AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0008	08/03/2011		

6. ISSUED BY CODE 00091
DOT/Maritime Administration, MAR-380
1200 New Jersey Ave., SE MAR380, W28-201
Washington, DC 20590

7. ADMINISTERED BY *(If other than Item 6)* CODE
,

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

Maritime Administration, Administrative Support Organization
1200 NEW JERSEY AVENUE
WASHINGTON, DC 20590

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. DTMA1C06015
(X)	10B. DATED *(SEE ITEM 13)* 05/25/2006

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☑	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT BETWEEN PARTIES
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [X] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this modification is to realign the services provided by the ASO/SP after the agency's reorganization in 2007 and to add scope to the SOW to include certain specialized services, such as Public Affairs Support to ensure that these specialized services can be adequately supported by the Residual Organization, starting with Period #5 - October 1, 2010 through September 30, 2011. Replace the Statement of Work with the revised Statement of Work in the modification

All other terms and conditions remain unchanged

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Bruce Markman	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY _____ *(Signature of Contracting Officer)*	16C. DATE SIGNED

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

No Changed Line Item Fields

Previous Total:	$0.00
Modification Total:	$0.00
Grand Total:	$0.00

MEO Letter of Obligation

Throughout this document reference to "contractor" shall be read to mean "service provider." Reference to "contract" shall be read to mean "Letter of Obligation." This also applies to any FAR clause included. References to government, in this document, specifically excludes any member of the service provider organization Administrative Services Organization, i.e. MEO, contractor, or public reimbursable source. FAR clauses listed will apply to the MEO consistent with what is practicable with the MEO organization as a service provider instead of a contractor organization.

The Phase-In period of performance of this contract is from December 2, 2005 through February 5, 2006. The First Full Performance Period No. 1 of this contract is from February 6, 2006 through February 5, 2007. FAR 52.219-9 Option to Extend the Term of the Contract (Mar 2000)) shall apply to Full Performance periods. As well the government will need to decide whether or not to award the contract option periods each for one full additional performance period respectively. For Full Performance periods 1, 2, 3, etc., the periods of performance are as follows:

Phase-In Period	December 2, 2005	through	February 5, 2006
First Full Performance Period No. 1	February 6, 2006	through	February 5, 2007
First Full Performance Period No. 2	February 6, 2007	through	September 30, 2008
First Full Performance Period No. 3	October 1, 2008	through	September 30, 2009
First Full Performance Period No. 4	October 1, 2009	through	September 30, 2010
First Full Performance Period No. 5	October 1, 2010	through	September 30, 2011
First Full Performance Period No. 6	October 1, 2011	through	September 30, 2012
First Full Performance Period No. 7	October 1, 2012	through	September 30, 2013
First Full Performance Period No. 8	October 1, 2013	through	September 30, 2014
First Full Performance Period No. 9	October 1, 2014	through	September 30, 2015
First Full Performance Period No. 10	October 1, 2015	through	February 5, 2016

Ordering:

No Task Orders will be issued in association with this contract.

DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT

GENERAL REQUIREMENTS.

OBJECTIVE. The Service Provider (SP) shall perform administrative functions for the U.S. Department of Transportation's (DOT) Maritime Administration (MARAD) offices, headquartered in Washington, DC, and gateway offices located throughout the U.S.

SCOPE. The SP shall provide on-site administrative support (other than Government-furnished) necessary to support the following offices, divisions, and programs within MARAD. The offices include the Office of Acquisition, Office of Cargo Preference and Domestic Trade, Office of Environmental Compliance, , Office of Management and Administrative Services, Office of Policy and Plans, Office of International Activities, , , , , Office of Shipyards and Marine Financing, Office of Maritime Workforce Development , , and , the Office for Intermodal System Development, Gateway Offices, Office for National Security including the Office of Ship Operations, the Office of Sealift Support, the Office of Ship Disposal, the Office of Financial Approvals and Marine Insurance and the Office of Public Affairs.

The SP shall provide all services, equipment, tools and materials except for those items or services specifically stated in Section C.3 and which will be provided as Government-furnished. The SP shall comply with all Federal, state, and local laws and regulations.

The Government requires a physical presence at MARAD headquarters However, the Government allows exceptions for Continuity of Operations (COOP), emergency conditions, and relevant conditions, or when the requirements of the PWS can be met through alternate work locations.

PHASE-IN PLAN and PHASE-IN.

The MEO phase-in begins 60 calendar days prior to the first full period of performance. The first full period of performance is to be February 1, 2006. During phase-in, the MEO shall prepare to assume full responsibility for areas of operation in accordance with the terms and conditions of this PWS. The MEO shall take actions necessary for a smooth transition of operations. The Government will make facilities and equipment available to the MEO for a maximum of 60 calendar days prior to the first full performance start date for observation and for phase-in requirements of this letter of obligation. During the phase-in period the MEO PM shall recruit, hire, and train necessary personnel, participate in joint inventories of property, sign for Government-furnished property, develop and submit any required deliverables, attend post-award meetings, and accomplish training to support the functions listed in Section C.5.

PERSONNEL.

General Qualifications. The SP employees shall be able to read, write, speak, and understand the English language fluently.

Employee Conduct. The SP employees shall comply with rules, regulations, laws, directives and requirements that are in place or issued during the period of performance that relate to proper conduct, time and attendance, safety and security and directives governing the general workforce, (e.g., dress requirements). Upon notification from the Contracting Officer, the SP shall immediately remove any employee determined by the Contracting Officer to represent an unacceptable security or safety risk.

Point of Contact. The SP shall provide a central point of contact to the Government (the MEO PM). The point of contact does not have to be on-site, but must be available by phone throughout the term of the contract or letter of obligation Monday through Friday (7 am to 6 pm), excluding Federal holidays, and who is available for emergency and contingency situations at all times.

DATA AND INFORMATION. The SP shall attend and participate in scheduled and unscheduled meetings to provide effective communication and discuss necessary information in accordance with the terms and conditions of the contract or letter of obligation. These meetings may be held at on-site or off-site locations.

WORKLOAD. The actual and historical workload data presented in section C-5 of the PWS is based on employee interviews.

HOURS OF OPERATION. Normal hours of operation are 8:30 am to 5:00 pm, Eastern Time. The SP will abide by core hours set by MARAD, which are defined as arriving to work no later than 9:30 am, and departing no earlier than 3:30 pm, Eastern Time. Core hours are not indicative of work hours required to cover workload. The SP must also have a presence every Monday at 7:00 a.m. to receive military reservists on tours of duty at MARAD.

FACILITY ACCESS. The SP shall obtain DOT identification badges for each SP employee through the DOT Security Office, utilizing Office of Management and Budget Standard Form 85 P (Questionnaire for Public Trust Positions.)

ACRONYMS/DEFINITIONS.

ACRONYMS.

ACRONYM	MEANING
CAPOS	Cargo Preference Overview System
CASTLE	Consolidated Automated System for Time and Labor Entry
CCMS	Correspondence Control Management System
COOP	Continuity of Operations
CATXpress	Correspondence Tracking
COTR	Contracting Officer's Technical Representative
DMS	Document Management System
DOT	Department of Transportation
FOIA	Freedom of Information Act
FPDS-NG	Federal Procurement Data System-Next Generation
FTR	Federal Travel Regulation
GPO	Government Printing Office
GSA	General Services Administration
IPPS	Integrated Personnel and Payroll System
MARAD	Maritime Administration
MA-50	Request for Supplies, Equipment and Services
MSCS	Maritime Service Compliance System
MLSS	MARAD Logistics Support System
NARA	National Archives and Records Administration
OST	Office of the Secretary of Transportation
PWS	Performance Work Statement
RMS	Ready Reserve Force Management System
SP	Service Provider
TTY	Text Telephone (use of telephones for the hearing impaired)
VOA	Virtual Office Acquisition

DEFINITIONS.

CASTLE.

Timekeeping software utilized by MARAD.

Close of business.

5 pm, Eastern Time.

FedTrip.

Proprietary travel software utilized by DOT.

Minor Maintenance.

Reserved.

Minor Property.

Reserved.

Quickhire.

Reserved.

Thrift Savings Plan.

Reserved.

GENERAL. The Government will provide facilities and property as typically found in a standard office environment (e.g. computers, desks, desk chairs, hardware, office supplies, software, and telephones) necessary to accomplish assigned tasks. The SP shall not install any additional software and conform to all MARAD IT Security Policies, including signing a Rules of Behavior policy.

GOVERNMENT-FURNISHED FACILITIES. The Government will furnish or make available the MARAD headquarters facilities. The SP shall obtain written approval from the Contracting Officer through the Contracting Officer's Technical Representative (COTR) for any desired structural repairs.

Initial Facilities/Equipment Inspection. The SP and COTR shall conduct a joint facilities condition and equipment condition/damage repair inventory inspection 30 calendar days prior to performance start date. The COTR will contact the SP to coordinate the inspection date and time. Facilities and equipment condition, damage and repair requirements shall be recorded and the record signed by the SP and COTR.

Final Facilities/Equipment Inspection. The SP and the COTR shall conduct a joint facilities and equipment condition inventory 15 business days prior to the completion of the contract or letter of obligation. Damage (other than normal wear and tear), which was nonexistent at the time of the performance start date and/or facilities possession date, shall be documented and signed by the SP and COTR.

GOVERNMENT-FURNISHED SERVICES/EQUIPMENT.

Security Clearance. The Government will provide any initial security investigations required. The SP shall maintain on staff at least five (5) staff members who possess a Secret security clearance.

Background Investigations. SP personnel requiring use of the local area network will be subject to a background investigation. The Government will provide background investigations

Office Equipment and Services. The Government shall provide custodial and general office services and equipment such as phones, utilities, facsimile and copy machines as well as basic job orientation to acquaint the individual with the office environment. This includes but is not limited to all current and future proprietary data systems [e.g. Consolidated Automated System for Time and Labor Entry (CASTLE), Correspondence Control Management System (CCMS), CATXpress, Document Management System (DMS), Federal Procurement Data System-Next Generation (FPDS-NG), ,

The Government shall provide, as necessary, use of the ABS Nautical System 5, Acrobat Reader, Access, Easy CD Creator, Excel, Front Page, HTML, InDesign, Kodak Scanner, Nexus, Omni Page Pro, Outlook, PageMaker, Paper Port, Photo Editor, PhotoShop, PowerPoint, Project, Publisher, Quark, Visio, Vocus, Word, and Westlaw.

Materials and Supplies. The Government will provide materials necessary for the operation of all Government-provided equipment to include but not be limited to printer paper, printer ribbons, and printer cartridges. The Government will provide general office supplies for the performance of this contract or letter of obligation.

GENERAL. The SP will furnish all materials, supplies, tools, facilities, and equipment required to perform this contract or letter of obligation, except for those items or services specifically stated to be Government-furnished in Section C.3.

SERVICE PROVIDER-FURNISHED EQUIPMENT. The SP shall clearly mark all SP-owned equipment to distinguish it from Government-furnished equipment.

REMOVAL OF EQUIPMENT. Within five (5) business days after completion or termination of this contract or letter of obligation, the SP shall remove all SP-owned equipment, tools, supplies, materials and other items from the facility unless extended by written consent from the Contracting Officer. The Government will not be responsible for any SP-owned property left after contract or letter of obligation completion or termination. SP-owned property remaining after the time stated herein will be disposed of by the Government.

GENERAL. This work statement encompasses the minimum performance requirements, workload, and performance standards necessary to perform the Administrative Services required in support of MARAD. The nature of activities of Administrative Services requires daily interactions with a wide variety of individuals and/or entities. The MEO's staff may be required to interact on a daily basis with individuals that are internal and external to the assigned office; such as Agency personnel, contractors, various Federal, state and local Government offices, congressional staff, and members of the general public.

The SP shall be proficient in and provide user support services to MARAD personnel in the following: ABS Nautical System 5, Acrobat Reader, Access, CASTLE, CCMS, Delphi, DMS, Easy CD Creator, Excel, Fedtrip, FPDS-NG, Front Page, HTML, IPPS , Kodak Scanner, , , Microsoft (Excel, Word, Access, PowerPoint) Nexus, Omni Page Pro, Outlook, , PowerPoint, Project, , Quark, Visio, Vocus, . The SP shall have knowledge of MARAD formatting requirements. The SP must ensure all work products are in accordance with DOT/OST/MARAD guidelines.

The Government will provide basic orientation to acquaint the SP with the proprietary data systems. The Government will provide the software systems that are not proprietary and the SP is expected to be proficient in systems other than those that are proprietary. Installing, troubleshooting and training in software are not expected from the SP. "User support services" are support services that the SP provides at the user's request or using software systems (the "user" is the office requesting the service using the software system). At the end of the phase-in period, the SP is expected to be proficient in the systems. The office mapping for the systems is attached.

The SP shall perform all functions described in this section with minimal supervision and oversight. After the initial orientation to the office, the SP shall work independently to accomplish the functions and shall require minimal direction from the supervisor.

GENERAL ADMINISTRATIVE SERVICES.

5.1 Timekeeping Services

The SP shall provide timekeeping services for employees in the offices as described in the PWS section **Error! Reference source not found.**, **Error! Reference source not found.** Timekeeping services include accounting for staff regular and overtime hours worked; accounting for annual leave, sick leave, and other accountable hours; and resolving time and attendance issues. The SP shall use CASTLE or IPPS, or similar system as the Government may require, to track time and attendance. The SP shall maintain records of staff hours charged to reimbursable agreements. The SP will provide daily attendance status reports to management.

5.2 Travel Services

The SP shall complete travel requests and authorizations per Federal Travel Regulation (FTR) and General Services Administration (GSA) standards, and report spending to the budget and program offices using agency-directed travel software and/or travel programs. The SP shall prepare and process travel vouchers and collect all receipts. The SP shall process passport and visa paperwork. The SP shall manage Metro transit tickets and maintain travel profiles for offices. The SP shall maintain a travel log registry, assign authorization numbers, track travel costs (estimated and actual), and reconcile this information against planned travel requirements. The SP shall track personnel schedules in order to verify travel availability, including making hotel, airline, and rental car reservations. The SP shall request cars from the DOT motor pool for use by MARAD staff, and act as a chaperone on the bus for MARAD's special services.

5.3 Security Services

The SP shall maintain security and office keys and electronic access cards. The SP shall track distribution of keys and cards to office personnel. The SP shall monitor badges and identification cards. The SP shall coordinate visit requests, including verifying security clearances if needed. The SP shall act as floor warden for emergency evacuations.

Badges and identification cards are required for access to the DOT Crisis Management Center (CMC). Tasks and responsibilities include consulting with the Agency Security Officer regarding MARAD employees' clearances and the level of clearance the employees have prior to granting them access to the MARAD Operations Center which is in the DOT CMC. If clearances do not exist, or have lapsed, higher level officials are notified to deny access.

Currently, at least one classified briefing is held each week. Also, badges and identification cards are monitored for outside visitors (primarily Department of Defense staff). In this case, identification cards are reviewed and badges are issued prior to access to the Operation Center and those badges are retrieved upon departure.

5.4 Equipment and Facilities Maintenance and Property Inventory

The SP shall request facilities maintenance service calls. The SP shall order wall plaques with names, offices, and positions. The SP shall validate maintenance contract renewal requirements.

The SP is responsible for maintaining/controlling an inventory of office supplies and materials, excluding computer equipment inventoried by MARAD IT staff, as well as tracking and verifying orders/purchases related to equipment. The SP shall maintain a storeroom.

DOT IT Consolidation will have no impact on this requirement as IT services have been excluded (See the second paragraph of Paragraph 5.4). There is a large storage room that is 450 square feet that contains office supplies for the entire Agency (for items such as batteries, light bulbs, coffee mugs, etc.)

The types of equipment includes all Government-owned equipment such as that listed in 3.0-Government Property and Services, includes desks, chairs, hardware, calculators, office supplies, lights, batteries, autopen, flag display case, ribbons, exhibit trinkets, facsimile machines, clocks, etc. There is a control element to the function.

5.5 Procurement Services

The SP shall assist and process procurement requests, including those ordered via Government purchase card. This includes verifying accuracy, format, and signatures on the purchase request, and following established procurement request procedures. The SP shall maintain supply sources documentation (catalogs, etc.) The SP shall maintain a supply procurement tracking system. The SP shall track expenses to ensure minor items procured do not exceed the unit's budget allotment(s).

The SP shall provide information to vendors. The SP shall maintain purchase order close-out files. The SP shall secure bidder information. The SP shall enter data into Federal Procurement Data System—Next Generation (FPDS-NG). The SP shall provide quality assurance to the virtual office of acquisition (VOA) website. The SP shall control visitor access to procurement documents and information. The SP shall safeguard source selection sensitive information. The SP shall set up contract files and receive and log in bid proposal information.

Providing quality assurance of the VOA website includes testing links on the VOA to ensure they are working properly; monitoring usage of the VOA site, and checking to ensure acquisition milestone dates have not expired. This "quality assurance" is not intended to be the "QA" as defined in the FAR.

5.6 Maintain Lists and Prepare Forms and Reports

The SP shall prepare and manage lists, forms, and reports, submitting them for approval and changes. The SP shall maintain an active NATO/Secret Security clearance list. The SP shall identify and update security access lists. The SP shall track and update the employee locator list. The SP will not have to maintain security clearances above NATO/Secret.

The SP shall maintain office personnel rosters and emergency recall lists in the event of a disaster to account for staff and to report on status. Emergency recall lists shall be updated when employees depart or join staff.

The SP shall prepare charts, tables and slide presentations. The SP shall coordinate and prepare office reports. The SP shall scan blueprints and mylars of ships and specifications.

5.7 Correspondence

The SP shall receive and process incoming correspondence in accordance with DOT/OST/MARAD guidelines. The SP shall receive, review, and process incoming mail. As directed by the Office Directors or Division Chiefs, the SP shall review their e-mail, prioritize, and forward it to the responsible party. As directed, the SP shall monitor the generic email box and assign incoming messages to appropriate staff for response.

The SP shall assign correspondence a control number, date, stamp, log it in, review, determine the response date, and distribute it as appropriate. The SP shall provide courier services as necessary. Courier services generally entails within building service, but there may be some cases where the services are provided outside of the building (i.e., delivering a package to another government agency). Once submitted to MARAD staff, the SP shall receive and track correspondence using CATXpress, CCMS or similar system to ensure deadlines are met. The SP shall receive FOIA requests and assist in preparing responses. The SP shall receive and distribute telegrams and faxes.

Once the MARAD employee has completed drafting correspondence (including memoranda), the SP shall ensure that formatting, grammar, spelling, punctuation, and usage are correct according to the GPO style manual and/or DOT/OST/MARAD guidelines, and then distribute to the proper program office and to addressees as directed. The SP shall draft non-technical letters/transmittals, and ensure correct formatting of non-technical letters/transmittals.

The SP will accomplish document duplication upon request either directly or coordinate the duplication request with the printing services office. The SP shall duplicate outgoing signed correspondence to maintain internal records before sending to the public.

5.8 Filing Systems

The SP shall create and maintain an orderly filing system of MARAD correspondence, congressional files, program applications, documents, etc., such as credit reports, travel authorizations, and vouchers in accordance with DOT/OST/MARAD guidelines. The SP (with secret clearance) shall handle classified materials in accordance with DOT/OST/MARAD guidelines. The SP shall dispose of files in accordance with National Archives and Records Administration (NARA) and handle material in accordance with the Privacy Act.

5.9 Mail Services

The SP shall prepare and send outgoing mail. The SP shall validate mailing costs and charges. The SP shall coordinate and approve mailing-related efforts and charges. The SP shall monitor mailing costs and procedures. The SP shall review overnight mail and postal invoices.

5.10 Office Reception Functions

The SP shall answer incoming phone calls, respond to general questions, and transfer calls to the appropriate party. The SP shall receive and escort incoming/departing visitors to/from the office and direct the visitors to the appropriate party. The SP shall coordinate and receive military reservists when they come aboard for brief tours of duty.

Coordinate and receive reservists includes verifying security clearances via the Department of Defense, and providing this security information to MARAD's Security Officer and to the DOT Crisis Management Center. Also, the SP will be responsible for issuing and retrieving badges (which are different based on security clearance level, VIP status, etc.). Coordination also includes scheduling tours of duty, the availability of offices that will use reservists, receiving, dating and signing Orders, etc. The SP will likely be required to receive and coordinate reservists outside normal business hours on Mondays (i.e., around 7:00 a.m. on Mondays).

5.11 Office Management Functions

The SP shall schedule conference rooms. The SP shall attend meetings and conduct briefings. The SP shall maintain meeting calendars and personal schedules for division chief or higher management level within the assigned office, as directed. The SP shall assist in office layout and space utilization.

The audience for the briefings may include other administrative support staff and the senior management of the Office of Management and Administrative Services. The subject matter may vary, but in most cases the SP would not be expected to be a subject matter expert. The primary function would be to take notes and advise MARAD staff of the information discussed at the meeting. Coordinating conference calls includes making appropriate arrangement with the DOT telephone services staff and notifying individuals scheduled to access the conference by telephone. Assisting with classified meetings and presentations simply means obtaining classified documents and distributing to meeting attendees, operating PCs during power point presentations. *The primary purpose of listing this item is to highlight the requirement for a person with a SECRET SECURITY CLEARANCE to attend the meeting and to assist the professional staff via clerical tasks.*

The SP shall coordinate secure and non-secure conference calls. The SP shall organize secure meetings, and assist with classified meetings and presentations.

5.12 Supply Management

The SP shall collate and submit budget requirements for office supplies for review and approval. The SP shall track purchases, reimbursements, and purchase card charges. The SP shall track obligations and expenditures for allotments. The SP shall analyze the budget for equipment maintenance and repair and for office supplies. The SP shall process MA-50s (request for supplies, equipment, and services).

The intent of analyzing the budget (both the equipment maintenance and repair budget and office supply budget) is to identify trends and patterns as part of planning and budgeting as well as tracking expenditures. Equipment in the maintenance and repair budget includes typewriters, facsimile machines, lamps, desks, chairs, Lecktria files (electric), engineering drafting equipment, basic office equipment and machinery, time clocks, signature machine for the front office, report binding machine, televisions, microfiche machine, other basic office equipment and machinery in MARAD possession, etc.

5.13 Proprietary Systems

The SP shall create presentation slides, spreadsheets and minor databases. The SP shall verify and/or update MARAD's unique databases such as Cargo Preference Overview System (CAPOS), Maritime Service Compliance System (MSCS), MARAD Logistics Support System (MLSS), and Ready Reserve Force Management System (RMS).

CAPOS and RMS are included in the narrative because they are MARAD proprietary systems (for which orientation will be provided) and they will be used by the SP to provide service as requested by the users (offices). They are not listed in the workload tables (which represent historical workloads) because they were recently implemented. However, the offices plan to have the administrative staff work with the databases in the very near future (i.e., by the end of the phase-in period of the PWS).

5.14 RESERVED

5.15 RESERVED

Performance Standards

PWS Reference	Task	Standard
5.1	Timekeeping	Turned in biweekly on Tuesdays with 100% timeliness and accuracy 95% of the time
5.2	Travel Vouchers	Vouchers must be completed within 3 business days upon receiving the traveler's receipts 95%of the time. Must comply with GSA and FTR
5.3 and 5.4	Equipment Maintenance and Property Inventory	Coordinate the repair/replacement of office equipment and maintenance actions within 2 business days of receipt of an approved customer request 95% of the time. Storeroom is normally neat and clean
5.5 and 5.13	Procurement Services and Supply Management	Purchase action for supplies and services from commercial and government sources is initiated within 2 business days of log-in and receipt of requirement from customers 95% of the time. A weekly report of outstanding and completed MA-50s is produced by close of business on Monday of each week 95% of the time
5.7	Assign correspondence a turnaround schedule	White House acknowledgement within 2 business days, White House correspondence reply within 5 business days, Congressional acknowledgements within 3 business days, Congressional reply within 10 business days, and all others

PWS Reference	Task	Standard
		acknowledgement or reply within 7 business days. Must be tracked 100% to meet timeliness deadlines 95% of the time This measure is not to measure the SP's *response* to the correspondence, but they are being measured on what "turnaround schedule" or due date they assign for Agency staff to reply. The standards set are in compliance with Maritime Administrative Order (MAO) No. 240-3. In other words, we cannot have Congressional correspondence assigned a due date that exceeds 10 business days (as that would conflict with the MAO standard). "Tracking" does include checking status prior to due dates to address the need for extensions which, if granted, restarts the clock. As indicated in the performance standard (after the requirement for Congressional reply) "all others, acknowledgement or reply within 7 days).
5.9	Mail Services	Postal and Expressed Mail services are provided and processed for action within 24 hours of receipt from a customer 95% of the time. Logs for tracking Postal and Express mail are maintained daily 95% of the time recording all invoices approved and received
5.14 Reserved		
5.15 Reserved		

WORKLOAD			
PWS	**Task**	**Frequency**	**Output**
5.1	**TIMEKEEPING SERVICES**		
5.1.1	Timekeeping	Biweekly	146 people
5.1.1	Timekeeping	Daily	1 report tracking 45 people
5.1.2	Maintain records of Staff Hours charged to reimbursable agreements	Monthly	2 reports
5.2	**TRAVEL SERVICES**		
5.2.1	Completes travel requests/authorizations per GSA standards	Monthly	147 instances
5.2.2	Completes passport and visa paperwork	Annually	23 passports/visas
5.2.3	Manages office mass transit tickets (Metro)	Monthly	13 tickets
5.2.4	Maintains travel profiles	Daily	15 people
5.2.4	Maintains travel profiles	Monthly	28 people
5.2.4	Maintains travel profiles	Quarterly	8 people
5.2.4	Maintains travel profiles	Annually	380 people
5.2.5	Schedule cars from motor pool	Annually	99 cars
5.2.6	Chaperone on bus for MARAD's special services	Annually	2 instances
5.3	**SECURITY SERVICES**		
5.3.1	Maintains keys	Daily	11 keys
5.3.1	Maintains keys	Quarterly	13 keys
~~5.3.2~~	~~Request keys~~	~~Annually~~	~~3 keys~~
5.3.3	Monitors badges and identification cards	Quarterly	5 badge types
5.3.4	Coordinates visit requests	Annually	442 requests
5.3.5	Act as floor warden	Annually	5 instances
5.4	**EQUIPMENT and FACILITIES MAINTENANCE AND PROPERTY INVENTORY**		
5.4.1	Request facilities maintenance service calls	Monthly	612 calls
5.4.2	Orders wall plaques with names, offices, position	Annually	29 plaques
		Monthly	433 instances
		Weekly	1 copier
		Monthly	42 copiers
		Monthly	504 moves
		Monthly	101 passes
5.4.8	Maintain/controls an inventory of equipment	Daily	Equipment for 20 staff
5.4.8	Maintain/controls an inventory of equipment	Weekly	150 people

WORKLOAD			
PWS	**Task**	**Frequency**	**Output**
5.4.8	Maintain/controls an inventory of equipment	Biweekly	3 inventories
5.4.8	Maintain/controls an inventory of equipment	Monthly	Equipment for 200 staff
5.4.9	Controls equipment and material	Quarterly	Equipment for 18 staff
		Monthly	1 storeroom
5.5	**PROVIDE PROCUREMENT SERVICES**		
5.5.1	Assist and process procurement requests	Annually	2046 requests
5.5.2	Prepares actions leading up to making purchase card purchases	Annually	99 purchases
5.5.3	Maintains supply sources documentation	Daily	10 sources
5.5.3	Maintains supply sources documentation	Monthly	Supplies for 804 staff
5.5.3	Maintains supply sources documentation	Annually	40 documents cataloged
5.5.4	Maintains supply procurement tracking system and storeroom	Daily	10 systems and storerooms
5.5.4	Maintains supply procurement tracking system and storeroom	Quarterly	6 systems and storerooms
5.5.5	Track expenses against budget allotment	Daily	10 expenses
5.5.6	Provide information to vendors	Annually	5 times
5.5.7	Maintain purchase orders close-out	Quarterly	15 close outs
5.5.8	Secure bidder information	Annually	4 instances
5.5.9	Data entry in FPDS-NG	Quarterly	15 instances
5.5.10	Quality Assurance to Virtual Office Acquisition	Weekly	3 times
5.5.11	Visitor Control (procurement sensitive)	Daily	3 instances
5.5.12	Safeguard procurement sensitive information	Daily	2 instances
5.5.13	Set up contract files	Quarterly	3 instances
5.5.14	Receive and log in bid proposal information	Annually	24 instances
5.6	**MAINTAIN LISTS OF APPROVED FORMS AND REPORTS**		
5.6.1	Manages lists/forms/reports	Daily	47 items
5.6.1	Manages lists/forms/reports	Quarterly	8 items
5.6.2	Prepares lists/forms/reports	Weekly	61 items
5.6.2	Prepares lists/forms/reports	Quarterly	4 items
5.6.3	Prepares and submit lists/forms/reports for approval/changes	Weekly	69 items
5.6.4	Maintains an active NATO/Secret Security Clearance list	Annually	48 people
5.6.6	Identifies/updates security access lists	Monthly	1 access list
5.6.7	MARAD Tracking/Updating Employee locator listing	Quarterly	11 listings
5.6.8	Maintains office personnel rosters and emergency recall lists	Annually	140 times
5.6.9	Prepares charts, tables, and slide presentations	Monthly	463 instances
5.6.10	Coordinates/prepares office reports	Weekly	232 reports

WORKLOAD			
PWS	**Task**	**Frequency**	**Output**
5.6.11	Scan blue prints and mylars of ships and specifications	Daily	1 item
5.6.11	Scan blue prints and mylars of ships and specifications	Quarterly	2 items
5.7	**CORRESPONDENCE**		
5.7.1	Process correspondence	Weekly	1,758 pieces
5.7.1	Process correspondence	Monthly	55 pieces
5.7.2	Document Duplication	Daily	966 pages copied
5.7.3	Composes non-technical letters/transmittals A memorandum is a transmittal, not a letter.	Monthly	876 letters
5.7.4	Provides Courier Service	Weekly	39 instances
5.7.5	Receive air-grams, telegrams, and faxes	Weekly	67 items
5.7.6	Maintain log of outgoing correspondence concurrence	Weekly	169 pieces
5.7.7	Receive FOIA requests	Quarterly	69 requests
5.8	**FILING SYSTEMS**		
5.8.1	Maintains office records and files	Weekly	444 files
		Annually	900 instances
5.8.3	Maintains ship/vessel description information	Quarterly	240 ships
5.8.4	Handles classified materials	Annually	524 items
5.8.5	Disposes of records in accordance with NARA standards	Quarterly	17 records
5.9	**MAIL AND MESSAGE SERVICES**		
5.9.1	Prepares outgoing mail and messages	Daily	126 items
5.9.2	Mass mailings	Annually	50 mailings
5.9.3	Validates mailing costs and charges	Daily	12 instances
5.9.4	Coordinates/approves mailing-related efforts and charges	Monthly	204 changes
5.9.5	Monitor mailing costs and procedures	Daily	20 mailings
5.10	**OFFICE RECEPTION FUNCTIONS**		
5.10.1	Answers phones	Daily	220 calls
5.10.2	Receives and escorts visitors Visitors are those internal and external to the office visited. It is not 976 escorts weekly of <u>outside</u> visitors. Some visitors (those outside of the building) are escorted to various offices while in the building. At a minimum each outside visitor is escorted twice (into the building and out of the building). An in-house (MARAD staff) visitor to the office is considered a visitor to the office.	Weekly	976 visitors
5.10.3	Coordinate and check military reservists in when they come aboard	Weekly	5 reservists
5.11	**OFFICE MANAGEMENT FUNCTIONS**		
5.11.1	Schedules conference rooms	Monthly	92 rooms
5.11.2	Attends meetings and conduct briefings	Annually	172 meetings
		Monthly	30 boards

WORKLOAD			
PWS	**Task**	**Frequency**	**Output**
5.11.4	Maintains meeting calendars/personnel schedules	Daily	30 calendars
5.11.4	Maintains meeting calendars/personnel schedules	Quarterly	12 calendars
5.11.5	Assists in office layout/space utilization	Annually	63 changes
5.11.6	Coordinates conference calls	Monthly	13 calls
5.8.6	Organizes secure meetings	Weekly	2 meetings
5.8.7	Assists with classified meetings and presentations	Weekly	2 meetings
5.12	**SUPPLY MANAGEMENT**		
5.12.1	Processes MA-50s	Monthly	433 MA-50s
5.12.2	Collates and submits office supply budget for review/approval	Monthly	5 requests
5.12.3	Tracks purchases, reimbursements, and purchase card charges	Daily	100 items
5.12.4	Tracks obligations and expenditures for allotments	Daily	100 items
5.12.5	Analyzes office supplies and equipment budget	Monthly	6 budgets
5.13	**PROPRIETARY SYSTEMS**		
5.13.1	Updates MARAD Logistics Support System (MLSS)	Daily	10 times
5.13.2	Updates MSCS database	Weekly	15 students' information
5.13.2	Update MSCS database	Annually	200 students' information
5.14	**Reserved**		
5.15	**Reserved**		

APPLICABLE DOCUMENTS.

The SP shall provide the management and services necessary to support MARAD. The SP shall perform the requirements within this PWS in accordance with the most current version of the referenced applicable documents. Mandatory documents shall be utilized in performance of all tasks called out in this section. Non-mandatory documents may be utilized in performance of these tasks.

MANDATORY.

PWS Reference	Title
3.0 Government Property and Services	Rules of Behavior policy (MARAD IT Security Policy)
5.2 Travel Services	Federal Travel Regulation
5.2 Travel Services	General Services Administration
5.7 Correspondence	Government Printing Office Style Manual
5.8 Filing Systems	National Archives and Records Administration

INSPECTION AND ACCEPTANCE

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This letter of obligation 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 address: www.arnet.gov/far/

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

FAR 52.246-4 Inspection of Services (AUG 1996)

Inspections - Government inspections are for the purpose of satisfying the Government that the supplies and/or services are acceptable and do not relieve the Service Provider of the responsibility for maintaining quality control. The Contracting Officer's Representative or designated inspector will conduct all inspections. The Service Provider (or designated representative) is encouraged to be present to observe inspections.

DELIVERIES OR PERFORMANCE

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This letter of obligation 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 address(es): www.arnet.gov/far/

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.242-14 Suspension of Work (APR 1984)

CONTRACT ADMINISTRATION DATA

Cost Variance – The service provider shall annually compare the most current adjusted baseline cost to the actual cost, and explain any variances, positive or negative, to the COMPARE files. Document the explanation why the actual costs are different from the most current adjusted baseline cost, and provide to the Contracting Officer.

SPECIAL REQUIREMENTS

CLAUSES

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This letter of obligation 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): www.arnet.gov/far/ and www.usda.gov/procurement/policy/agar.html.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.202-1 Definitions (DEC 2001)
52.211-18 Variation in Estimated Quantity (APR 1984)
52.232-18 Availability of Funds (APR 1984)
52.233-1 Disputes (JUL 2002)--Alternate I (DEC 1991)
52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
52.243-4 Changes (AUG 1987)
52.245-1 Property Records (APR 1984)
52.245-2 Government Property (Fixed-Price Contracts) (DEC 1989)

52.249-2	Termination for Convenience of the Government (SEP 1996)--Alternate I (SEP 1996)
52,249-8	Default (Fixed-Price Supply and Service (APR 1984)
52.253-1	Computer Generated Forms (JAN 1991)

52.217-5 Evaluation of Options (Jul 1990).

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

52.217-9 Option to Extend the Term of the Contract (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 120 months.

FAR 52.246-20 Warranty of Services (MAY 2001)

(a) *Definition.* "Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor within 90 days of final payment. This notice shall state either--

(1) That the Contractor shall correct or reperform any defective or nonconforming services; or

(2) That the Government does not require correction or reperformance.

(c) If the Contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.