

**ORDER FOR SUPPLIES OR SERVICES**

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

1. DATE OF ORDER 01/18/2011		2. CONTRACT NO. (if any)		6. SHIP TO:				
3. ORDER NO. DTMA-95-V-2011-0018		4. REQUISITION/REFERENCE NO. MMA-PR5302-20110016		a. NAME OF CONSIGNEE U.S Merchant Marine Academy				
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: Alan Rowen				f. SHIP VIA				
a. NAME OF CONTRACTOR ROWEN, ALAN (DBA: Alan Rowen Marine Engineer)				8. TYPE OF ORDER				
b. COMPANY NAME				<input checked="" type="checkbox"/> a. PURCHASE		<input type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 6 Grove Court				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 New York				e. STATE NY	f. ZIP CODE 10014-5302			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Dept. of Academic Engineering				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT		
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	origin-Kings Point NY				
<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) 12/31/2010		16. DISCOUNT TERMS		
a. INSPECTION USMMA	b. ACCEPTANCE USMMA							

**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)
	ADJUNCT PROFESSOR-					
	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				\$8,000.00	17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box)	P.O. BOX 25710				\$8,000.00	
c. CITY	d. STATE	e. ZIP CODE				
OKLAHOMA CITY	OK	73125				

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed)	
		Maximillian Diah TITLE: CONTRACTING/ORDERING OFFICER	



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SCHEDULE - CONTINUATION**

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DATE OF ORDER  
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CONTRACT NO.

ORDER NO.

DTMA-95-V-2011-0018

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.Merchant Marine Academy Division of Procurement USMMA-5206 300 Steamboat Road Kings Point NY 11024-1699</p> <p>Accounting Info: 70X1750GDP-2011-4GRADP0001-0000530200-25215-61006600 Period of Performance: 01/03/2011 to 04/29/2011</p> <p>STATEMENT OF WORK</p> <p>1. The Contractor Alan Rowen shall deliver instructional services as an independent contractor to the Department of Engineering at the United States Merchant Marine Academy ("the Academy"). The service[s] to be provided shall constitute the instruction of midshipmen in the following course(s):</p> <p>EM634, Marine electrical Systems and Propulsion</p> <p>2. The Contractor certifies that he/she possesses the requisite qualifications to deliver instructional services in Marine Electrical Systems and Propulsion.</p> <p>3. The Contractor shall deliver the services solely during the period commencing on 03 January 2011 and terminating on 29 April 2011. Continuation of these services beyond the termination date is prohibited. This contract does not signify or guarantee that future contracts will be awarded to the Contractor for the delivery of similar services.</p> <p>4. In the performance of the work necessary for delivery, the Contractor shall observe the standards published in the official Academy Catalog, Academic Handbook, the Continued ...</p>				8,000.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$8,000.00	

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	<p>Dean's Memoranda &amp; Instructions and when appropriate, shall examine the students and submit grades in conformity with such standards including the completion of D/F forms for final grades of D+, D, and F. The Contractor shall submit a full record of all grades at the end of the term. The Contractor is responsible for his/her own course planning consistent with course accreditation.</p> <p>In addition to classroom instruction, the Contractor shall be available at the Academy for two hours per week, per course, to consult with students at a time and location convenient for the Contractor and students. Within these parameters, the Contractor shall deliver the services independently without training, supervision or control with respect to the way the work is to be accomplished.</p> <p>The Contractor is also responsible for re-scheduling any class sessions that the Contractor cancels, unless other arrangements are made with the approval of the Head of the Department.</p> <p>The Contractor shall agree to be bound by the terms and conditions of Superintendent's Instruction 2205-20, Computer Network Use Agreement. The contractor shall personally submit mid-term and final term grades using the Academy's electronic web-enabled system. This task/requirement shall not be delegated to any other person, and any other form of grade submission is deemed unacceptable.</p> <p>5. The Head of the Department of Marine Transportation shall be the Contracting Officer's Technical Representative (COTR) and shall be responsible for the technical aspects of the contract. Any questions concerning the academic requirements of the contract should be referred to the COTR. Continued ...</p>					

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

\$0.00

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	<p>6. The Contractor shall provide instruction at the facilities of the Academy in a classroom provided by Academy and be available for student consultations as set forth above.</p> <p>7. The Contractor's usage of government furnished equipment will be limited to designated instructional aids and supplies, if necessary for the delivery of services, and Academy projectors and copiers as necessary to deliver instruction and reproduce notes, classroom handouts and exam materials. Except for being present for classes and student consultations, the Contractor shall make all preparations and research for services to be rendered on his/her own premises and with his/her own materials, equipment and personnel. The Academy will not provide an office for the Instructor but will provide a room for instructor/student consultations.</p> <p>8. The Contractor shall not work as an employee nor serve as an agency representative or liaison of the Academy or Maritime Administration in connection with the official business with other organizations, firms or persons. The Contractor shall not be required to attend departmental meetings but may do so to the extent that said meetings involve issues pertinent to the class(es) they are teaching. The Contractor shall not be involved in other faculty or Academy functions.</p> <p>9. The Contractor will be paid a total sum of \$8,000.00 for the services being delivered under the contract. The sum shall be paid in two payments. The first payment shall be made upon completion of 50% of the work and submittal of a proper invoice. The second and final payment shall be made after submission of final grades and if Continued ...</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

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	<p>necessary the student assessment for students receiving grades of C-, D+, D or F and submission of a final and proper invoice by the Contractor. The Contractor is responsible for paying all applicable federal and state taxes for any compensation received from the Academy. The Contractor is not entitled to reimbursement from the Academy for travel and/or business expenses.</p> <p>10. The performance of services provided under this contract may be terminated in whole or in part for the Academy's convenience by written notice from the Contracting Officer. If notice of termination is provided before the date performance begins, then the Government shall be liable only for the payment of a \$0 cancellation fee for each course cancelled. If the contract is terminated after performance begins, per paragraph (1) Termination for Convenience of FAR clause 52-212-4, Contract Terms and Conditions - Commercial Items, the Academy shall be liable only for payment for services rendered before the effective date of termination and such payment will be pro-rated based on the number of class sessions taught prior to termination with relevance to the total number of class sessions scheduled to have been taught.</p> <p>11. The Academy may terminate this contract for cause Termination for Cause, of FAR clause 52-212-4, in the event of any default by the contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Academy, upon request, with adequate assurances of future performance. In the event of termination for cause, the Academy shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Academy for any and Continued ...</p>					
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	<p>all rights and remedies provided by law. If it is determined that the Academy improperly terminated this contract for cause, such termination shall be deemed a termination for convenience.</p> <p>DUNS:829645006 DBA: ALAN ROWEN MARINE ENGINEER REMIT TO: SAME AS ABOVE CONTACT: DEBORAH PORTER, CONTRACT SPECIALIST 516-773-5805 INVOICE INQUIRIES: BARBARA MARTOS 405-954-1219 MARKVIEW INVOICES: DAVE PALMER</p> <p>The total amount of award: \$8,000.00. The obligation for this award is shown in box 17(i).</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	