

(e) The data required in paragraphs (c) and (d) shall be delivered to: each TO IPO.

(f) The contractor shall include the substance of this clause, including paragraph (f), in all subcontracts that require delivery of equipment.

**(End of Clause)**

**G.7 PROPERTY MANAGEMENT CHANGES (NFS 1852.245-75) (DEVIATION)**

((a) The Contractor shall submit any changes to standards and practices used for management and control of Government property under this contract to the assigned property administrator and Industrial Property Officer (IPO), prior to making the change whenever the change –

- (1) Employs a standard that allows increase in thresholds or changes the timing for reporting loss, damage, or destruction of property;
- (2) Alters physical inventory timing or procedures;
- (3) Alters recordkeeping practices;
- (4) Alters practices for recording the transport or delivery of Government property; or
- (5) Alters practices for disposition of Government property.

(b) The Contractor shall contact the IPO at: Goddard Space Flight Center:  
Ms. Sherry Pollock – 301-286-8965

**(End of Clause)**

**G.8 LIST OF GOVERNMENT PROPERTY FURNISHED PURSUANT TO FAR 52.245-2 (NFS 1852.245-77) (DEVIATION)**

For performance of work under this contract, the Government will make available Government property identified below or in **Attachment D - Table D.1 of the Task Orders** of this contract on a no-charge-for-use basis pursuant to FAR 52.245-2, Government Property Installation Operation Services. The Contractor shall use this property in the performance of this contract at **Places of Performance identified in the Task Orders** and at other location(s) as may be approved by the Contracting Officer.

**(End of Clause)**

**G.9 PAYMENT AND SUBMISSION OF INVOICES**

(a) Invoices shall be prepared and submitted on a monthly basis in accordance with FAR Clause 52.232-1 – Payments and the Prompt Payment Act (USC, Title 31, 3903(a)) and OMB Circular A-125, Prompt Payment. Accuracy of all invoices is extremely important. Noted invoice discrepancy(s) by the Government during any monthly processing periods, will be subject to rejection.

(b) Individual Task Orders will identify the billing office and address.

(c) In accordance with DRD, Monthly Task Order Summary Report, the contractor shall submit a monthly task order summary, which shall also include a summary of all invoices.

(d) At a minimum, the following information shall be included with all invoices:

- (i) Contractor Name and Address
- (ii) Contract Number
- (iii) Task Order Number and revision number
- (iv) Invoice Number and Date
- (v) Task Order Period of Performance
- (vi) Period of Performance Invoice
- (vii) Any calculations and/or formulas used to calculate the invoice amount

(e) Payment will be made to the contractor based on the receipt of a proper invoice and provided that services have been performed and provisionally accepted in accordance with Clause F.6 – Acceptance of Services.

(f) The contractor may submit monthly invoices for each Task Order (TO). Invoice amounts shall be made in accordance with the total amount of the TO for each “6-month price,” (to be specified in each Task Order) divided in equal monthly amounts less 6% to be withheld for the Performance Retainage Pool (PRP).

*For example, if the total amount of the price for the first 6 months of the TO is \$300,000, the monthly invoices shall be for \$50,000 each minus 6%. If the TO is revised to be a total of \$330,000 for the 6-month period, then the invoiced amount for the additional \$30,000 shall be prorated equally among the remaining months in the 6-month period.*

(g) As indicated in F.6, Acceptance of Services, provisional acceptance will occur on a monthly basis. Final acceptance of the services will occur after the Government completes its evaluation of the contractor’s performance in accordance with Attachment J.10 – Performance Retainage Evaluation Plan. The Contracting Officer will notify the contractor of the amount of the 6% withheld from billing that may be invoiced when the PRP evaluation is completed

(h) To effect EFT payments, the contractor shall include the following information on the first TO invoice to each NASA Center/Location and any future invoices if the requested information is changed: the name, address and nine digit Routing Transit Number of the contractor’s financial agent; the contractor’s account number and type of account (checking, savings, or lockbox); and the name, title, telephone number and signature (manual or electronic, as appropriate) of official authorized to provide this information. In accordance with FAR 32.9, failure to include this information may result in rejection of the invoice as improper.

(i) For invoices for which the contractor will offer a discount for prompt payment, the contractor shall clearly mark the outside of the envelope “DISCOUNT FOR PROMPT PAYMENT.” The final invoice shall be marked “FINAL.” All invoices shall include the contractor’s Taxpayer Identification Number (TIN) and all other required payment information.

**(End of Clause)**

**G.10 PHYSICAL INVENTORY OF CAPITAL PERSONAL PROPERTY (1852.245-78)  
(DEVIATION)**

(a) In addition to physical inventory requirements under the clause at FAR 52.245-1, Government Property, the Contractor shall conduct annual physical inventories for individual property items with an acquisition cost exceeding \$100,000.