

SOLICITATION / CONTRACT / ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER
 DEAN08-03

PAGE 1 OF 8

2. CONTRACT NO. 3. AWARD/EFFECTIVE DATE 10/01/2007 4. ORDER NUMBER DTMA5P08001 5. SOLICITATION NUMBER 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: a. NAME b. TELEPHONE NUMBER (No collect calls) 8. OFFER DUE DATE/ LOCAL TIME

9. ISSUED BY U.S. Merchant Marine Academy (Procurement) MMA-5206, Division of Procurement Kings Point, NY 11024-1699 TEL: (516) 773-5258 ext. FAX: (516) 773-5251 ext.

10. THIS ACQUISITION IS
 UNRESTRICTED
 SET ASIDE: 100.00% FOR
 SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 8(A)
 NAICS: 561320
 SIZE STANDARD: 50 or Less

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

12. DISCOUNT TERMS
 10 days %
 20 days %
 30 days %
 days %

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 Deans Office Kings Point, NY 11024-1699 Attn: Kathleen Pilosi

16. ADMINISTERED BY U.S. Merchant Marine Academy (Procurement) MMA-5206, Division of Procurement Kings Point, NY 11024-1699

17a. CONTRACTOR/OFFEROR ISIS STAFFING SOLUTIONS INC. 50 Clinton Street, Suite 600 Hempstead, NY 11550-4217 TELEPHONE NO. (516) 505-5305 ext.

18a. PAYMENT WILL BE MADE BY USMMA A/P Branch, AMZ-160 USMMA A/P Branch, AMZ-160, PO Box 25710 Oklahoma City, OK 73125

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
(Use Reverse and/or Attach Additional Sheets as Necessary)					

25. ACCOUNTING AND APPROPRIATION DATA 7008 - 1750 - 002008 - 1B1AI05 - 50 - 0000 - 00 - 550025100 - 6100660 - 0 - - - - -

26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$ 3,833.28

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA 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. DTMA5Q08001 OFFER DATED 09/19/2007. 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)

30b. NAME AND TITLE OF SIGNER (Type or print) 30c. DATE SIGNED 31b. NAME OF CONTRACTING OFFICER (Type or print) 31c. DATE SIGNED

Gregg Wanlass 10/01/2007

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

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

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 <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
--	--------------------	---------------------------------	--	------------------

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 <i>(Print)</i>		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT <i>(Location)</i>	
		42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS

Line Item Summary	Document Number DTMA5P08001	Title Private Sector Temp Clerk	Page 3 of 8
--------------------------	---------------------------------------	---	-----------------------

Total Funding:		\$3,833.28									
FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
7008 1750	002008	1B1A105	50	0000	00	550025100	6100660	0			
Division	Closed FYs	Cancelled Fund									

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
------------------	-------------	---	----------	---------------	------------	------------------------------------

0001	PRIVATE SECTOR TEMPORARY CLERK-	(10/01/2007 to 01/28/2008)	1.00	JOB	\$3,833.280	\$ 3,833.28
------	---------------------------------	----------------------------	------	-----	-------------	-------------

The Contractor shall provide an Experienced Temporary Service I to work in the Dean's Department at the U.S. Merchant Marine Academy, Kings Point, NY. All work shall be performed in accordance with the attached Statement of Work (SOW).

The contract will commence on October 1, 2007 and end on or before January 28, 2008. The work schedule is Monday - Friday, 9:00 AM to 5:30 PM, with one-half hour for lunch. The total amount of work days shall not exceed 80 or approximately 640 regular hours. Contractor personnel shall be paid only for actual hours worked.

The applicable hourly rate shall be \$21.78 and the total hours to be worked shall not exceed 640 and total compensation shall not exceed \$13,939.20. HOWEVER, DUE TO THE IMPOSITION OF A CONTINUING RESOLUTION THROUGH 17 NOVEMBER 2007, THE AVAILABLE FUNDING FOR THIS CONTRACT IS LIMITED TO \$3,833.28. ALL ADDITIONAL FUNDING WILL BE MADE AVAILABLE INCREMENTALLY, VIA FUTURE MODIFICATIONS.

Ref Req No: DEAN08-03

Total Cost: \$3,833.28

REMIT TO: SAME AS ABOVE
DUNS: 781010025

Contract Level Funding Summary	Document Number DTMA5P08001	Title Private Sector Temp Clerk	Page 4 of 8
---	---------------------------------------	---	-----------------------

7008 - 1750 - 002008 - 1B1AI05 - 50 - 0000 - 00 - 550025100 - 6100660 - 0 - - - - -

\$3,833.28

Reference Requisition: DEAN08-03

Total Funding: \$3,833.28

0002 GENERAL INFORMATION

- a. Personnel in the employ of the Contractor shall, in the operation of motor vehicles, possess a valid State driver's license and registration and current insurance certificate.
- b. When the Academy is closed for administrative reasons during the workday or work week, the contractor will not be reimbursed for lost hours. **CONTRACTOR PERSONNEL WILL BE PAID ONLY FOR ACTUAL HOURS WORKED.**
- c. **The wages to be paid employees must be in conformance with the Department of Labor Register of Wage Determination Under the Service Contract Act, Wage Determination No. 2005-2373, Revision No. 3, dated May 29, 2007. The determined wage rates are minimum rates and Fringe benefits are required to be paid pursuant to the Service Contract Act. See Attachment 2.**
- d. **For this work effort, the wage rates and fringe benefits applicable to the GENERAL CLERK I, (\$13.47 + \$3.16 = \$16.63/hr), applies to this contract.**
- e. **Contractor's responsibility to pay for the following holidays during this contract period: Contractor Personnel shall be paid for all holidays listed in the DOL wage determination. It is the responsibility of the Contractor to pay for the following holiday:**

**COLUMBUS DAY
VETERANS DAY
THANKSGIVING
CHRISTMAS
NEW YEARS
MARTIN LUTHER**

- f. The Contractor will take all necessary precautions to avoid injury to persons and damage to property and equipment. Any damage caused to Academy or tenants property or equipment will be the sole responsibility of the Contractor. All damages caused by the Contractor's employees will be repaired or replaced to the satisfaction of the tenant and/or the contracting officer at no additional cost to the Government

WAIVER

The Contractor agrees / /, does not agree / /, to waive any and all penalties and/or fees that may become payable by the U.S. Merchant Marine Academy for the hiring of Contractor employee (s), either during, or at the expiration of the term of this contract.

NOTE: THE U.S. MERCHANT MARINE ACADEMY RESERVES THE RIGHT TO TERMINATE THIS CONTRACT FOR THE CONVENIENCE OF THE GOVERNMENT BEFORE THE COMPLETION DATE (SEE ATTACHED CLAUSES).

	Document No. DTMA5P08001	Document Title Private Sector Temp Clerk	Page 5 of 5
--	------------------------------------	--	-------------

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://www.acqnet.gov/far/current/html/FARMTOC.html>

Clause	Title	Date
52.212-03	Offeror Representations and Certifications - Commercial Items Please complete at: http://orca.bpn.gov/	November 2006
52.212-04 Alt I	Contract Terms and Conditions--Commercial Items (Feb 2007) - Alternate I	February 2007

2 52.212-05 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS-- COMMERCIAL ITEMS JUNE 2007

(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) 52.233-03, Protest after Award (AUG 1996) (31 U.S.C. 3553).
- (2) 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:

[Contracting Officer shall check as appropriate.]

___ (1) 52.203-06, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-03, Notice of Total HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C 657a).

___ (3) 52.219-04, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JULY 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C 657a).

___ (4) [Reserved]

X (5)(i) 52.219-06, Notice of Total Small Business Set-Aside (June 2003) (15 U.S.C. 644).

___ (ii) Alternate I (Oct 1995) of 52.219-6.

___ (iii) Alternate II (Mar 2004) of 52.219-6.

___ (6)(i) 52.219-07 Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

___ (ii) Alternate I (Oct 1995) of 52.219-7.

___ (iii) Alternate II (Mar 2004) of 52.219-7.

___ (7) 52.219-08, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637 (d)(2) and (3)).

	Document No. DTMA5P08001	Document Title Private Sector Temp Clerk	Page 6 of 6
--	-----------------------------	---	-------------

- (8)(i) 52.219-09, Small Business Subcontracting Plan (SEPT 2006) (15 U.S.C. 637(d)(4)).
- (ii) Alternate I (Oct 2001) of 52.219-9.
- (iii) Alternate II (Oct 2001) of 52.219-9.
- (9) 52.219-14, Limitations on Subcontracting (Dec 1996) (15 U.S.C. 637(a)(14)).
- (10) 52.219-16, Liquidated Damages—Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- (11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEPT 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- (ii) Alternate I (June 2003) of 52.219-23.
- (12) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Oct 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (13) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004) (15 U.S.C. 657 f).
- (15) 52.219-28, Post Award Small Business Program Rerepresentation (JUNE 2007) (15 U.S.C. 632(a)(2)).
- (16) 52.222-03, Convict Labor (June 2003) (E.O. 11755).
- (17) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan 2006) (E.O. 13126).
- (18) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- (19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
- (20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).
- (21) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).
- (22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).
- (23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).
- (24)(i) 52.223-09, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Aug 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
- (ii) Alternate I (Aug 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- (25) 52.225-01, Buy American Act—Supplies (June 2003) (41 U.S.C. 10a-10d).
- (26)(i) 52.225-03, Buy American Act—Free Trade Agreements—Israeli Trade Act (NOV 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78, 108-286, 109-53 and 109-169).
- (ii) Alternate I (Jan 2004) of 52.225-3.
- (iii) Alternate II (Jan 2004) of 52.225-3.
- (27) 52.225-05, Trade Agreements (NOV 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

	Document No. DTMA5P08001	Document Title Private Sector Temp Clerk	Page 7 of 7
--	-----------------------------	---	-------------

 (28) 52.225-13, Restrictions on Certain Foreign Purchases (Feb 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

 (29) 52.226-04, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).

 (30) 52.226-05, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).

 (31) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

 X (32) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

 X (33) 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).

 (34) 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).

 (35) 52.232-36, Payment by Third Party (May 1999) (31 U.S.C. 3332).

 (36) 52.239-01, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

 (37)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

 (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, 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:

[Contracting Officer check as appropriate.]

 X (1) 52.222-41, Service Contract Act of 1965, as Amended (July 2005) (41 U.S.C. 351, et seq.).

 X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

 (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

 (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Feb 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

	Document No. DTMA5P08001	Document Title Private Sector Temp Clerk	Page 8 of 8
--	-----------------------------	---	-------------

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

- (i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
- (ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
- (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).
- (iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).
- (v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).
- (vi) 52.222-41, Service Contract Act of 1965, as Amended (July 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).
- (vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

FAR 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the contractor gives notice of such availability to be confirmed in writing by the Contracting Officer.

ATTACHMENT 1

**STATEMENT OF WORK FOR A TEMPORARY, EXPERIENCED
GENERAL CLERK I TO WORK
AT THE U.S. MERCHANT MARINE ACADEMY, KINGS POINT, NEW YORK**

1. DUTIES AND RESPONSIBILITIES

- a. The Contractor, as an independent Contractor, and not as agent of the Government, shall provide the services of a Temporary Experienced General Clerk I to work in the Dean's Department at the U.S. Merchant Marine Academy, Kings Point, New York, and perform the duties as outlined below:
- (1) Type and review for errors, all requisitions for supplies and services, letters, reports, etc., prepare correspondence, file, and photocopy.
 - (2) Assist regular office staff in the everyday duties of the office.
 - (3) Receive and redirect all incoming telephone calls to the correct members of the department, or forward calls to proper individuals outside 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 extensive experience with any Microsoft Products (i.e., Works, Word, Excel w/Windows, 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.
- b. Contractor shall receive instructions, assignment of tasks, etc. from the Head, Department of Personnel.
- c. **Compensation** – Payment shall be made within 30 days after receipt of proper invoices. The rate of compensation shall be **\$21.78/hour**. The total contract shall not exceed **\$ 13,939.20**.