

Contract Officer Questions on the Indian Incentive Program

Q: When should the contractor forward payrolls and other paperwork with their request for reimbursement of subcontracting expenses?

A: You can request the 5% rebate any time during the year. However, each request must include a complete period of work with a Month/Year start and Month/Year stop dates. Note, Once the contract is closed, you cannot file the claim.

Q: Should the DoD OSBP or anyone else need to be notified in advance of making this request to ensure money is set aside for the contractors

A: No. Rebate requests that arrive in the OSD OSBP are processed on a first-come first-served basis. However, incomplete requests will not be processed until all required documentation is received.

Q: Some subcontracts do not require the submission of invoices. In this case, would a copy of the subcontract (detailing this process) in conjunction with the copy of the check suffice in lieu of the invoices? If not, what should be done in a case like this?

A: A paper trail with documentation and/or a statement by the Prime that the job was paid by check as well as any other reasonable documentation that will pass an IG inquiry is recommended. Remember, it is the contracting officer who signs the memo, attests to the validity of documents submitted, and is ultimately responsible for this action.

Q: Does the Administrative Contracting Officer (ACO) or the Procurement Contracting Officer (PCO) prepare the documentation for the OSBP Office?

A: Either the ACO or PCO may prepare the documentation for the OSBP office.

Q: When the receipt of payment (fee-funds) takes longer than 14 days, is this subject to the Prompt Payment Act?

A: No, incentive program is not subject to the Prompt Payment Act.