

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES

1

5

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

1. DATE OF ORDER 11/04/2011	2. CONTRACT NO. (If any)	6. SHIP TO:			
		a. NAME OF CONSIGNEE U.S Merchant Marine Academy			
3. ORDER NO. DTMA-95-P-2012-0015		4. REQUISITION/REFERENCE NO. MMA-PR5103-20120002			
5. ISSUING OFFICE (Address correspondence to) U.S.Merchant Marine Academy Division of Procurement USMMA-5206 300 Steamboat Road Kings Point NY 11024-1699			b. STREET ADDRESS U.S. DOT/Maritime Administration 300 Steamboat Road		
			c. CITY Kings Point	d. STATE NY	e. ZIP CODE 11024-1699
7. TO: Michelle Lucas, Govt Business POC			f. SHIP VIA		
a. NAME OF CONTRACTOR National Association for Colledge Admission Counseling (dba: NACAC)			8. TYPE OF ORDER		
b. COMPANY NAME			<input checked="" type="checkbox"/> a. PURCHASE		<input type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 1050 N Highland St Suite 400			REFERENCE YOUR:		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 ARLINGTON			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.		
e. STATE VA			f. ZIP CODE 22201-2197		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule			10. REQUISITIONING OFFICE Dept. of Admissions		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT
<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					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	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)
	SPRING 2012 NATIONAL COLLEGE FAIRS-					
	Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME USMMA A/P BRANCH						\$12,960.00
	b. STREET ADDRESS (or P.O. Box) AMZ-160 P.O. Box 25710						
c. CITY Oklahoma City		d. STATE OK	e. ZIP CODE 73125		\$12,960.00	17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)  
Maxmillian Diah  
TITLE: CONTRACTING/ORDERING OFFICER



**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  
11/04/2011

CONTRACT NO.

ORDER NO.

DTMA-95-P-2012-0015

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: U.S.Merchant Marine Academy Division of Procurement USMMA-5206 300 Steamboat Road Kings Point NY 11024-1699  Accounting Info: 70121750MA - 2012 - 1PDA000008 - 0000510300 - 25215 - 61006600 Period of Performance: 02/08/2012 to 05/04/2012  Registration Fee -- 24 National College Fairs (Spring, 2012)  February 8-9, 2012 - Pittsburgh February 12, 2012 - Atlanta February 19, 2012 - Miami February 26, 2012 - Louisville March 4-5, 2012 - Springfield, MA March 9-10, 2012 Syracuse March 11-12, 2012 - Rochester March 13, 2012 - Greater Raleigh March 27, 2012 - Metro Detroit March 29, 2012 - West Michigan April 3-4, 2012 - Hartford April 9, 2012 - Dallas/Ft. Worth April 10, 2012 - Austin April 12, 2012 - Honolulu April 12, 2012 - Houston April 22, 2012 - Cleveland April 24-25, 2012 - Montgomery County MD April 25-26, 2012 - New Jersey April 26, 2012 - Prince George's County MD April 26, 2012 - San Diego April 28, 2012 - Providence April 30-May 1, 2012 - Greater Los Angeles May 1-2, 2012 - Greater Memphis May 3-4, 2012 - Boston  N.B.: Payment required before hand. "Early Bird" Registration by 31 October 2011 reduces cost by \$50 each fair, for a total savings of \$1,200  DUN:077026995 Continued ...	24	EA	540.00	12,960.00	

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

\$12,960.00

**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  
11/04/2011

CONTRACT NO.

ORDER NO.

DTMA-95-P-2012-0015

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DBA: NACAC REMIT TO: SAME AS ABOVE CONTACT: DEBORAH PORTER, CONTRACT SPECIALIST 516-726-6137 INVOICE INQUIRIES: BARBARA MARTOS 405-954-1219  The total amount of award: \$12,960.00. The obligation for this award is shown in box 17(i).					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

## 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
52.222-03	Convict Labor	June 2003
52.232-01	Payments	April 1984
52.232-08	Discounts For Prompt Payment	February 2002
52.232-25	Prompt Payment	October 2008
52.232-33	Payment by Electronic Funds Transfer-Central Contractor Registration	October 2003
52.243-01	Changes--Fixed Price	August 1987
52.246-01	Contractor Inspection Requirements	April 1984
52.249-04	Termination for Convenience of the Government (Services) (Short Form)	April 1984
52.249-08	Default (Fixed-Price Supply and Service)	April 1984



# Spring 2012 National College Fair Booth Registration Agreement

This area for office use only.

The NACAC National Office will acknowledge this agreement and direct future correspondence to the primary contact person listed below. Faxed and mailed reservations may take up to 10 business days to process. (Please print or type).

### Contact Information

Institution: U.S. Merchant Marine Academy  
 Member Number: 1430  
 Address: 300 Steamboat Road  
 City/State/Zip/ Country: Kings Point NY 11024-1699  
 Web Address: www.usmma.edu

### Primary Contact

Title: CDR Michael De Rosa, Assistant Director  
 Phone: 516-773-5391  
 Fax: 516-773-5390  
 Email: Admissions@USMMA.edu

### Billing Information (if different than above)

Institution: \_\_\_\_\_  
 Member Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip/ Country: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

*Same as above*

If a National College Fair is cancelled, the registrant agrees to hold NACAC and its agents blameless and to accept the credit policy agreed upon by the NACAC Board of Directors

### Spring 2012 NCF Booth Participant's Agreement

I have read and agree to all of the registration policies for the National College Fairs program described in this publication. I comply with Cancellation guidelines and understand in order to receive a refund or credit I must notify NACAC of the Cancellation in writing by the stated deadlines. I accept responsibility of forwarding any exhibitor information received during the National College Fairs season to all representatives of my institution who will be attending those fairs. In my institution and its representatives acknowledge that we have read and understood the policies of the NACAC National College Fairs and the NACAC Statements of Principles of Good Practice: www.nacacnet.org/policies.

### SIGNATURE:

*[Signature]*  
 (Signature required for processing)  
 Title: Director of Admissions  
 Institution: U.S. Merchant Marine Academy  
 Date: 6 OCTOBER 2011

Check here if an Institutional Membership Application will accompany this form

BOOTH SIGN: A booth sign will be provided. Print or type the name and location of your institution in the following spaces exactly as you wish your booth sign to read. (Limit institution name to 45 letters and spaces).

Institution Name

U	S	.	M	E	R	C	H	A	N	T	.	M	A	R	I	N	E	.		
A	C	A	D	E	M	Y														

City and State

K	I	N	G	S	.	P	O	I	N	T	.	N	E	W	.	Y	O	R	K	
						(	L	O	N	G	.	I	S	L	A	N	D	)		

### Spring 2012 National College Fairs

Dates	Location	Ends 10/31/2011	Early-Bird*	Regular	# of Booths	Amount (# booths x rate)
			Member/ Non-Member (Circle One)	Member/ Non-Member (Circle One)		
Feb. 8-9	PITTSBURGH	123PIT	\$540 / \$740	\$590 / \$790	1	\$540-
Feb. 12	ATLANTA	123ATL	\$540 / \$740	\$590 / \$790	1	\$540-
Feb. 19	MIAMI	123MIA	\$540 / \$740	\$590 / \$790	1	\$540-
Feb. 26	LOUISVILLE	123LOU	\$540 / \$740	\$590 / \$790	1	\$540-
Feb. 26	TAMPA	123TAM	\$540 / \$740	\$590 / \$790	1	\$540-
Mar. 4-5	SPRINGFIELD, MA	123SPR	\$540 / \$740	\$590 / \$790	1	\$540-
Mar. 9-10	SYRACUSE	123SYR	\$540 / \$740	\$590 / \$790	1	\$540-
Mar. 11	CHARLOTTE	123CHA	\$540 / \$740	\$590 / \$790	1	\$540-
Mar. 11-12	ROCHESTER	123ROC	\$540 / \$740	\$590 / \$790	1	\$540-
Mar. 13	GREATER RALEIGH	123RAL	\$540 / \$740	\$590 / \$790	1	\$540-
Mar. 27	METRO DETROIT	123MDE	\$540 / \$740	\$590 / \$790	1	\$540-
Mar. 29	WEST MICHIGAN	123WMI	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 3-4	HARTFORD	123HAR	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 3-4	BUFFALO	123BUF	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 9	DALLAS/ FT. WORTH	123DAL	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 10	AUSTIN	123AUS	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 12	HONOLULU	123HON	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 12	HOUSTON	123HOU	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 21	SAN FRANCISCO	123SAF	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 22	CLEVELAND	123CLE	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 22	NEW YORK	123NYC	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 22	ORANGE COUNTY, CA	123ORA	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 24-25	INLAND EMPIRE, CA	123IEW	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 24-25	MONTGOMERY COUNTY, MD	123MON	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 25-26	NEW JERSEY	123NJ	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 26	PRINCE GEORGE'S COUNTY, MD	123PGC	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 26	SAN DIEGO	123SDI	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 28	PROVIDENCE	123PRO	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 29	NASHVILLE	123NAS	\$540 / \$740	\$590 / \$790	1	\$540-
Apr. 30-May 1	GREATER LOS ANGELES	123LOE	\$540 / \$740	\$590 / \$790	1	\$540-
May 1	VENTURA/ TRI-COUNTY	123VEN	\$540 / \$740	\$590 / \$790	1	\$540-
May 1-2	GREATER MEMPHIS	123MEM	\$540 / \$740	\$590 / \$790	1	\$540-
May 3-4	BOSTON	123BOS	\$540 / \$740	\$590 / \$790	1	\$540-
Grand Total Enclosed \$						\$12,960-

\*Early-Bird Criteria: Eligibility for the early-bird rate requires ONE of the following:

- The registration agreement MUST be post-marked and paid in full by October 31, 2011.
- The registration agreement MUST be accompanied with an approved purchase order, including signature, post-marked by October 31, 2011 AND paid by in full by December 1, 2011. If full payment is not received by this date, 'Regular' rates will be assessed.

Payment must accompany registration form. Check one:

Check enclosed (Payable to National Association for College Admission Counseling)

American Express  MasterCard  Visa

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Purchase order enclosed (approved purchase order, including signature, must be attached to NACAC registration form. Without this, registration cannot be processed).

Payment in full is required before participating in a fair.



Return forms with payment to:  
 NACAC, Attn: DMT Center  
 1050 N. Highland Street, Suite 400  
 Arlington, VA 22201  
 or fax 703/373-2372

For details, updates and further exhibitor information, visit [www.nacacnet.org/fairs](http://www.nacacnet.org/fairs).

**Online registration is available 24 hours a day.** Please allow 10 business days to process mailed and faxed registrations.

**Confirmations:** NACAC will send an email confirmation acknowledgement within two business days after the registration has been completed, to the contact listed on the Registration Agreement for the fairs for which you have registered. Exhibitors will receive follow-up information and booth assignments by email, along with a link to access the Exhibitor Manual online. The Exhibitor Manual contains detailed information about each fair, set-up hours, vendor and hotel information. **The Spring 2012 Exhibitor Manual will be available online only.**

**Membership:** Member prices are not retroactive for institutions that join NACAC after submitting a National College Fairs Booth Registration Agreement. Separate university programs from a member institution may participate in the National College Fairs at the member price provided that each program is identified as a part of the parent institution. Programs that are identified separately in the Higher Education Directory must purchase a separate membership to receive the member price. For more information on becoming a member of NACAC, visit [www.nacacnet.org/Membership](http://www.nacacnet.org/Membership).

**Lead Retrieval Fairs:** Lead Retrieval technology will include the scanner with the booth registration. One scanner will be issued per booth, per fair. Each scanner holds 375 leads. Scanners can be cleared to collect additional leads at no charge.

A tutorial is given at the fair on how to use the scanner and when the scanner is full. Additional scanners may be ordered by filling out the **Additional Scanner Order Form** up to 10 days in advance of the fair at the charge of \$50 per scanner. After this deadline, the charge is \$60 per scanner. **Additional scanners are non-refundable.**

**Cancellation and Refund Guidelines:** Cancellation and substitution requests must be submitted in writing on institutional letterhead by either email ([dmtcenter@nacacnet.org](mailto:dmtcenter@nacacnet.org)) or by faxing to 703/373-2372. To receive a full refund/credit (less processing fees), Cancellations must be received on or before October 31, 2011. A 50 percent refund (less processing fees) will be processed if request is received after October 31 and up until one month prior to fair date. No refunds or credits will be processed for requests received within one month of the fair date. All refunds and credits are subject to a \$25 processing fee.

NACAC reserves the right to refuse the registration of any institution that does not comply with the stated rules and regulations of the fairs. By signing the Participant/Registration Agreements, your institution acknowledges that you have read and understood the policies of the NACAC National College Fairs and the NACAC Statements of Principles of Good Practice: [www.nacacnet.org/Policies](http://www.nacacnet.org/Policies).

**SOLE SOURCE JUSTIFICATION**  
**National Association of College Admissions Counseling**  
**College Fairs – Spring, 2012**  
**6 October 2011**

The National Association of College Admission Counseling (NACAC) is the pre-eminent professional organization of College Admissions Officers and High School College Counselors. In addition to the national organization, all States have their own State-level organization that corresponds to (and works in conjunction with) the national organization.

Each year, NACAC hosts a number of College Fairs across the country as part of its effort to better inform prospective college students of their higher education options. As a result, virtually all the high schools in the area of these Fairs strongly encourage their students to attend – many of them even taking time out of the school day and transporting their students to the Fairs.

The exposure gained at these national College Fairs is unique. In the ever-increasing competitive market that is college recruiting, failure to attend these Fairs would result in significantly diminished exposure for an institution, with a concurrent drop in applications. Given the requirements of the Superintendent's Planning Guidance (SPG) to maintain applications at/above 2,000 per year, it is more imperative than ever for the Academy to participate in these College Fairs.

The Academy continually evaluates the participation in these Fairs each year, and as a result we have carefully selected the Fairs to attend this cycle based on targeting under-represented areas/States and taking into account locations where we have the personnel to attend on our behalf. To not attend these Fairs would severely detract from the Admissions Office's ability to accomplish its mission.

Given all these factors, we respectfully request approval of NACAC as the **sole source provider** of these national College Fairs to the U.S. Merchant Marine Academy.