

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE OF 1 10	
2. CONTRACT NO.		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER 6933A226Q000001		6. SOLICITATION ISSUE DATE 11/12/2025
7. FOR SOLICITATION INFORMATION CALL:		a. NAME KAREN TEMPEST			b. TELEPHONE NUMBER (No collect calls) 757-901-6199		8. OFFER DUE DATE/LOCAL TIME 11/25/2025 1200 ET
9. ISSUED BY MARITIME ADMINISTRATION DIVISION OF ATLANTIC OPERATIONS 7737 HAMPTON BLVD BLDG 19 STE 300 NORFOLK VA 23505				CODE 6933A2 10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: % FOR: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) 541611 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB) <input type="checkbox"/> 8(A) SIZE STANDARD: \$24.5			
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> REQUEST FOR QUOTE (RFQ) <input type="checkbox"/> INVITATION FOR BID (IFB) <input type="checkbox"/> REQUEST FOR PROPOSAL (RFP)	
15. DELIVER TO CODE				16. ADMINISTERED BY CODE 6933A2 MARITIME ADMINISTRATION DIVISION OF ATLANTIC OPERATIONS 7737 HAMPTON BLVD BLDG 19 STE 300 NORFOLK VA 23505			
17a. CONTRACTOR/ OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE			
TELEPHONE NO.				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	The U. S. Department of Transportation, Maritime Administration (MARAD), Norfolk, VA it is to obtain Acquisition Support services to support the MARAD Office of Acquisition in the areas of pre-award acquisition planning, source selection, contract administration, assist with the preparation and issuance of contracts, delivery orders, modifications and management of various contractual vehicles and operations management. (Use Reverse and/or Attach Additional Sheets as Necessary)						
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Government Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REFERENCE OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) KAREN TEMPEST		31c. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

SOLICITATION 6933A226Q000001
ACQUISITION AND SHIP OPERATIONS MANAGEMENT SUPPORT SERVICES
PROVISIONS AND CLAUSES

This is a combined synopsis/solicitation (CSS) for commercial products or commercial services prepared in accordance with part 12. This announcement constitutes the only solicitation. Offers are being requested and a separate written solicitation will not be issued. This CS/S SHALL be posted to www.sam.gov

1. RFQ number **6933A226Q000001** is issued as a request for quotation (RFQ) for a **Senior and Junior Contract Specialist**.
2. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2025-06, effective October 01, 2025. It is the responsibility of the contractor to be familiar with the applicable clauses and provisions. The FAR clauses may be accessed in full text at the following address: <https://www.acquisition.gov/browse/index/far>.
3. This procurement under North American Industry Classification System (NAICS) code 541611, Administrative Management and General Management Consulting Services , with a small business size standard of \$24.5M. The PSC code is R707
4. The Government intends to award a firm-fixed-price purchase order for a one-year base period with two one-year option periods and one six-month FAR 52.217-8 Option to Extend Services (Nov 1999). The total length of the contract, if all options are exercised, is 3.5 years. The option periods will be exercised at the Government's sole discretion. The maximum hours per year are as follows:

Year	Senior Acquisition Support Specialist Hours	Junior Acquisition Support Specialist Hours
Base Year	500	1000
Option Year 1	500	1000
Option Year 2	500	1000
52.217-8 6-Month Option	250	500

5. Description of Requirements:

The U. S. Department of Transportation, Maritime Administration (MARAD), Norfolk, VA it is to obtain Acquisition Support services to support the MARAD Office of Acquisition in the areas of pre-award acquisition planning, source selection, contract administration, assist with the preparation and issuance of contracts, delivery orders, modifications and management of various contractual vehicles and operations management. The acquisition and contract support services provided under the resultant service will include a variety of contract types, including but not limited to Simplified Acquisition Procedures, Fixed Price, Cost Reimbursement, Indefinite Delivery, Construction and Architectural and Engineering.

6. Period Of Performance:

The Government intends to award a firm-fixed-price purchase order for a one-year base period with two one-year option periods and one six-month FAR 52.217-8 Option to Extend Services (Nov 1999). The total length of the contract, if all options are exercised, is 3.5 years.

7. Required Responses:
Questions or comments regarding this solicitation shall be submitted to the Contracting Officer via email at Karen.Tempest@dot.gov. Cut-off date for questions in response to this solicitation is November 19, 2025, at 12:00 P.M. EST. Any questions received after this date are not guaranteed to be addressed.
8. Quotations shall be submitted electronically via email to Robert.mcdermott@dot.gov and Karen.Tempest@dot.gov. The closing date for this solicitation is Tuesday, November 25, 2025, at 12:00 P.M. EST. Late quotations may not be considered. Please reference the solicitation number in the subject line.
9. Statement of Work- Attachment 1
10. Government Furnished Property: See attachment 1

Attachment 1, Statement of Work (SOW)

Attachment 2, Pricing Spreadsheet

Attachment 3, Deviations Applicable to this Procurement

The following FAR provisions apply to this solicitation

52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address:

<https://www.acquisition.gov/?q=browsefar>

52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
(Sep 2024)

52.203-18 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation (Jan 2017)

52.204-7 System for Award Management (Nov 2024) (DEVIATION SEP 2025)

System updates may lag policy updates. The System for Award Management (SAM) may continue to require entities to complete representations based on provisions that are not included in DOT solicitations. Examples include:

- **52.222-25, Affirmative Action Compliance.**
- **52.212-3(d), Offeror Representations and Certifications—Commercial Products and Commercial Services.**
- **52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals—Representation.**
- **52.212-3(t), Offeror Representations and Certifications—Commercial Products and Commercial Services.**

Contracting officers will not need to consider these representations when making award decisions or enforce requirements. Entities are not required to, nor are they able to, update their entity registration to remove these representations in SAM.

QUOTATION SUBMISSION INSTRUCTIONS: In addition to the referenced provision 52.212-1, Instructions to Offerors—Commercial Products and Commercial Services. Quoters shall submit the following information:

1. Technical

The quoter shall provide proposed personnel resume(s) which shall address qualifications, including, without limitation, education, relevant computer skills, communication skills, and specific experiences that are directly related to the requirements of the PWS. Each resume shall not exceed three pages using Times New Roman Font size 12.

2. Past Performance

Provide a listing of three references who can speak to the proposed key personnel's work experience and the company's prior work performance for efforts of a similar scope, size, and complexity of the PWS subject matter. Listing shall include the company name and address, company point of contact, telephone number, and e-mail address, and not exceed one page. The experience must be within the timeframe of 2020 - 2025.

3. Price – Complete pricing using the vendor pricing sheet - attachment 2.

The hourly rate quoted must account for federal holidays and leave. Payment will only be made for hours worked. For example, if a Contactor's employee takes 8 hours of leave during the work week, the total hours billable to the Government for that week would be 32 hours at the quoted hourly labor rate for that week. Similarly, if a federal holiday falls during a work week, the contractor can only bill the government for 32 hours at the quoted hourly labor rate for that week.

4. Validity of quote (Please specify how many days the quote is valid from the solicitation response date).

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

1. Technical: The key personnel resume (s) will be used to evaluate quote information as it relates to the SOW specifications for each technical subfactor listed below.
2. Past Performance: A past performance questionnaire may be sent to the references provided. Quoters without any past performance or relevant past performance will be rated as neutral. The contractors record in CPARS will also be reviewed.
3. Price: The total evaluated price will be evaluated in accordance with 52.212-2(b) below.

RELATIVE ORDER OF IMPORTANCE

Factor 1, Technical, is significantly more important than Factor 2, Past Performance. When combined, all non-price evaluation factors (Factor 1 and Factor 2) are significantly more important than Factor 3 (Price)

(b) *Options*. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

BASIS FOR AWARD – Award will be made to the responsible quoter on the best value basis using a tradeoff process. The Government plans to evaluate quotes and make award without conducting discussions. Quoters may be given the opportunity to clarify certain aspects of their quote or resolve minor or clerical errors. The Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary.

Quotes submitted in response to this solicitation shall not contain nor be subject to the vendor's standard commercial terms and conditions. Any quote submitted in response to this solicitation, which includes the vendor's standard commercial terms and conditions may be considered a material defect and may be rejected as being non-responsive to the solicitation.

52.217-4 Evaluation of Options Exercised at Time of Contract Award (Jun 1988) (DEVIATION OCT 2025)

52.217-5 Evaluation of Options (Jul 1990) (DEVIATION OCT 2025)

The following FAR clauses apply to this solicitation:

52.252-2 Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address: <https://www.acquisition.gov/?q=browsefar>

52.203-6 Alt 1 Restrictions on Subcontractor Sales to the Government. (Nov 2021)

52.203-17 Contractor Employee Whistleblower Rights (Nov 2023)

52.204-9 Personal Identity Verification of Contractor Personnel

52.204-13 System for Award Management—Maintenance (DEVIATION SEP 2025)

52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (DEVIATION SEP 2025)

52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (DEVIATION SEP 2025)

52.212-4 Contract Terms and Conditions—Commercial Products and Commercial Services(Nov 2023) (DEVIATION SEP 2025)

52.219-6 Notice of Total Small Business Set-Aside

52.219-14 Limitations on Subcontracting

52.222-3 Convict Labor

52.222-19 Child Labor—Cooperation with Authorities and Remedies (DEVIATION OCT 2025)

52.222-35 Equal Opportunity for Veterans (DEVIATION OCT 2025)

52.222-36 Equal Opportunity for Workers with Disabilities (DEVIATION OCT 2025)

52.222-37 Employment Reports on Veterans (DEVIATION OCT 2025)

52.222-40 Notification of Employee Rights Under the National Labor Relations Act

52.222-41 Service Contract Labor Standards

52.222-42 Statement of Equivalent Rates for Federal Hires

52.222-43 Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts)

52.222-50 Combating Trafficking in Persons (DEVIATION OCT 2025)

52.222-54 Employment Eligibility Verification (DEVIATION OCT 2025)

52.222-62 Paid Sick Leave Under Executive Order 13706

52.223-23 Sustainable Products and Services

52.224-3 Privacy Training

52.225-1 Buy American-Supplies

52.226-8 Encouraging Contractor Policies to Ban Text Messaging While Driving

52.323-33 Payment by Electronic Funds Transfer—System for Award Management

52.232-18 Availability of Funds (Apr 1984)

52.232-40 Providing Accelerated Payments to Small Business Subcontractors

52.233-3 Protest After Award (DEVIATION SEP 2025)

52.233-4 Applicable Law for Breach of Contract Claim (DEVIATION SEP 2025)

52.252-6, Authorized Deviations in Clauses (Nov 2020)

52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor **at any time**.

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor **at anytime prior to the expiration of the contract**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend **at any time** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 42 months.

The following U.S Department of Transportation Acquisition Regulation (TAR) clause applies to this solicitation:

1252.223-73 Seat Belt Use Policies and Programs.

1252.232-70 Electronic Submission of Payment Requests.

1252.237-70 Qualifications of Contractor Employees.

1252.237-73 Key Personnel

1252.239-72 Compliance with Safeguarding DOT Sensitive Data Controls.

1252.239-73 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information.

1252.239-74 Safeguarding DOT Sensitive Data and Cyber Incident Reporting.

1252.239-91 Records Management.

KEY PERSONNEL

(APR 2005)

(a) The personnel as specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel, as appropriate.

(b) Before removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the contracting officer, in writing, before the change becomes effective. The Contractor shall submit information to support the proposed action to enable the contracting officer to evaluate the potential impact of the change on the contract. The Contractor shall not remove or replace personnel under this contract until the Contracting Officer approves the change.

The Key Personnel under this Contract are: **Senior and Junior Contract Specialist**

TAR clauses may be accessed at: <https://www.transportation.gov/assistant-secretary-administration/procurement/tar-part-1252-solicitations-provisions-and-contract>

The following MARAD clauses apply to this requirement:

MCL.H-6 Standards of Employee Conduct (Aug 2005)

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.

MCL.L-2 Agency Protests (Aug 2005)

- (a) Prior to submission of an agency protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the Contracting Officer level through open and frank discussions. At any time the Contracting Officer and Protestor are encouraged to employ the use of alternative dispute resolution techniques to resolve the protest. When this cannot be accomplished interested parties may submit an agency protest to the Contracting Officer set forth in the Service of Protest provision of this solicitation.
- (b) Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 10 days after the basis of protest is known or should have been known, whichever is earlier.
- (c) Protests shall include the following information. Failure to substantially include any of the following may be grounds for dismissal of the protest.
 - (i) Name, address, and fax and telephone numbers of the protester.
 - (ii) Solicitation or contract number.
 - (iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.
 - (iv) Copies of relevant documents.
 - (v) Request for a ruling by the agency.
 - (vi) Statement as to the form of relief requested.
 - (vii) All information establishing that the protester is an interested party for the purpose of filing a protest.
 - (viii) All information establishing the timeliness of the protest.
- (d) Upon receipt and review of the protest to determine that adequate information is contained therein, the Contracting Officer will acknowledge receipt of the protest and inform the protester of the expected decision date. The Contracting Officer shall render a decision on the protest within 30 calendar days or notify the protestor of an extended decision date.
- (e) Upon receipt of the Contracting Officer's decision, the protestor may appeal the decision within 15 calendar days of decision receipt. The appeal will result in an independent review of the protest by the Head of the Contracting Activity, the Associate Administrator for Administration. The Head of the Contracting Activity will impartially review the protest as presented, taking into consideration all of the available information, and render a decision. To the extent permitted by law and regulation, the Head of the Contracting Activity shall request relevant information from both parties. The Head of the Contracting Activity will render a decision on the appeal within 15 calendar days of receipt. Agency appellate review of the Contracting Officer's decision on the protest will not extend GAO's timeliness requirements. Therefore, any subsequent protest to the GAO must be filed within 10 days of knowledge of initial adverse agency action (4 CFR 21.2(a)(3)).
- (f) Upon receipt of a protest, the Contracting Officer shall follow the procedures set forth in the FAR Subpart 33.103 (f) with regard to contract award and continued performance.

Please be aware that:

1. FAR subparts 22.13, Equal Opportunity for Veterans, and 22.14, Employment of Workers with Disabilities, and their related provisions and clauses, are based on statute, and are not covered by the revocation of E.O. 11246, and thus are not affected by this FAR class deviation.
2. Existing United States laws on civil rights/nondiscrimination apply whether or not the company is a government contractor.

CONTRACTOR INVOICE INSTRUCTIONS

The U.S. Department of Transportation (DOT) utilizes the Delphi eInvoicing web portal for processing invoices. Access to Delphi eInvoicing web portal is granted with electronic authentication of credentials (name & valid email address) utilizing the GSA credentialing platform login.gov. Contractors are required to submit invoices via the Delphi eInvoicing web portal which is authenticated via www.login.gov.

Contractors must meet the following minimum requirements to submit invoices through the Delphi eInvoicing web-portal:

1. Contractors shall have electronic internet access to register in the U.S. General Services Administration's (GSA) *Login.gov* and to the Delphi eInvoicing web portal;
2. The identity of system users will be verified prior to receiving access to the Delphi eInvoicing web-portal via registration with *login.gov*. Information required for *Login.gov* includes his/her email address, full name, phone number, and password;
3. Once notified by contracting office agency point of contact (POC), system users shall register with and create an account with GSA *Login.gov*. Contractor system users will provide his/her email address and receive an email back to confirm. System users will be required to create a password and input a telephone number and opt to receive either a personal call from *Login.gov* or text message with an authentication code;
4. Once the user is authenticated in *Login.gov*, he/she shall work with contracting office agency POC to request access to the Delphi eInvoicing web portal. The POC will complete a Delphi eInvoicing web-portal User Access Request (UAR) to include the users full name, contact phone number, work e-mail address. Additionally, the agency POC will include the Contractor name and as applicable, purchase order number, contract number, and task order number (or supplier number) and agency doing business with to complete and electronically submit the UAR for processing;
5. Once the UAR is submitted, it will be electronically approved by the Access Control Officer (ACO) assigned to Operating Administration (OA) associated with the contract award or grant and then forwarded to the Delphi eInvoicing helpdesk to create the account. Once the account is created, an e-mail will be generated to the user with instruction on accessing their Delphi eInvoicing web portal account. An e-mail will also be sent to the agency POC who initiated the UAR.

Click on the following link for instructions on establishing a *login.gov* account:

<https://login.gov/help/creating-an-account/how-do-i-create-an-account-with-logingov/>

Training on Delphi. To facilitate use of Delphi, comprehensive user information is available at

<http://einvoice.esc.gov>

Account Management. Contractors are responsible to contact the Delphi Help Desk when their firm's points of contacts will no longer be submitting invoices so they can be removed from the system. Instructions for contacting the Delphi Help Desk can be found at <http://einvoice.esc.gov>

See TAR 1252.232-70, Electronic Submission of Payment Requests (NOV 2022) Deviation for invoice submission requirements.

Point of Contacts:

Contracting Officer: Kare.tempest@dot.gov

Vendor Coordinators (For assistance with Delphi Issues):

Primary: Felicia Eberling: felicia.eberling@dot.gov

Alternate: Henry Puppe: henry.puppe@dot.gov