

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 6

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

1. DATE OF ORDER 06/03/2011		2. CONTRACT NO. (If any) GS-02F-9425D		6. SHIP TO:	
3. ORDER NO. DTMA-91-F-2011-000018		4. REQUISITION/REFERENCE NO. MA-PR610-20110002		a. NAME OF CONSIGNEE Office of Ship Operations	
5. ISSUING OFFICE (Address correspondence to) U.S. DOT/ MARITIME ADMINISTRATION OFFICE OF ACQUISITION MAR-380 1200 NEW JERSEY AVENUE SE MAIL STOP W-28-201 WASHINGTON DC 20590-0001				b. STREET ADDRESS 1200 New Jersey Avenue, S.E.	
				c. CITY Washington	e. ZIP CODE 20590

7. TO: Michael Kastre		f. SHIP VIA	
a. NAME OF CONTRACTOR NATIONAL WRITERS GROUP, LLC.		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS PO BOX 27054		REFERENCE YOUR: Email 05/23/2011	
d. CITY Washington		e. STATE DC	
		f. ZIP CODE 20038-7054	
		<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.	

9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE OFC. of SHIP OPERATIONS	
--	--	--	--

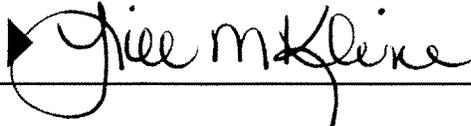
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple		16. DISCOUNT TERMS	
a. INSPECTION Destination	b. ACCEPTANCE Destination						

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)
	Confirming Order Placed With: MICHAEL KASTRE, Do Not Duplicate MAR-610 Writing and Editing Support Services					
	Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME MARAD A/P INVOICES				\$14,993.98		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) P.O. BOX 25710				\$14,993.98		
c. CITY OKLAHOMA CITY		d. STATE OK	e. ZIP CODE 73125			

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Jill M. Kline TITLE: CONTRACTING/ORDERING OFFICER	
--	--	--	--

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

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

DATE OF ORDER
06/03/2011

CONTRACT NO.
GS-02F-9425D

ORDER NO.
DTMA-91-F-2011-000018

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: U.S. DOT/Maritime Administration Office of Acquisition MAR-380 1200 New Jersey Avenue, SE Mail Stop W-28-201 Washington DC 20590-0001</p> <p>Mark For: Office of Ship Operations 1200 New Jersey Avenue, SE Washington DC 20590</p> <p>Accounting Info: 70XR161710.2011.96980NDA00.1161000000.25102. 61006600/7011616980NDA0 Period of Performance: 06/06/2011 to 06/05/2013</p> <p>Writing, Editing, and Proofreading</p> <p>Writing, Editing, and Proofreading The contractor will provide writing, editing, and proofreading services. The contractor will make recommendations to the Government to improve the style, consistency, clarity, and readability of MAR-610 documents using the style, tone, and syntax appropriate for a Federal Agency.</p> <p>Response Times for Writing, Editing and Proofreading Services For documents of 15 pages or less, the contractor will provide writing, editing, and proof reading services within two working days after a request from the Government. For documents greater than 15 pages, the contractor will provide writing, editing, and proofreading services within five working days. Additional requests for editing of revisions to a document previously submitted to the contractor and returned to MARAD shall be resubmitted with appropriate editing to MARAD management or staff within 2 business days.</p> <p>Continued ...</p>				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

3

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

DATE OF ORDER
06/03/2011

CONTRACT NO.
GS-02F-9425D

ORDER NO.
DTMA-91-F-2011-000018

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001AA	PROOFREADER Delivery: 06/05/2013	30	HR	31.74	952.20	
0001AB	TECHNICAL WRITER / EDITOR	115	HR	68.01	7,821.15	
0001AC	SENIOR TECHNICAL EDITOR / PROJECT MANAGER Communications Manuals	9	HR	126.95	1,142.55	
0002	OPTIONAL ITEM DESK REFERENCE The contractor will develop style and communications guides and standards that foster clear and concise written communications using the style, tone, and syntax appropriate for a Federal Agency. Delivery: 120 Days After Receipt of Order Instructional Services	1	EA	4,261.96	4,261.96	
0003	INSTRUCTIONAL SERVICES The contractor will provide two classes of instruction in writing, editing, and organization of letters, and memorandums in a classroom setting at MARAD HQ. Delivery: 120 Days After Receipt of Order Writing, Editing, and Proofreading	1	LO	816.12	816.12	
0004	OPTION PERIOD ONE Writing, Editing, and Proofreading The contractor will provide writing, editing, and proofreading services. The contractor will make recommendations to the Government to improve the style, consistency, clarity, and readability of MAR-610 documents using the style, tone, and syntax appropriate for a Federal Agency. Continued ...				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$14,993.98

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

4

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

DATE OF ORDER
06/03/2011

CONTRACT NO.
GS-02F-9425D

ORDER NO.
DTMA-91-F-2011-000018

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Response Times for Writing, Editing and Proofreading Services For documents of 15 pages or less, the contractor will provide writing, editing, and proof reading services within two working days after a request from the Government. For documents greater than 15 pages, the contractor will provide writing, editing, and proofreading services within five working days. Additional requests for editing of revisions to a document previously submitted to the contractor and returned to MARAD shall be resubmitted with appropriate editing to MARAD management or staff within 2 business days. Amount: \$0.00 (Option Line Item) 12/06/2011					
0004AA	OPTION PERIOD ONE - PROOFREADER Amount: \$952.20 (Option Line Item) 12/06/2011	30	HR	31.74	0.00	
0004AB	OPTION PERIOD ONE - TECHNICAL WRITER / EDITOR Amount: \$7,821.15 (Option Line Item) 12/06/2011	115	HR	68.01	0.00	
0004AC	OPTION PERIOD ONE - SENIOR TECHNICAL EDITOR / PROJECT MANAGER Amount: \$1,142.55 (Option Line Item) 12/06/2011	9	HR	126.95	0.00	
	Writing, Editing, and Proofreading					
0005	OPTION PERIOD TWO Writing, Editing, and Proofreading The contractor will provide writing, editing, and proofreading services. The contractor will make recommendations to the Government Continued ...				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

5

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

DATE OF ORDER
06/03/2011

CONTRACT NO.
GS-02F-9425D

ORDER NO.

DTMA-91-F-2011-000018

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>to improve the style, consistency, clarity, and readability of MAR-610 documents using the style, tone, and syntax appropriate for a Federal Agency.</p> <p>Response Times for Writing, Editing and Proofreading Services For documents of 15 pages or less, the contractor will provide writing, editing, and proof reading services within two working days after a request from the Government. For documents greater than 15 pages, the contractor will provide writing, editing, and proofreading services within five working days. Additional requests for editing of revisions to a document previously submitted to the contractor and returned to MARAD shall be resubmitted with appropriate editing to MARAD management or staff within 2 business days.</p> <p>Amount: \$0.00 (Option Line Item) 05/05/2012</p> <p>Accounting Info: 70XR161710.2011.96980NDA00.1161000000. 25102.61006600/7011616980NDA0 \$0.00 (Subject to Availability of Funds)</p>					
0005AA	<p>OPTION PERIOD TWO - PROOFREADER</p> <p>Amount: \$1,904.40 (Option Line Item) 05/05/2012</p> <p>Accounting Info: 70XR161710.2011.96980NDA00.1161000000. 25102.61006600/7011616980NDA0 \$0.00 (Subject to Availability of Funds)</p>	60	HR	31.74	0.00	
0005AB	<p>OPTION PERIOD TWO - TECHNICAL WRITER / EDITOR</p> <p>Amount: \$15,642.30 (Option Line Item) 05/05/2012</p> <p>Continued ...</p>	230	HR	68.01	0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

6

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

DATE OF ORDER
06/03/2011

CONTRACT NO.
GS-02F-9425D

ORDER NO.
DTMA-91-F-2011-000018

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005AC	<p>Accounting Info: 70XR161710.2011.96980NDA00.1161000000. 25102.61006600/7011616980NDA0 \$0.00 (Subject to Availability of Funds)</p> <p>OPTION PERIOD TWO - SENIOR TECHNICAL EDITOR / PROJECT MANAGER Amount: \$2,285.10 (Option Line Item) 05/05/2012</p> <p>Accounting Info: 70XR161710.2011.96980NDA00.1161000000. 25102.61006600/7011616980NDA0 \$0.00 (Subject to Availability of Funds)</p> <p>The total amount of award: \$44,741.68. The obligation for this award is shown in box 17(i).</p>	18	HR	126.95	0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Writing & Editing Support Services Statement Of Work (SOW)

1.0 BACKGROUND

The Office of Ship Operations, Maritime Administration, (MARAD) maintains and operates the Ready Reserve Force (RRF) and the National Defense Reserve Fleet (NDRF). These programs require the development of complex and well-written reports, memorandums, newsletters, letters, and policy documents. To meet these needs, the Office of Ship Operations (MAR-610) requires the services of a qualified contractor to write, edit and proofread documents, and assist Ship Operations personnel in writing and editing techniques.

2.0 OBJECTIVE

Become familiar with MARAD's mission, programs and activities. The contractor will use this knowledge to facilitate the production of clear and concise documents by fostering a collaborative editing and writing environment with Ship operations management and staff. The editor shall review, edit, and/or proofread the written documents and materials written by other authors and make recommendations for improvement, or assume ownership of draft documents and make improvements based on the organization's goals, stakeholder needs, and the highest standards for accuracy and excellence. The contractor will ensure documents are appropriate for communication with Congress, senior policymakers, industry and the general public. The contractor will provide Biographical / Professional information about the key people of their organization, and those anticipated to provide services to MARAD.

The contractor will initially provide writing, editing, and proofreading services to MAR-610 at MARAD Headquarters in Washington D. C. After these familiarization visits, remote site editing via electronic communication will be sufficient. However, Ship Operations Management Mar-610, May at its discretion, require these services be provided on site at the MARAD Headquarters. MARAD shall solicit proposals from contractors to provide the following services: all labor, materials, transportation and supervision for writing, editing and proofreading services on an ongoing basis for documents, reports and newsletters of the Office of Ship Operations (MAR-610).

3.0 Tasks

Except as noted all services will be provided in off the shelf software packages such as Microsoft Office (Word, Publisher, Access, Outlook, Excel and/or PowerPoint). Management does not anticipate any need to purchase specialized software. However, the contractor would be expected to be compatible with any future upgrades the Federal Government may initiate. Additionally, the contractor is expected to keep virus protection software up to date

Included in the services provided under the contract are the following:
Developmental / supplemental Editing¹

¹ http://www.editorsforum.org/what_do_sub_pages/definitions_develop_ed.php

Defined as:

Developmental editing may include consultation before the writing begins. The developmental editor may help plan the organization, features, and other aspects of the work, and prepare developmental reviews or analyses. Duties often include the following:

- Suggesting formats to communicate the message.
- Rewriting and restructuring the text to fit the format.
- Moving entire paragraphs and sentences to improve flow.
- Ensuring consistent structure by adding or deleting headings.
- Identifying gaps in content, and supplying or describing the needed copy, so the author can resolve them.
- Developing an effective system for handling Patents, copyrights and trademarks as well as notes.

Developmental editing may also involve altering the content to meet the recommendations of reviewers and determining the style and general content of the illustrations and/or diagrams

Copy Editing² (All Phases)

Defined as:

At all levels of copyediting—light, medium, and heavy—the copyeditor corrects errors, queries the author about conflicting statements, requests advice when the means of resolving a problem is unclear.

Light copyediting (baseline editing)

- Correcting faulty spelling, grammar, and punctuation.
- Correcting incorrect usage (such as *can* for *May*).
- Checking specific cross-references (for example, "As Table 14-6 shows...").
- Ensuring consistency in spelling, hyphenation, numerals, fonts, and capitalization.
- Checking for proper sequencing (such as alphabetical order) in lists and other displayed material.
- Recording the first references to figures, tables, and other display elements.

A light copyedit does *not* involve interventions such as smoothing transitions or changing heads or text to ensure parallel structure. The editor checks content only to detect spots where copy is missing. A light copyedit may include typemarking.

Medium Copyediting

- Performing all tasks for light copyediting.
- Changing text and headings to achieve parallel structure.
- Flagging inappropriate figures of speech.
- Ensuring that key terms are handled consistently and that vocabulary lists and the index contain all the terms that meet criteria specified by the publisher.
- Ensuring that previews, summaries, and end-of-chapter questions reflect content.
- Enforcing consistent style and tone in a multi-author manuscript.
- Changing passive voice to active voice, if requested.
- Flagging ambiguous or incorrect statements.
- Typemarking the manuscript.

² http://www.editorsforum.org/what_do_sub_pages/definitions_develop_ed.php

Heavy Copyediting (substantive editing)

- Performing all tasks for medium copyediting.
- Eliminating wordiness, triteness, and inappropriate jargon.
- Smoothing transitions and moving sentences to improve readability.
- Assigning new levels to heads to achieve logical structure.
- Suggesting—and sometimes implementing—additions and deletions, noting them at the sentence and paragraph level.

The key differences between heavy and medium copyedits are the levels of judgment and rewriting involved. In a heavy copyedit, the editor improves the flow of text rather than simply ensuring correct usage and grammar; may suggest recasts rather than simply flagging problems; and may enforce a uniform level, tone, and focus as specified by MAR-610.

Permissions Editing³

Defined as:

Permissions editing involves securing the rights to use part or all of a previously published work (text, artwork, music, or other material) in a new publication.

Other Editing

Any editing the MAR-610 management considers in its mission or purview.

Other services provided by the contractor include: writing, incorporating all other corrections after review of editing by MAR-610 staff and management. Incorporating all approved Developmental /Substantive, Mechanical, Permission and Copyediting Revisions/Additions resulting from MAR-610 Reviews. Proofreading all documents, articles, reports, newsletters before they are released by MAR-610. In addition, the contractor will perform the above mentioned editing services on MS PowerPoint® presentations created by MAR-610 management and staff. The contractor will initially provide writing, editing, and proofreading services to MAR-610 at MARAD Headquarters in Washington D. C. After these familiarization visits, remote site editing via electronic communication will be sufficient. However, Ship Operations Management MAR-610, May at its discretion, require these services be provided on site at the MARAD Headquarters.

The contractor will provide a first edit of any document or other MAR-610 generated communication of fifteen pages or less in length provided to the contractor for review by MAR-610 management or staff within two business days. Documents more than 15 pages in length will be returned for review to MARAD within 5 business days. Additional requests for editing of revisions to a document previously submitted to the contractor and returned to MARAD shall be resubmitted with appropriate editing to MARAD management or staff within 2 business days.

Monthly or more often at the discretion of MAR-610 management the contractor will meet with management to discuss the quality of the writing / editing, and if it reflects the Office of Ship Operations desired communications format.

³ [http://www.editorsforum.org/what do sub pages/definitions develop ed.php](http://www.editorsforum.org/what_do_sub_pages/definitions_develop_ed.php)

After a period of observation (60-90 Days) the Contractor will compile a list of recurring errors in the writing of MARAD-610 management and staff. These errors will be spelled out in sufficient detail to give guidance to those not familiar with technical writing. Two or more examples of each error or problem will be provided with the appropriate solution. The number of errors or common problems is left to the discretion of the Contractor and MAR-610 management.

Once a decision has been made on the number of errors or problems typical of MAR -610 writing, the examples of errors or problems with solutions will be distributed as a desk reference to the staff of MAR-610. The particular problems will not be verbatim transcripts of previous reports or documents. In order to foster cooperation, the contractor will provide examples of errors not attributable to any staff member. The desk reference shall be 30 pages in length excluding title page, and table of contents. The desk reference shall be printed at the Department of Transportation and Ship Operations will be responsible for any costs of reproduction.

Upon completion of these desk references two classes will be provided by the contractor on site at headquarters to review the report writing problems with MAR-610 staff. Each class will include a PowerPoint presentation on the problems found in Ship operations writing. Also included will be several examples of good technical writing appropriate to the MARAD. Class participants will include MARAD marine engineers and other ship operations staff. Class size is approximately 25. Each class will be 3 hours total; however, the 3 hours may be divided by mutual agreement between the contractor and Ship Operations management.

4.0 Other Performance requirements

4.1 Physical Security

The Contractor shall be responsible for safeguarding all government property provided for contractor use.

4.2 Security Clearances

Not Required.

4.3 Privacy Act

The project may require contractor personnel to have access to information that falls under the Privacy Act. When this occurs, contractor personnel will adhere to the Privacy Act, Title 5 of the U.S. Code and applicable Department of Transportation rules and regulations.

5.0 PLACE OF PERFORMANCE

The contractor will provide services onsite at the Maritime Administration Headquarters at 1200 New Jersey Avenue, Washington, DC, by email, and remotely via WebEx (or similar internet teleconferencing system), as directed by the Government.

The address of the DOT Headquarters building is:
Department of Transportation Building
1200 New Jersey Avenue, SE
Washington, DC 20590

6.0 PERIOD OF PERFORMANCE

The period of performance will be for six months from the Notice to Proceed (NTP), with one one-year option.

7.0 TYPE OF CONTRACT

The type of contract will be Time and Materials.

8.0 GOVERNMENT FURNISHED PROPERTY

Except as noted, the contractor shall provide all facilities, equipment, software, and material. The government will furnish temporary workspace when the contractor is working onsite at the Department of Transportation. The contractor will also provide WebEx® capability for contractor personnel to work remotely with government personnel to develop, edit, and proofread documents and reports.

9.0 DELIVERABLES

Item	Deliverable Description	Schedule
1.	Writing, Editing, and Proofreading Services	For documents of 15 pages or less, the contractor will provide writing, editing, and proof reading services within two working days after a request from the Government. For documents greater than 15 pages but less than thirty pages, the contractor will provide writing, editing, and proofreading services within five working days.
2.	Development of Writing Communications Manuals	As directed by the Government
3.	Instructional Services	As directed by the Government
4.	Provide Monthly Status Reports detailing actions completed; actions planned; and a financial summary, which lists planned expenditures, and actual funds expended.	Monthly, NLT the 5 th business day of the following month.
5.	Provide signed non-disclosure statements for contractor personnel who participate in the writing, editing and proofreading of MAR-610 documents.	Within five days after the Notice to Proceed, and annually thereafter.

COMMERCIAL CLAUSES

1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://acquisition.gov/far/current/html/FARTOCP52.html>

Clause	Title	Date
52.212-04	Contract Terms and Conditions--Commercial Items	June 2010

2 52.212-05 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS-- COMMERCIAL ITEMS JULY 2010

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).
____Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).
- (2) 52.233-03, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-04, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: