

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. 0019	3. EFFECTIVE DATE 09/24/2010	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (If applicable)
6. ISSUED BY DOT/Maritime Administration, MAR-380 1200 New Jersey Ave., SE MAR380, W28-201 Washington, DC 20590		CODE 00091	7. ADMINISTERED BY (If other than Item 6) DOT/Maritime Administration, MAR-380 1200 New Jersey Ave., SE MAR380, W28-201 Washington, DC 20590
		CODE	00091

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) LAMORTE BURNS & CO., INC. 64 DANBURY RD., SUITE 1000 WILTON, CT 06897-4406	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. DTMA1C08002
	(X) 10B. DATED (SEE ITEM 13) 10/31/2007

CODE * FACILITY CODE 00091

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

2010 - 70 - X4303 - RRF969 - 80 - POL0 - 0 - 0000 - 000000 - 70 - 106169 - 80 - POL0 - 25100 - 6100 - 6600 - \$10,000.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.

IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) By mutual agreement

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of this modification is to:

(A) Add new CLIN 0007, Updating Marad Policy Directive 00-8 in accordance with the attached Statement of Work (SOW) for the period of 10/01/2010 to 03/31/2011.

(B) Add funding in the amount of \$10,000 for CLIN 0007.

Contract value changed from \$1,617,722.98 by \$10,000.00 to \$1,627,722.98.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jill M. Kline
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. United States of America BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 09/24/2010

UPDATING OF MARAD POLICY DIRECTIVE 00-8 REGARDING OIL AND HAZARDOUS MATERIAL SPILL POLICIES

PURPOSE: To update U.S. Maritime Administration (MARAD) Policy Directive 00-8 (55 pages), titled Oil and Hazardous Material Spill Policies for the NDRF (including the RRF), dated December 28, 2000, in order to conform with current MARAD and Industry Practices and Requirements. The document is written from the perspective that MARAD complies with OPA 90 on a voluntary basis and attempts to conform to its requirements as closely as is feasible.

STATEMENT OF WORK

Contractor must provide technical and administrative support to the MARAD Division of Sealift Operations for the purpose of revising and updating the U.S. Maritime Administration (MARAD) Policy Directive 00-8 (55 pages), titled Oil and Hazardous Material Spill Policies for the NDRF (including the RRF). The final version of the updated instruction must be consistent with current MARAD and Industry practices and requirements, as well as good maritime practice. The Contractor must be responsible for reviewing the aforementioned Policy Directive document, including all attachments, and for recommending specific changes to that document, which correspond to the most current requirements, practices, and statutes. The work may also include physically typing the entire document or sections of that document to insert recommended changes that correspond to current approved practices, either domestic or international, as applicable. It should be noted that the only electronic form of this document that exists is a scanned copy, therefore the use of Acrobat OCR (Optical Character Recognition), or other such items, may be used, if feasible, to convert this document into Microsoft Word format.

Contractor technical capability must include a thorough familiarity with the most recent version of the MARAD Vessel Response plan (VRP)/Non-Tank Vessel Response Plan/ Shipboard Oil Pollution Emergency Plan (SOPEP). The Contractor shall also possess a thorough familiarity with the most current domestic and international oil pollution response practices, requirements, and statutes. The Contractor must ensure that the directives set forth in the aforementioned Policy Directive are consistent with the MARAD VRP/NTVRP/SOPEP to the furthest extent practicable.

This task will require no more than three (3) in person meetings with the MARAD COTR, at MARAD Headquarters, to coordinate and develop the updated directive. Pursuant to the aforementioned meetings, the Contractor must expect to attend an initial meeting with the COTR as well as a final review meeting, which will be conducted before publishing the final document, for the purpose of ensuring final version concurrence with all concerned.

The draft version of this document may include suggested practical measures that a responsible entity could feasibly utilize to proactively fulfill basic obligations (legal or otherwise) to satisfy any and all regulatory bodies.

Responsibility for changes to and final approval of all work shall rest solely with the MARAD COTR.

Schedule and Deliverables

1. Contractor must meet with all concerned parties, including the MARAD Technical Point of Contact (TPOC)/COTR, within thirty (30) days from contract award. Meeting will be held at MARAD Headquarters; Washington, DC.
2. The Contractor must produce a draft copy with recommended changes to the original document within sixty (60) days subsequent to the meeting described in item #1 above.
3. MARAD must review and comment on the draft copy and provide comments within twenty-one (21) of receipt of the draft copy.
4. The Contractor must meet with all concerned parties including the MARAD Technical Point of Contact (TPOC)/COTR, within twenty-one (21) days subsequent to Contractor receipt of comments from MARAD review of document.
5. Contractor must produce a final version of the document within twenty-one (21) days of the second meeting with all concerned parties including the MARAD Technical Point of Contact (TPOC)/COTR.
6. In the event of unforeseen occurrences, having a direct impact upon the timing of events in this task, the above schedule may be modified at the discretion of the COTR, upon request from the Contractor or otherwise.
7. The contractor must provide, to the MARAD COTR, the most updated version of the aforementioned MARAD Policy Directive, incorporating all accepted changes. Final deliverables will include a paper copy of the Policy Directive document, in a standard 8.5" X 11" format as well as an electronic copy on disk in Microsoft Word.

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SOW PD 00-8D

Please note that these guidelines constitute a ceiling, not a floor. All employees except those whose performance has been rated unacceptable are eligible for cash and time-off awards. As a manager, you have the discretion to make a cash award to any employee who is ranked "achieved results," "exceeded expectations," or "outstanding" of any amount, up to the cumulative caps listed above. The OAs and Secretarial Offices must make meaningful monetary distinctions between employees based on their level of performance when granting ratings-based performance awards.

3. Review and approve proposed ratings-based performance awards by the OA Deputy Administrator (or another designated senior level official) to ensure equitable and consistent distribution of performance awards across the OA.
4. Submit annual reports to the Departmental Office of Human Resource Management by September 30 that include information related to aggregate salaries of covered employees, including the percentage of salaries for cash award pools, total number and dollar amount of awards, and their relationship to assigned ratings.

With respect to FY 2010 only, the "Monetary Award Guidelines and Maximum Salary Range" applies solely to ratings-based performance awards. The OAs and Secretarial Offices are not required to factor other cash awards (special act, QSIs, time-off) when applying the award caps. The OAs and OST are reminded to meet their labor relations obligations before implementing both the awards guidelines and the performance management summary levels and performance cycle.

I ask for your full support in standardizing performance management, awards, and recognition across the Department. If you have any questions, please consult with your Human Resources Director.