

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 09/22/2010		2. CONTRACT NO. (If any) GS-23F-0057P		6. SHIP TO:	
3. ORDER NO. DTMA1F10122		4. REQUISITION/REFERENCE NO. PR400100030		a. NAME OF CONSIGNEE No Shipping Information	
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 1200 New Jersey Ave SE, MAR380 W26-429 Washington DC 20590				b. STREET ADDRESS	
7. TO:		c. CITY		d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Kevin Terrell		f. SHIP VIA			
b. COMPANY NAME KT Consulting, inc.		8. TYPE OF ORDER			
c. STREET ADDRESS 2545 West 10th Street, Suite A		<input checked="" type="checkbox"/> a. PURCHASE		<input 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 Antioch		e. STATE CA	f. ZIP CODE 94509-1282		
9. ACCOUNTING AND APPROPRIATION DATA 2010 - - 7010 - 1750RA - - 8XOP - CO - NSUP - 0000171 - 00 - 1 - 25 - 200 - 6100 - 6600 - 11 - N10429		10. REQUISITIONING OFFICE DOT/Maritime Administration, MAR-220			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" 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					12. F.O.B. POINT Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE				
16. DISCOUNT TERMS					

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)
SEE LINE ITEM DETAIL						

<i>SEE BILLING INSTRUCTIONS ON REVERSE</i>	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages) 17(i) GRAND TOTAL
	21. MAIL INVOICE TO: Leah MacHugh						
	a. NAME DOT/ Enterprise Services Center (ESC) OFO/FAA, Oklahoma City						
	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		\$110,000.00	

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

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

DATE OF ORDER 09/22/2010	CONTRACT NO. GS-23F-0057P	ORDER NO. DTMA1F10122
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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>#11N10429</p> <p>Scanning and Imaginig Scanning and Imaging Services</p> <p align="center"><i>Start Date</i> <i>End Date</i> 09/27/2010 07/31/2011</p> <p>Reference Requisition: PR400100030</p> <p>Contact: Mr. Daniel Ladd, 202-366-5744 Acting Director, Office of Marine Financing 1200 New Jersey Avenue, SE, 2nd West Washington, DC 20590,</p>	1.00	JOB	110,000.000	110,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$110,000.00

**MARAD Title XI Program
Scope of Work for Document Scanning/Imaging**

BACKGROUND

The Maritime Administration (MARAD) is seeking qualified bidders to perform electronic scanning of hard-copy files pertaining to active loan guarantees into a conventional file structure with specified naming convention.

SERVICES REQUIRED:

Contractor will perform on-site electronic scanning and imaging. Scanning will be performed in MARAD offices on contractor equipment. Contractor personnel will be subject to DOT screening and badging. Contractor will accept and redeliver documents in approximately 10 increments. Timing coordination will be through COTR. Partial billing is permissible upon increment acceptance. Each increment should be completed in 20 or fewer business days and source documents will be restored to and returned in the original condition

- Most of the documents are loose in manila folders and accordion folders, however, a third or more of the documents are bound with spiral bindings or other means.
- All papers must be taken out of present file location, handled carefully to take papers out of binding and after scanning, restored to previous binding, file location, file arrangement and condition.
- After scanning, each document must be clearly legible in electronic viewing.
- Each document must be categorized by title, subject, company, date and contract number.
- Contractor will provide a point of contact who will be tasked with ensuring quality control.
- Each document copied must be capable of recovery through a search by any of the categories specified above.
- Approximate volume of documents equals 40 file shelves of 30" each, plus an additional 18 3" loose-leaf binders.
- Additional documents may be added through an amendment of the task order.

DELIVERABLES: Contractor shall provide portable electronic media (USB drive, USB thumb drive, DVD, or CD), suitable for file transfer to network storage

(Volume of work (estimated quantities)

OCR .pdf	8.5X11 & 8.5X14	<u>number of documents</u>
Program office administrative files:		100K
Closing documents:		120K
Technical office:		32K
Engineering office:		<u>24K</u>
		276K, rounded to 300K

TIFF oversized (up to 3X6 feet)
Program office administrative files 100
Engineering office 350
450, rounded to 500 documents

Document naming convention:

date (year, month, day (e.g., 20100915))
company name (e.g., AHL), project/ship (e.g., WILDCAT)
document description (e.g., commitment letter).
E.g., 20100915-AHL-WILDCAT-commitment letter.pdf

Folder structure: Windows File System with cascading folders to be designated by COTR (program files typically pertain to a project proposed by a corporate entity)
E.g., [\\AHL\WILDCAT\20100915-AHL-WILDCAT-commitment letter.pdf](#)

PERIOD OF PERFORMANCE: The period of performance is for ten (10) months from the start date. Core performance hours are 0800 to 1700 with a half-hour lunch break, five days per week.

DUTY STATION: The work will be performed at the US DOT/Maritime Administration, 1200 New Jersey Avenue, S.E. 2nd Floor of the West Bldg., Washington, D.C. 20590,

GOVERNMENT FURNISHED EQUIPMENT (GFE): Government provided equipment includes a cubicle and space for the copy machine and a contractor computer. The contractor must pass required background clearances to be permitted access to the Government's system.

POINT OF CONTACT.: Judy Bowers, Contracting Officer, 1200 New Jersey Avenue, SE., West Bldg., 2nd Floor, Washington, DC 20590 - (202) 366-1913; judy.bowers@dot.gov