

3.4 Billing [J.2.5]

Section G.4 Billing describes billing functional requirements.

3.4.1 Common Operational Requirements [J.2.5.1]

We comply with the defined billing cycle, which runs from the first through the last day of the calendar month. J.2.5.1.5 describes proration for partial months.

The UBI uniquely identifies one item or multiple items linked together for ordering, billing, and inventory management and is defined in Section J.2.10.1.1.2 Unique Billing Identifier. We ensure the UBI reported on billing deliverables matches the UBI included on the SOCN for a particular element.

Each billable element is identified by a CLIN, which may be associated with a case number. We follow the CLIN requirements for billing: 1) provide CLIN and associated ICB data element(s) for each line item in all deliverables (described in J.2.5.2).

2. MetTel ensures that the CLINs reported on billing deliverables match those included on the SOCN for a particular order.

The Associated Government Fee (AGF) is the fee GSA charges other customers for services in supporting this contract and is defined along with calculation methods in J.2.10.1.1.1. We follow the AGF requirements for billing shown in **Exhibit 3.0-12**.

Exhibit 3.0-12. AGF Billing Requirements

#	Description
1.	MetTel calculates the AGF as described in Section J.2.10.1.1.1.
2.	MetTel provides the AGF as a data element in billing deliverables (described in Section J.2.5.2 Billing Process).
3.	For Task Orders set up with direct billing (Section G.4.2 Direct Billing), MetTel collects the AGF on behalf of GSA and transfers funds as described in Section G.4.6 Associated Government Fee.

We apply proration requirements for services not delivered for the full calendar month cycle. MetTel supports both the Month-Length Proration and Normalized 30-Day Month Proration types as defined in J.2.5.1.5.1.1 and J.2.5.1.5.1.2, respectively. MetTel will indicate our proposed proration types in response to each customer agency solicitation. If MetTel does not support the proration type specified on a customer TO solicitation, MetTel will clearly indicate within our proposal that we do not currently support the requested proration type. If MetTel adds support for a previously unsupported proration type, we will follow the BSS Change Control process in Section G.5.5.1 and complete successful retesting of the BSS test cases associated with the

proration type prior to billing. **Exhibit 3.0-13** shows the process we follow to calculate prorated billing.

Exhibit 3.0-13. Prorated Billing

#	Type	Instructions
1.	Calculate the Daily Charge	Divide the MRC by 30 to get the Daily Charge.
2.	Calculate the number of billable days for the service in that month	For new installations or new service, pricing starts based on a service change order: Number of days in the month minus the number of days in the month prior to installation or start Billable Days = Days in Month – (Start Day – 1) Example: service installed on March 17th: 31 [days in month] – (17 [start day] -1) = 15 billable days For disconnections or prior service, pricing ends based on a service change order: Number of days up to and including disconnect or end date and Billable Days = Disconnect or End Day
3.	Note 1	If Billable Days from Step 2 is equal to or greater than 30, proration does not apply; MetTel bills the full MRC for that month.
4.	Note 2	The billable amount for the service in that month is equal to the daily charge from step 1 multiplied by the billable days from step 2: Billable Amount = Daily Charge x Billable Days

A service change order may necessitate a price change during a billing cycle. We apply the following process to calculate prorated billing:

1. Treat the change as two connected events: (i) A previous service price end and (ii) A new service price start
2. The new service price is assigned a start date equal to the change date.
3. The previous service price is assigned an end date 1 day prior to the start date for the new service price.
4. Calculate the prorated billing amount for each service pricing (ended previous and started new) using the standard proration formula (see Section J.2.5.1.5.1).

We comply with the requirements shown in **Exhibit 3.0-14** for rounding.

Exhibit 3.0-14. Rules for Rounding

#	Description
1.	MetTel stores charges and use in all calculations six decimal places for service price [Quantity x Unit Price], prorating, taxes, fees, and surcharges. When rounding is necessary to reach six decimal places, we apply the standards in J.2.5.1.6.2
2.	When calculating summary data (including total cost), MetTel: Totals each of the cost components that comprise the service including CLIN unit price (prorating if applicable), taxes, fees, and surcharges and adds the charges at the service level while maintaining the full six decimal places
3.	When totaling the entire submitted bill, MetTel adds the individual six-decimal place service charges and rounds the total six-decimal place value to two decimal places using the rounding standards in Section J.2.5.1.6.2

We follow the rounding standards outlined in Section J.2.5.1.6.2 and follow and comply with the taxes, fees, and surcharges outlined in Section J.2.5.1.7.

We submit billing deliverables outlined in Section J.2.5.2 using a Task Order billing level where each deliverable covers only a single Task Order unless the TO specifies another billing level.

We support the data sets exchanged between the Government and MetTel as part of the ordering process. Section J.2.5.2 Billing Process discusses the delivery process, frequency, timing, and detailed specifications for each. We support the standard data sets of BI, BA, TAX, AGFD, ATR, EFT, and MBIMD. The BI will include all taxes, fees, and surcharges as described in Section J.2.5.1.7 and will not include any credits or adjustments.

3.4.2 Billing Process [J.2.5.2; F.2.1(118) through (122)]

We follow the standard billing process described in Section J.2.5.2, which is applicable to all Task Orders.

We utilize our proprietary operations platform, the MetTel EIS Portal, for timely and accurate billing. This single platform integrates many business systems and presents one portal through which to access data-relevant services. MetTel personnel support the MetTel EIS Portal, primarily the same professional team that developed the platform, and demonstrate commitment to quality and timely resolution of any disputes.

The MetTel EIS Portal is fully compliant with GSA requirements for the EIS contract.

3.4.3 Deliverables and Data Exchange [J.2.5.3]

We provide the data sets listed in J.3.5.4.3 as part of this process and support all required transfer mechanisms as defined in J.2.9 Data Transfer Mechanisms.