

### **3.1 Common Data Interaction Requirements [J.2.2]**

#### **3.1.1 Relevant Contracting Officer [J.2.2.1]**

MetTel understands that where permitted by the applicable section within the CDIP, exceptions to CDIP data submission requirements may be authorized in writing by the relevant CO, defined as:

- TO for data submitted to GSA
- The OCO for data submitted to a customer

#### **The MetTel EIS Portal automates contract management**

- Automated ordering, billing, inventory management, and SLA tracking
- xx24x7x365 online status of all services
- Easy-to-read, color-coded SLA tracking
- Wide variety of online, self-serve reporting

#### **3.1.2 Resubmission of Incorrect Deliverables [J.2.2.2]**

If MetTel becomes aware of an error in a previously submitted deliverable, we:

1. Resubmit the deliverable within 3 days of becoming aware of the error with the exception of billing errors identified after the Government makes payment, which requires the submission of a billing adjustment as described in J.2.5 Billing.
2. Notify the relevant COR and CO via email and state the corrective action for resolving the issue.

#### **3.1.3 Deliverable Format, Content, and Transfer Mechanism [J.2.2.3]**

All deliverables in the CDIP are governed by the following requirements:

- For deliverables submitted directly to GSA, including cases where GSA receives a copy of a deliverable sent to the customer, we use the format, contents, and transfer mechanism specified herein unless an exception is authorized by the GSA CO (see also J.2.2.1 Relevant Contracting Officer and J.2.9 Data Transfer Mechanisms).
- For deliverables submitted directly to the customer, including cases where the customer receives a copy of a deliverable sent to GSA, with the approval of the OCO, we may use alternative formats, contents, and/or transfer mechanisms (see also J.2.2.1 Relevant Contracting Officer and J.2.9 Data Transfer Mechanisms). The Task Order also specifies alternative formats, contents, and/or transfer mechanisms for deliverables submitted to the customer.

#### **3.1.4 Scope of Deliverables [J.2.2.4]**

We submit all deliverables in accordance with the following scope requirements:

- The scope of all deliverables shall be at the Task Order level with each deliverable covering only a single Task Order.

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- For deliverables submitted directly to GSA, including cases where GSA receives a copy of a deliverable sent to the customer, we use the format, contents, and transfer mechanism specified herein unless an exception is authorized by the GSA CO (see J.2.2.1 Relevant Contracting Officer and J.2.9 Data Transfer Mechanisms).
  - For deliverables submitted directly to the customer, including cases where they receive a copy of a deliverable sent to GSA, we may, with the approval of the OCO, use alternative formats, contents, and/or transfer mechanisms (J.2.2.1 Relevant CO and J.2.9 Data Transfer Mechanisms). The TO may also specify alternative formats, contents, and/or transfer mechanisms for deliverables submitted to the customer.