the delivery point specified in the purchase order; and pay all charges to the specified point of delivery.

The contractor shall deliver all Line Items (in accordance with the specifications document) to:

The National Institute of Standards and Technology
325 Broadway
Boulder, CO 80305

Warranty

Warranty shall commence after receipt and acceptance of the equipment and shall be in accordance with terms in FAR 52.212-4.

Payment Schedule

The Contractor shall be paid, in accordance with Net 30-day payment terms, upon receipt and acceptance of a proper invoice, in accordance with the following schedule:

1. 100% after receipt and acceptance by the TPOC.
2. The Government anticipates inspection will occur upon:

- a. After the inspection/acceptance procedures set forth in this document have been complete

NOTE: Partial shipments and partial invoices will not be accepted, unless otherwise requested and accepted by the Contracting Officer prior to award offer. Proposed payment schedules shall be submitted with vendor's response to the RFQ for consideration.

52.212-1, INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS (OCT 2016)
And the attached addendum, applies to this acquisition.

The provision at 52.212-2, Evaluation—Commercial Items, as modified applies to this acquisition.

Offerors shall include a completed copy of the provision at 52.212-3, Offeror Representations and Certifications—Commercial Items, with its offer. Offerors shall have an active registration at www.sam.gov .

The clause at 52.212-4, Contract Terms and Conditions—Commercial items, applies to this acquisition.

The clause at 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items, applies to this acquisition as noted in the attached.

The following addenda has been attached to this provision:

FAR 52.212-1, INSTRUCTION TO OFFERORS-COMMERCIAL ITEMS

Instructions:

Offerors shall submit their quotations so that NIST receives them not later than 2:00 PM Mountain Standard Time on 08/27/2021. FAX quotations shall not be accepted. E-mail quotations shall be accepted at angela.hitt@nist.gov.

Please reference the RFQ number in the subject line of email communications and packages mailed. Offerors' quotations shall not be deemed received by the Government until the quotation is entered in the e-mail box set forth above.

Quotation Submission Requirements:

1). Price Quotation:

The offeror shall submit one (1) original copy of the completed price quotation electronically to angela.hitt@nist.gov. Pricing quotation shall be separate from any other portion of the quotation. The offeror shall provide a firm-fixed-price, FOB Destination is required, for each CLIN. Price quotations shall remain valid for a period of 90 days from the date quotations are due.

2). Technical Quotation:

The technical quotation shall address the following:

Technical Capability: The offeror shall submit a technical description, product literature, and/or drawings for the system it is proposing, which **clearly identifies** each requirement listed above. **The offeror must demonstrate that its proposed system meets or exceeds each minimum requirement described above, by providing a citation to the relevant section of its technical description or product literature. The contractor must not simply state they will meet the requirement; evidence must be provided.** If applicable, evidence that the Offeror is authorized by the original provider to provide the item(s) in the quotation should be included.

3). Acceptance of RFQ terms and conditions:

This is an open-market solicitation for equipment as defined herein. The Government intends to award a Purchase Order as a result of this solicitation that will include the clauses set forth herein. The quotation should include one of the following statements:

“The terms and conditions in the solicitation are acceptable to be included in the award document without modification, deletion, or addition.”

OR

“The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:

Offeror shall list exception(s) and rationale for the exception(s)

Note: This procurement is not being conducted under the GSA Federal Supply Schedule (FSS) program or another Government-Wide Area Contract (GWAC). If an offeror submits a quotation based upon an FSS or GWAC contract, the Government will accept the quoted price.

However, the terms and conditions stated herein will be included in any resultant Purchase Order, not the terms and conditions of the offeror's FSS or GWAC contract, and the statement required above shall be included in the quotation.

4). The Dun and Bradstreet Number (DUNS number) for the quoter's active System for Award Management (SAM) registration. Quoters must have an active registration at www.SAM.Gov to receive an award.

5). Quoters shall include a completed copy of the below provisions, "Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law (Class Deviation) (March 2015)" and "Free Trade Agreements Certificate" with their quotation.

FAR 52.212-2, EVALUATION - COMMERCIAL ITEMS (Oct 2014)

The specific evaluation criteria to be included in paragraph (a) of that provision are as follows:

The Government intends to award a single purchase order (PO) from this solicitation utilizing simplified acquisitions procedures in accordance with FAR part 13. The Government reserves the right not to award a PO and to make an award without discussions based solely upon initial quotes.

EVALUATION CRITERIA:

An award shall be made to the offeror whose quotation is deemed to be the best value (Trade-off) to the Government. The Government will evaluate quotations based on the following evaluation criteria: 1) Technical Capability and 2) Price.

1. Technical Capability: Evaluation of technical capability shall be based on the information provided in the quotation. NIST will evaluate whether the offeror has demonstrated that its proposed equipment meets or exceeds all technical specifications. Quotations that do not demonstrate the proposed equipment meets all requirements will not be considered further for award. If an offeror does not indicate whether its proposed equipment meets a certain minimum requirement, NIST will determine that it does not.

2. Price: Price will be evaluated for reasonableness. The contracting officer will compare the price to competitive quotes received and compare the price to the Independent Government Estimate per FAR 13.106-3.

PROVISIONS AND CLAUSES:

The following provisions and clauses apply to this acquisition. Those incorporated by reference may be found at the following:

All Federal Acquisition Regulation (FAR) clauses may be viewed at:
<https://www.acquisition.gov/browse/index/far> .

All Commerce Acquisition Regulation (CAR) clauses and provisions can be accessed at:
<https://www.acquisition.gov/car> .

Provisions

In accordance with **FAR 52.204-7**, the awardee must be registered in the system for award management (www.sam.gov) prior to award. Refusal to register shall forfeit award. *

52.204-16 -- Commercial and Entity Code Reporting (Aug 2020)

(a) *Definition.* As used in this provision –

Commercial and Government Entity (CAGE) code means—

(1) An identifier assigned to entities located in the United States or its outlying areas by the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Branch to identify a commercial or government entity by unique location; or

(2) An identifier assigned by a member of the North Atlantic Treaty Organization (NATO) or by the NATO Support and Procurement Agency (NSPA) to entities located outside the United States and its outlying areas that the DLA Commercial and Government Entity (CAGE) Branch records and maintains in the CAGE master file. This type of code is known as a NATO CAGE (NCAGE) code.

(b) The Offeror shall provide its CAGE code with its offer with its name and location address or otherwise include it prominently in its proposal. The CAGE code must be for that name and location address. Insert the word "CAGE" before the number. The CAGE code is required prior to award.

(c) CAGE codes may be obtained via—

(1) Registration in the System for Award Management (SAM) at www.sam.gov. If the Offeror is located in the United States or its outlying areas and does not already have a CAGE code assigned, the DLA Commercial and Government Entity (CAGE) Branch will assign a CAGE code as a part of the SAM registration process. SAM registrants located outside the United States and its outlying areas shall obtain a NCAGE code prior to registration in SAM (see paragraph (c)(3) of this provision).

(2) *The DLA Contractor and Government Entity (CAGE) Branch.* If registration in SAM is not required for the subject procurement, and the Offeror does not otherwise register in SAM, an Offeror located in the United States or its outlying areas may request that a CAGE code be assigned by submitting a request at <https://cage.dla.mil>.

(3) The appropriate country codification bureau. Entities located outside the United States and its outlying areas may obtain an NCAGE code by contacting the Codification Bureau in the

foreign entity's country if that country is a member of NATO or a sponsored nation. NCAGE codes may be obtained from the NSPA at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> if the foreign entity's country is not a member of NATO or a sponsored nation. Points of contact for codification bureaus, as well as additional information on obtaining NCAGE codes, are available at <http://www.nato.int/structur/AC/135/main/links/contacts.htm>.

(d) Additional guidance for establishing and maintaining CAGE codes is available at <https://cage.dla.mil>.

(e) When a CAGE code is required for the immediate owner and/or the highest-level owner by Federal Acquisition Regulation (FAR) [52.204-17](#) or [52.212-3](#)(p), the Offeror shall obtain the respective CAGE code from that entity to supply the CAGE code to the Government.

(f) Do not delay submission of the offer pending receipt of a CAGE code.

(g) If the solicitation includes FAR clause [52.204-2](#), Security Requirements, a subcontractor requiring access to classified information under a contract shall be identified with a CAGE code on the DD Form 254. The Contractor shall require a subcontractor requiring access to classified information to provide its CAGE code with its name and location address or otherwise include it prominently in the proposal. Each location of subcontractor performance listed on the DD Form 254 is required to reflect a corresponding unique CAGE code for each listed location unless the work is being performed at a Government facility, in which case the agency location code shall be used. The CAGE code must be for that name and location address. Insert the word "CAGE" before the number. The CAGE code is required prior to award.

FAR 52.204-20, Predecessor of Offeror

FAR 52.232-15, Progress Payments Not Included

FAR 52.243-1, Changes-Fixed Price

52.212-3 Offeror Representations and Certifications -- Commercial Items (Feb 2021)

The Offeror shall complete only paragraphs (b) of this provision if the Offeror has completed the annual representations and certification electronically in the System for Award Management (SAM) accessed through <https://www.sam.gov> . If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (v) of this provision.

52.225-1, Buy American-Supplies (Jan 2021)

CLAUSES:

52.204-13 – System for Award Management Maintenance. (Oct 2018)

52.204-18, Commercial and Government Entity Code Maintenance

52.204-19, Incorporation by Reference of Representations and Certifications

52.204-21, Safeguarding

52.212-4 – Contract Terms and Conditions-Commercial Items (Oct 2018)

52.232-40 – Providing Accelerated Payments to Small Business Subcontractors (Dec 2013) with Deviation Clause (Only as applicable)

52.212-5 – Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items. (Jan 2021)

- 52.219-28 – Post Award Small Business Program Representation (Nov 2020) (15 U.S.C. 632(a)(2)).
 - (ii) Alternate I (Mar 2020) of 52.219-28
- 52.222-3, Convict Labor (Jun 2002) (E.O. 11755).
- 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2020) (E.O 13126).
- 52.222-21, Prohibition of Segregated Facilities (Apr 2015)
- 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246)
- 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793)
- 52.222-50, Combatting Trafficking in Persons (Oct 2020) (22 U.S.C. chapter 78 and E.O. 13627)
- 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Jun 2020)(E.O.13513)
- 52.225-3, Buy American-Act-Supplies
- 52.225-13, Restrictions on Certain Foreign Purchases (June 2008)
- 52.232-33, Payment by Electronic Funds Transfer – System for Award Management (Oct 2018) (31 U.S.C. 3332)

(End of clause)

The following provisions and clauses apply to this acquisition and are hereby incorporated by reference. All CAR clauses may be viewed at <https://www.acquisition.gov/car>

1352.213-70 – Evaluation Utilizing Simplified Acquisition Procedures

The Government will issue an order resulting from this request for quotation to the responsible offeror whose quotation results in the best value to the Government, considering both price and non-price factors. The following factors will be used to evaluate quotations:

Technical and Price (for reasonableness) sections is to be tailored to conform to individual procurements. Text is provided as an example only. Stating relative importance of the evaluation factors is not required.

(1) Personnel Qualifications. The experience, education, and qualifications of personnel proposed to work on the contract will be evaluated to determine their ability to perform their proposed duties.

(2) Technical Approach and Capability. The offeror's approach to performing contract requirements and its capability to successfully perform the contract will be evaluated.

(3) Past Performance. The Offeror's past performance on related contracts will be evaluated to determine, as appropriate, successful performance of contract requirements, quality and timeliness of delivery and goods and services, cost management, communications between contracting parties, proactive management, and customer satisfaction.

(4) Price.

(End of clause)

1352.201-70 – Contracting Officers Authority (Apr 2010)

1352.209-73 – Compliance with the Laws (Apr 2010)

1352.209-74 – Organizational Conflict of Interest

CAR 1352.233-70, Agency Protests (Apr 2010)

(a) An agency protest may be filed with either (1) the Contracting Officer, or (2) at a level above the Contracting Officer, with the agency Protest Decision Authority. See 64 Fed. Reg. 16,651 (April 6, 1999).

(b) Agency protests filed with the Contracting Officer shall be sent to the following address:

NIST/ACQUISITION MANAGEMENT DIVISION
ATTN: ROBERT COWINS, CONTRACTING OFFICER
100 Bureau Drive, MS 1640
Gaithersburg, MD 20899
(c) Agency protests filed with the Protest Decision Authority shall be sent to the following address: NIST/ACQUISITION MANAGEMENT DIVISION
ATTN: HEAD OF THE CONTRACTING OFFICE (HCO)
100 Bureau Drive, MS 1640
Gaithersburg, MD 20899

(d) A complete copy of all agency protest, including all attachments, shall be served upon the Contract Law Division of the Office of the General Counsel within one day of filing a protest with either the Contracting Officer or the Protest Decision Authority.

(e) Service upon the Contract law Division shall be made as follows:

U.S. Department of Commerce
Office of the General Counsel
Chief, Contract Law Division
Room 5893
Herbert C. Hoover Building
14th Street and Constitution Avenue, N.W.

1352.233-71, GAO and Court of Federal Claims Protests (April 2010)

(a) A protest may be filed with either the Government Accountability Office (GAO) or the Court of Federal Claims unless an agency protest has been filed.

(b) A complete copy of all GAO or Court of Federal Claims protests, including all attachments, shall be served upon (i) the Contracting Officer, and (ii) the Contract Law Division of the Office of the General Counsel, within one day of filing a protest with either GAO or the Court of Federal Claims.

(c) Service upon the Contract Law Division shall be made as follows:

U.S. Department of Commerce
Office of the General Counsel
Chief, Contract Law Division
Room 5893
Herbert C. Hoover Building
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20230
FAX: (202) 482-5858

FAR 52.247- 34, FOB Destination

The term "f.o.b. destination," as used in this clause, means-- (1) Free of expense to the Government, on board the carrier's conveyance, at a specified delivery point where the consignee's facility (plant, warehouse, store, lot, or other location to which shipment can be made) is located; and (2) Supplies shall be delivered to the destination consignee's wharf (if destination is a port city and supplies are for export), warehouse unloading platform, or receiving dock, at the expense of the Contractor. The Government shall not be liable for any delivery, storage, demurrage, accessorial, or other charges involved before the actual delivery (or "constructive placement" as defined in carrier tariffs) of the supplies to the destination, unless such charges are caused by an act or order of the Government acting in its contractual capacity. If rail carrier is used, supplies shall be delivered to the specified unloading platform of the consignee. If motor carrier (including "piggyback") is used, supplies shall be delivered to truck tailgate at the unloading platform of the consignee, except when the supplies delivered meet the requirements of Item 568 of the National Motor Freight Classification for "heavy or bulky freight." When supplies meeting the requirements of the referenced Item 568 are delivered, unloading (including movement to the tailgate) shall be performed by the consignee, with assistance from the truck driver, if requested. If the contractor uses rail carrier or freight forwarded for less than carload shipments, the contractor shall ensure that the carrier will furnish tailgate delivery, when required, if transfer to truck is required to complete delivery to consignee.

(b) The Contractor shall-- (1) (i) Pack and mark the shipment to comply with contract specifications; or (ii) In the absence of specifications, prepare the shipment in conformance with carrier requirements; (2) Prepare and distribute commercial bills of lading; (3) Deliver the shipment in good order and condition to the point of delivery specified in the contract; (4) Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the consignee at the delivery point specified in the contract; (5) Furnish a delivery schedule and designate the mode of delivering carrier; and (6) Pay and bear all charges to the specified point of delivery. (End of Clause)

FAR 52.247-48 F.o.b. Destination-Evidence of Shipment

(a) If this contract is awarded on a free on board (f.o.b.) destination basis, the Contractor-

- (1) Shall not submit an invoice for payment until the supplies covered by the invoice have been shipped to the destination; and
- (2) Shall retain, and make available to the Government for review as necessary, the following evidence of shipment documentation for a period of 3 years after final payment under the contract:
 - (i) If transportation is accomplished by common carrier, a signed copy of the commercial bill of lading for the supplies covered by the Contractor's invoice, indicating the carrier's intent to ship the supplies to the destination specified in the contract.

- (ii) If transportation is accomplished by parcel post, a copy of the certificate of mailing.
- (iii) If transportation is accomplished by other than common carrier or parcel post, a copy of the delivery document showing receipt at the destination specified in the contract.
- (b) The Contractor is not required to submit evidence of shipment documentation with its invoice. (End of clause)

1352.246-70 – Place of Acceptance

- (a) The Contracting Officer or the duly authorized representative will accept supplies and services to be provided under this contract.
- (b) The place of acceptance will be:
NIST: Shipping/Receiving
325 Broadway
Boulder, CO 80305

NIST LOCAL—39 Marking/Packing Instructions

- (1) if the total contract/order includes multiple quantities of the same or like item(s), segregated as separate CLIN/Item Numbers, deliverables shall be packed accordingly. Each individual package/container in the shipment shall include deliverables on a per-CLIN or Item basis.
- (2) For each shipment made under this contract/order, the Contractor shall furnish itemized packing list(s), enumerating the specific contents of each shipping container and what specific individual components constitute a full and complete "unit" for each bid item. The packing list shall include the brief description of each item found in the Schedule. If more than one container is required for each unit, each container should be marked accordingly, e.g., "Box 1 of 2," "Box 2 of 2," and the boxes, where feasible, should be taped or shrink-wrapped together as an issuable unit.
- (3) The contract number AND CONTRACT LINE ITEM NUMBER (CLIN) OR ORDER ITEM NUMBER shall be placed on the exterior of all containers.
(End of Clause)

NIST LOCAL-53 CONTRACT PERFORMANCE DURING CHANGES IN NIST OPERATING STATUS

Unless otherwise stated in the contract terms and conditions, normal days of business operation are Monday through Friday, excluding Federal Holidays. However, throughout the contract period of performance, there may be circumstances beyond the control of the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), that will impact normal days of business operation, such as inclement weather, power outages, etc. In circumstances such as these, the Contractor must call the appropriate NIST campus status line to verify the operating status:

Gaithersburg Campus Operating Status Line:
(301) 975-8000
(800) 437-4385 x8000 (toll free)

Boulder Campus Operating Status Line:

(303) 497-4000

During a lapse in appropriation, access to Government facilities and resources, including equipment and systems, will be limited to excepted personnel for both Federal employees and Contractor personnel. If performance of the contract is onsite and/or requires Government interaction, unless you have been, or are notified that you are to work under an excepted status, you will automatically enter a temporary work stoppage. The work stoppage shall remain in effect until the lapse is resolved and notification is provided via the NIST website at <https://www.nist.gov/> and/or the NIST operating status lines. Additionally, Contractors are encouraged to monitor public broadcasts or the Office of Personnel Management's website at www.opm.gov for the Federal Government operating status.

NIST will provide notification to all contractors that are determined to have excepted status. All excepted contractors are required to continue performance and communicate with the appointed Contracting Officer's Representative (COR) for further guidance, or NIST Contracting Officer if a COR is not appointed.

Contractors with supply or service contracts that are fully funded at the time of contract award and do not require access to Government facilities, resources, or active administration by Government personnel in a manner that would cause the government to incur additional obligations during the lapse in appropriation may continue performance.

NIST LOCAL--54 Electronic Billing Instructions

NIST requires that Invoice/Voucher submissions are sent electronically via email to INVOICE@NIST.GOV .

Each Invoice or Voucher submitted shall include the following:

- (1) Contract number.
- (2) Contractor name and address.
- (3) Unique entity identifier (see www.sam.gov for the designated entity for establishing unique entity identifiers).
- (4) Date of invoice.
- (5) Invoice number.
- (6) Amount of invoice and cumulative amount invoiced to-date.
- (7) Contract Line Item Number (CLIN).
- (8) Description, quantity, unit of measure, unit price, and extended price of supplies/services delivered.
- (9) Prompt payment discount terms, if offered; and
- (10) Any other information or documentation required by the contract.