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**PROCEDURES FOR GOVERNMENT CONTRACTS REV#2 11/20/19**

The following is the procedure Mock, Inc. dba Hi-Speed Industrial Service, Cage Code 4R242, follows for Government contracts.

***BIDDING:***

* The Director of Business Development finds the opportunity through DIBBS, FBO etc. and determines if Hi-Speed can bid according to the terms of the solicitation
* The solicitation is read through to insure compliance if the contract were to be awarded to Mock, Inc. dba Hi-Speed Industrial Service
* Contract rating is checked to see if the rating is “DO” or “DX”
* If rating is “DX”, manufacturer/supplier will be made aware the contract will take priority over “DO” rated contracts
* All DFARS/FARS are read to be sure Hi-Speed can comply with the contract
* Inspection is noted – If Origin Inspected, Hi-Speed will insure all the testing/paperwork from the supplier is received for the QAR to inspect/approve the contract prior to shipping. The following list is required by the QAR to conduct the inspection
	+ **Copy of the spec/drawing**
	+ **Copy of the Purchase Order**
	+ **Copy of the Contract**
	+ **Material Certs for product & any components of that product**
	+ **Copy of Certs for Military Shipping Labels**
	+ **C of C for product & any components of that product**
	+ **Copy of inspection report**
	+ **If ISO is called out - copy of the ISO Certificate**
* Payment terms are noted, if “Fast Pay”, invoicing will be marked in WAWF accordingly
* Technical data is checked, if there are technical requirements noted, Hi-Speed will retrieve the information and send to the manufacturer/source for quoting
* Procurement history is researched to see if Hi-Speed can compete for the bid
* FOB terms are noted to see who is responsible for shipping charges, if FOB Destination, Hi-Speed will include the freight and the solicitation is quoted accordingly. If FOB Origin, the Govt assumes the responsibility for the freight
* Packaging info is noted – if other than standard commercial packaging - Hi-Speed uses Mil-Std-2073-1D to determine packaging requirements.

Based on the material requested, the Director of Business Development will send out an RFQ to the manufacturer/source advising them of the solicitation, NSN number and any technical requirements the parts will need to meet. This starts the process in motion for letting our

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**PROCEDURES FOR QUOTING/PROCESSING GOVERNMENT CONTRACTS *(CONT.)***

supplier know the request is for a Government Solicitation. If the solicitation is rated “DX”, the supplier will be notified the contract will take priority over “DO” rated orders.

The manufacturer will come back with a quote and a price to the Government is determined by Hi-Speed. The quote is entered through the DIBBS electronic website and entered into Hi-Speed’s system.

***PROCESSING:***

If Hi-Speed is awarded the contract, the order is entered in the system by the Director of Business Development. A copy of the manufacturer/source’s quote, a copy of the Hi-Speed pick ticket, a copy of the contract and the packaging instructions is sent to Hi-Speed’s Warehouse Manager for a purchase order to be entered into the Hi-Speed 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)**

As of 11/20/19 the following info is also added to the purchase order

* **This contract is for the Dept. of Defense and you are required to provide all parts/services IAW the terms of the purchase order, solicitation#, contract# and any FAR/DFARs pertinent to the contract**

A copy of the PO is then sent to the supplier of the parts, along with a copy of the contract.

***RECEIVING:***

Once Hi-Speed receives the parts they are checked to insure they comply with the terms of the purchase order. The packing slip is checked 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 goes back to the supplier for any shortages.

***PACKAGING:***

 When all parts are in place, the warehouse will begin the packaging of the contract based on the instructions in MIL-STD 2073 given at the time of processing. The warehouse chooses the packing materials and packs the shipment. The weight, dimensions and the RFID numbers are then given to the Director of Business Development and the info is put into VSM (Vendor Shipment Module) which is IAW with MIL-Std 129. palletized IAW MD00100452.

We use the Vendor Shipment Module (VSM) for our labeling. We print the RFID, MSL shipping and container labels from our Easy-Soft software system and apply them to the shipment.

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

* WAWF Receiving Report
* WAWF Pack
* WAWF Invoice
* DSS/VSM Packing List
* Copy of the Contract
* Any commercial invoicing that is printed
* If Origin Inspected & ISO required – Copy of ISO Certificate
* If Origin Inspected – Copy of test results
* If Origin Inspected – Copy of the Certificate of Conformance

When the carrier arrives for pick up, they give us the (SCN) Shipment Control Number and we release the shipment to the carrier.

All contracts are filed electronically in the Hi-Speed Computer System and backed up daily