

**ORDER FOR SUPPLIES OR SERVICES**

**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

1. DATE OF ORDER 08/20/2007	2. CONTRACT NO. (If any) GS-07F-0036N	6. SHIP TO: Wayne Leong		
3. ORDER NO. DTMA1F07049	4. REQUISITION/REFERENCE NO. PR300070093	a. NAME OF CONSIGNEE DOT/Maritime Administration, MAR-380		
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 1200 New Jersey Ave., SE MAR380, W28-201		b. STREET ADDRESS 1200 New Jersey Ave., SE MAR380, W28-201		
Washington DC 20590		c. CITY Washington	d. STATE DC	e. ZIP CODE 20590
7. TO: a. NAME OF CONTRACTOR		f. SHIP VIA		
b. COMPANY NAME ConTemporaries, Inc.		8. TYPE OF ORDER		
c. STREET ADDRESS 8720 Georgia Ave, Suite 206		<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	<input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Silver Spring	e. STATE MD	f. ZIP CODE 20910		
9. ACCOUNTING AND APPROPRIATION DATA See Line Item Detail		10. REQUISITIONING OFFICE DOT/Maritime Administration, MAR-380		

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input checked="" type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/20/2008	16. DISCOUNT TERMS 10 days % 20 days % 30 days % days %
13. PLACE OF			
a. INSPECTION	b. ACCEPTANCE		

**17. SCHEDULE (See reverse for Rejections)**

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<b>SEE LINE ITEM DETAIL</b>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO: Kelly Nelson				
	a. NAME DOT/ Enterprise Services Center (ESC) OFO/FAA, Oklahoma City				\$110,912.90
	b. STREET ADDRESS (or P.O. Box) MARAD A/P Branch, AMZ-150 PO Box 25710				
c. CITY Oklahoma City		d. STATE OK	e. ZIP CODE 73125		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Erica L. Williams TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

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DATE OF ORDER 08/20/2007	CONTRACT NO. GS-07F-0036N	ORDER NO. DTMA1F07049
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)						
0001	<p>Acquisition (IT) Support Services IDEAS PD Helpdesk Support IAW the attached SOW.</p> <table border="0"> <tr> <td><i>Delivery Date</i></td> <td><i>Start Date</i></td> <td><i>End Date</i></td> </tr> <tr> <td>08/20/2008</td> <td>08/21/2007</td> <td>08/20/2008</td> </tr> </table> <p>Reference Requisition: PR300070093</p> <p>Funding Information: - 2007 - X4303 - 93040TE - C0 - 7007 - 61 - 30TEC00 - 25433 - 61 - 006600 - - - \ - - - \$48,414.92</p> <p>7007 - 1750 - 2007 - PR30007 - 01 - 12 - - 13HGAL019 - 0 13800 - 0 61006600 - - 11N7 - 6297 - - - \$62,497.98</p>	<i>Delivery Date</i>	<i>Start Date</i>	<i>End Date</i>	08/20/2008	08/21/2007	08/20/2008	2,374.50	HR	46.710	110,912.90	
<i>Delivery Date</i>	<i>Start Date</i>	<i>End Date</i>										
08/20/2008	08/21/2007	08/20/2008										

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$110,912.90**

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## SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

### C.1 STATEMENT OF WORK

#### A. Scope

The Office of Acquisition, Maritime Administration (MARAD), Department of Transportation (DOT), Washington, DC, requires information technology (IT) support services for administration of the agency's current automated acquisition system and ancillary systems / applications. These services include a full range of help desk support responsibilities, system administration tasks, and data input/manipulation on an as needed basis. The services shall normally be provided as a 40-hour workweek from Monday thru Friday. Eight (8) or more of the hours per a normal work week may be provided through telecommuting in lieu of on-site support. Additionally, certain tasks may require weekend support in lieu of the regular hours during a normal workweek. Contractor coordination may be required with both Government personnel and other contractor support personnel in performance of the services identified below.

#### B. Definitions

**Acquisition System** The current automated acquisition system, supporting MARAD procurements is the Interior Department Electronic Acquisition System (IDEAS) - Procurement Desktop (PD). The system users are located in the HQ Office of Acquisition (Washington, DC), three regional offices (Norfolk, VA; New Orleans, LA; San Francisco, CA, and the U.S. Merchant Marine Academy (New York).

**Ancillary Systems / Applications** - The following systems / applications also support MARAD's automated acquisition operations: Federal Procurement Data System Next Generation (FPDS-NG), MARAD's Virtual Office of Acquisition (VOA), Office of Acquisition Internet/Intranet websites, and Microsoft Access databases used for maintaining acquisition administrative data.

**Holidays** - The Government observes the following official holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Additionally, in the Washington, DC area, Inauguration Day is observed once every four (4) years. In the event an unscheduled Holiday is declared, or Federal Government offices are officially closed for inclement weather, IT support services may be allowed on a telecommuting basis provided there is sufficient off-site work to warrant contractor performance for that day.

#### C. Requirements

##### 1. Help Desk Support

Maintaining an automated log of Help Desk calls for IDEAS-PD/FPDS-NG, as well as ancillary acquisition system trouble calls, with the resolutions to those calls,

Assisting IDEAS-PD users with the input of acquisition data, and resolution of system or system related problems,

Reporting and resolving IDEAS-PD system issues, including connectivity and CITRIX problems,

Monitoring FPDS-NG trouble calls to ensure that the FPDS-NG helpdesk is responding timely to user needs,

Installing and configuring Acquisition systems, and associated software,

Communicating to users all information that might affect their processing of data in all Acquisition systems,

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Maintaining a current roster of all Acquisition system users,

Monitoring the performance of Acquisition Systems, and keeping MARAD, Office of Acquisition officials informed of any adverse performance issues,

Providing user training.

2. Acquisition System Administration

Adding, maintaining, and updating IDEAS-PD user accounts,

Maintaining a comprehensive list of Acquisition System Users,

Maintaining System Administration data,

Maintaining IDEAS-PD System Administration documentation,

Maintaining an acquisition system documentation

Posting and maintaining information on the MARAD, Office of Acquisition Internet, and Intranet web, sites, as needed,

Documenting acquisition system changes, and notifying users of changes in a timely manner,

Assisting in the development of various system user manuals,

Preparing internal documentation on the maintenance of MARAD's Acquisition system.

3. Acquisition System Reporting

Compiling, maintaining, distributing, and modifying acquisition system reports,

Verifying and reconciling report data between various MARAD systems.

4. Office of the Chief Information Officer (OCIO) Assistance

Provide limited IT support services for the OCIO as long as the additional OCIO assignments do not interfere with primary IDEAS-PD and FPDS-NG support.

D. Government Furnished Property

The Government will furnish standard office equipment (inclusive of a desk, computer, phone) in OCIO office spaces for the performance of the on-site support services identified herein. Any such equipment remains the property of the Government and shall not be used for telecommuting support services. The contractor shall not be responsible for normal equipment wear and tear. Neither shall the contractor be accountable for Government supplies properly consumed during performance under this contract.

E. Other Direct Costs

Other direct costs include items such as travel, training, and supplies (including non-consumable and expendable computer supplies). Training costs shall only be incurred at the direction of the COTR.

F. Travel

In the performance of task order activities, the Contractor shall be reimbursed for travel in accordance with the provisions of the Federal Travel Regulations. Travel must be directed and approved by the COTR.

The Contractor shall not be reimbursed for transportation expenses for local commuting between a place of residence and MARAD headquarters.

G. Personnel Security Requirements

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Contractor personnel working under this task order are required to successfully complete an acceptable background investigation in accordance with OMB regulations prior to commencement of work.

#### H. Inspection and Acceptance

The COTR will periodically inspect work products for acceptability.

#### I. Contractor Performance

Acquisition Systems Users will be asked to complete customer service surveys for all Help Desk support calls, through the automated DOT IT Help Desk system for customer feedback. In addition, customer service surveys may be requested on a periodic basis to assist in determining the acceptability of other types of contractor support. The OCIO shall also provide feedback of the quality of contractor performance on a periodic basis.

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## SECTION G -- CONTRACT ADMINISTRATION DATA

### G.1 SUBMISSION OF INVOICES

Invoices should be submitted to the address in block 21 of the OF 347 or electronically to [MARADInvoices@faa.gov](mailto:MARADInvoices@faa.gov).