
CMI101CONTRACT RECEIPT AND REVIEW (CRR) MOCK CONTRACT

Alternate Path

Several contract sections and boxes require further explanation which is provided on the mock contract in the form of callout boxes.

The first page of the contract includes these callouts:

- Rating box indicates the priority of the contract
- Page of Pages box helps the functional specialist ensure they have a complete contract
- Contract Number box breaks down each digit in the contract number as follows:
 - Digits 1 thru 6: buying activity code (DoDAAC)
 - Digits 7 and 8: last 2 digits of fiscal year award
 - Digit 9: type of instrument
 - Digits 10 thru 13: serial number
- Issued by box identifies the buying activity
- Table of Contents section provides a way to cross-check that all sections are included in the contract file
- Sections K, L, and M are not marked on this mock contract, so they are not included
- Name and Address of Offeror section includes the contractor's information

The Award section is to be completed by the Government. These sections include these callouts:

- Administered by box includes the office that administers the contract
- Payment Will Be Made by box includes the payment office
- Award Date is the effective start date of contract

Section B: Supplies or Services and Prices/Costs include these callouts:

- Section B provides descriptions, costs, quantity, and specifications
- Supplies/Services column may also contain:
 - Accounting Classification Reference Number (ACRN)
 - Inspection point
 - Acceptance point
 - Receiving activity address
 - Delivery schedule
 - Delivery date
 - National Stock Number (NSN)
- The Max Amount column indicates an amount that cannot be exceeded for each item number

Section C: Statement of Work includes these callouts:

- Statement of Work or SOW includes specifications; supplier will use for guidance. SOW may come as an attachment to contract.
- 4.0 Technical Requirements includes a description of procured items

Section D: Packaging and Marking includes instructions for packaging and marking

Section E: Inspection and Acceptance includes these callouts:

- A. Federal Acquisition Regulation Contract Clauses includes quality requirements/clauses
- B. Defense Federal Acquisition Regulation Supplement Contract Clauses identifies requirement to use the Wide Area Work Flow (WAWF)
- Inspection and Acceptance Terms specifies location for inspection and acceptance

Section F: Deliveries or Performance identifies specific instructions for delivery and required delivery schedule

Section G: Contract Administration Data includes financial data and instructions for preparing payments

Section H: Special Contract Requirements includes these callouts:

- The section includes requirements for transferring items, moving items, and invoicing items; Warranty information; Protection of technical data (International Traffic in Arms Regulations [ITAR])
- H-1 Exercise of Options has instructions for awarding option items to the contract

Part II – Contract Clauses, Section I: Contract Clauses lists FAR and DFARS clauses that govern contract performance

Part III – List of Documents, Exhibits, and Other Attachments, Section J: List of Attachments includes Attachments and exhibits such as data exhibits, DD Form 1423, provision items, supply items, spare parts, repair parts, DD Form 254, Contract Security Classification, and SOW