

2. CONTRACT NO. 3. AWARD/EFFECTIVE DATE 01/21/2011 4. ORDER NUMBER DTMA-95-P-2011-0027 5. SOLICITATION NUMBER 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: a. NAME Deborah Porter b. TELEPHONE NUMBER (516) 773.5805 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY U.S. Merchant Marine Academy, Division of Procurement, USMMA-5206, 300 Steamboat Road, Kings Point NY 11024-1699. CODE 00095

10. THIS ACQUISITION IS: UNRESTRICTED, SET ASIDE 100.00% FOR SMALL BUSINESS, HUBZONE SMALL BUSINESS, 8(A). NAICS: 611310. SIZE STANDARD: \$6.50

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION: RFQ, IFB, RFP

15. DELIVER TO U.S. Merchant Marine Academy, U.S. DOT/Maritime Administration, 300 Steamboat Road, Kings Point NY 11024-1699. CODE 00095

16. ADMINISTERED BY U.S. Merchant Marine Academy, Division of Procurement, USMMA-5206, 300 Steamboat Road, Kings Point NY 11024-1699. CODE 00095

17a. CONTRACTOR/OFFEROR RWS CORPORATION, Attn: RUTH STUART, PO BOX 419, SYOSSET NY 11791-3702. CODE 112739789. FACILITY CODE

18a. PAYMENT WILL BE MADE BY MARAD A/P INVOICES, P.O. BOX 25710, OKLAHOMA CITY OK 73125. CODE AMZ-160 (US. MAI)

DBA: Staff Managers Personnel

TELEPHONE NO. 516.294.7214

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED. SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	PRIVATE SECTOR TEMPORARY SECRETARY I- Period of Performance: 01/24/2011 to 05/13/2011 The contractor shall provide an Experienced Temporary Secretary I to work in the Department of Public Works (DPW) located at the U.S. Merchant Marine Academy, Kings Point, NY. All work shall be performed in accordance with the below Statement of Work (SOW). The contract shall commence January 24, 2011 and (Use Reverse and/or Attach Additional Sheets as Necessary)	632	HR	33.49	21,165.68

25. ACCOUNTING AND APPROPRIATION DATA 7011750MA-2011-1MRO000003-0000520700-25215-61006600

26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$21,165.68

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA A ARE ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT REF. VERBAL QUOTE OFFER DATED 01/20/2011 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: 0001

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Maximillian S. Diah

30b. NAME AND TITLE OF SIGNER (Type or Print)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or print) Maximillian Diah

31c. DATE SIGNED 01/21/2011

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>end on or before May 13, 2011. The work schedule is Monday to Friday, 8:00 A.M. - 4:30 P.M. with one half hour for lunch. The total amount of work days shall not exceed 79 days or approximately 632 regular hours. Contractor personnel shall be paid only for actual hours worked.</p> <p>Statement of Work (SOW) - DUTIES AND RESPONSIBILITIES</p> <p>a. The Contractor, as an independent Contractor and not as agent of the Government, shall provide the services of a Secretary I to work in the Department of Public Works (DPW) at the U.S. Merchant Marine Academy, Kings Point, New York, and perform the duties as outlined below:</p> <p>(1) Type and review for errors, all requisitions for supplies and services, letters, etc., type requisitions into Procurement Desktop System, file, scan and photocopy.</p> <p>(2) Assist regular office staff in the everyday duties of the office.</p> <p>(3) Receive and redirect all incoming telephone calls to the correct members of the department, or forward calls to proper individuals outside Continued ...</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED NOTED: _____ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ 32c. DATE _____ 32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____

33. SHIP NUMBER _____ 34. VOUCHER NUMBER _____ 35. AMOUNT VERIFIED CORRECT FOR _____ 36. PAYMENT COMPLETE PARTIAL FINAL _____ 37. CHECK NUMBER _____
 PARTIAL FINAL

38. S/R ACCOUNT NUMBER _____ 39. S/R VOUCHER NUMBER _____ 40. PAID BY _____

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT _____ 42a. RECEIVED BY (Print) _____
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER _____ 41c. DATE _____ 42b. RECEIVED AT (Location) _____
42c. DATE REC'D (YY/MM/DD) _____ 42d. TOTAL CONTAINERS _____

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
DTMA-95-P-2011-0027

PAGE OF
3 3

NAME OF OFFEROR OR CONTRACTOR
RWS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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the department.

(4) Distribute all incoming mail to the respective members of the department and around campus.

(5) Must be proficient and articulate in English to effectively deal with telephone calls and walk-in business.

(6) Must have experience with some Microsoft Products (i.e., Works, Word, and Outlook E-mail).

(7) Must have knowledge of the Fax machine, photocopier, and electric typewriter (minimum typing speed must be 40 wpm with good accuracy).

(8) On occasion, work outside of the normal work shift may be necessary, but will not include overtime. Contractor shall receive instructions, assignment of tasks, etc. from the Capt. Theodore Dogonniuck, plumbers and electricians.

b. Compensation - Payment shall be made within 30 days after receipt of proper invoices. The rate of compensation shall be \$33.49/hour. The total contract shall not exceed \$21,165.68.

Period of Performance: 01/17/2011 to 03/03/2011
DUNS: 804287670
REMIT TO: SAME AS ABOVE
CONTACT: DEBORAH PORTER, CONTRACT SPECIALIST
516-773-5805
INVOICE QUIRIES: BARBARA MARTOS, 405-954-1219
MARVIEW INVOICES: Robert Ditroia

The total amount of award: \$21,165.68. The obligation for this award is shown in box 26.