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**SOP FOR GOVERNMENT CONTRACTING REV#3 - 9/15/2022**

**MOCK, INC. dba HI-SPEED INDUSTRIAL SERVICE ~ CAGE 4R242**

**7030 Ryburn Dr. – Millington, TN 38053**

The following is the (SOP) standard operating procedures for processing Government Contracts...

***BIDDING CONTRACTS:***

* The Director of Business Development finds the opportunity through various Government websites.
* The solicitation is read through to insure compliance of the contract and Mock, Inc. determines if we can meet the requirements.
* Contract rating is checked.
* All DFARS/FARS are read to be sure Mock, Inc. can comply with the contract
* Inspection is noted – If Origin Inspected, Mock, Inc. will insure all the testing/paperwork from the supplier is received and presented to the QAR to inspect/approve the contract prior to shipment. The following list is prepared for the QAR to conduct the inspection
  + **Copy of the spec/drawing if applicable**
  + **Copy of the Supplier Purchase Order**
  + **Copy of the Contract**
  + **Material Certs, Inspection Reports and (COC) Certificate of Compliance for product & any components of that product**
  + **Copy of Certs for Military Shipping Labels**
  + **ISO Certification if applicable**
* Payment terms are noted, if “Fast Pay”, invoicing will be marked accordingly in WAWF
* Technical data is checked. If there are technical requirements noted, Mock, Inc. will retrieve the information and send to the manufacturer/source for quoting
* Procurement history is researched to see if Mock, Inc. can compete for the bid
* FOB terms are noted for shipping charges, if FOB Destination, Mock, Inc. will include the freight and the solicitation and quote accordingly. If FOB Origin, the Govt assumes the responsibility for the freight
* Packaging and labeling are determined based on the requirements of the contract.

Based on the material requested, the Director of Business Development will send the following information to the manufacturer/source.

1. NSN number
2. Copy of the Solicitation
3. Technical requirements
4. Priority Rating

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***PROCESSING:***

If Mock, Inc. is awarded the contract, the following steps are taken.

* Sales Order is entered in Mock, Inc.’s system by the Director of Business Development.
* The following is sent to the Warehouse Coordinator

1. Vendor’s Quote
2. Copy of the Mock, Inc.’s Pick Ticket
3. Copy of the contract
4. Packaging and labeling instructions

* Purchase order is entered into Mock, Inc.’s system. The DPAS information is noted on the purchase order and flowed down to the supplier. The following comments are added to the Vendor Purchase Order

**(FOR DPAS) This contract is rated XX-XX for National Defense use and you are required to follow all the provisions of the defense priorities & allocation system regulation (15 CFR 700)**

* A copy of the Purchase Order is sent to the supplier, along with a copy of the contract.

***RECEIVING:***

Once Mock, Inc. receives the parts in house, they are checked to insure they meet the terms of the purchase order. The packing slip is checked against the contract to be sure the Supplier has provided the parts needed to fulfill the contract. Parts are counted twice to insure there are no shortages. If shortages, the Warehouse Coordinator goes back to the Supplier for a resolution.

***PACKAGING:***

When all parts are in house, the Warehouse Coordinator will begin the packaging process based on the requirements in the contract and MIL-STD-2073. Both the Director of Business Development and the Warehouse Coordinator will review the packaging requirements of the contract prior to packaging. If there are areas of the packaging we’re unsure of, we will reach out first to our Military Software people for assistance. If they can’t assist us we will consult with Mr. Leroy Jaramillo (DCMA Packaging Specialist) for consultation. Once the packaging is determined, the Warehouse Coordinator will choose the packing materials and pack the contract based on the requirements.

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***LABELING:***

Both the Director of Business Development and the Warehouse coordinator will review the labeling requirements to determine the contract is labeled correctly based on the contract and Mil-Std-129. We use our Military Software to print all our labels IAW Mil-Std-129. We keep on hand a supply of all military labels.

***SHIPPING:***

Once the contract is ready to ship, the Director of Business Development enters the info into (WAWF) Wide Area Work Flow. Once complete, the following paperwork is sent to the Warehouse Coordinator and included with the shipment

* WAWF Receiving Report
* WAWF Pack
* WAWF Invoice
* DSS/VSM Packing List if FOB: Origin
* Copy of the Contract
* Any commercial Bill of Lading

When the contract is packaged, labeled and ready for shipment, the following steps are taken:

* For FOB: Origin – Information is entered into VSM (Vendor Shipment Module) and they schedule the pick up. When the carrier arrives, the driver gives the Warehouse Coordinator the (SCN) Shipment Control Number and Mock, Inc. releases the shipment to the carrier.
* For FOB: Destination - Mock, Inc. will contact our desired carrier for pick up.

***RETENTION OF RECORDS:***

All contracts are filed electronically in the Mock, Inc.’s System and backed up daily