

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 09/24/2009		2. CONTRACT NO. (If any)		6. SHIP TO: Jill M. Kline	
3. ORDER NO. BPC09000023/0001		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE DOT/Maritime Administration, MAR-380	
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington DC 20590				b. STREET ADDRESS 1200 New Jersey Ave SE, MAR380 W26-429	
c. CITY Washington		d. STATE DC	e. ZIP CODE 20590		
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR				8. TYPE OF ORDER	
b. COMPANY NAME Defense Contract Audit Agency				<input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY - 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.	
c. STREET ADDRESS 8725 John J Kingman Road, Suite 2135				REFERENCE YOUR: 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.	
d. CITY Fort Belvoir		e. STATE VA	f. ZIP CODE 22060-6219		
9. ACCOUNTING AND APPROPRIATION DATA 2009 - 70 - X4303 - RRF930 - 40 - AUD0 - 0 - 70096130 - 40AUD00 - 00 - 000 - - 0000 - 25433 - - 6100 - 0600				10. REQUISITIONING OFFICE DOT/Maritime Administration, MAR-380	
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	b. ACCEPTANCE				

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)
	Modification					
	SEE LINE ITEM DETAIL					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.			17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO: Leah MacHugh DOT/ Enterprise Services Center (ESC) OFO/FAA, Oklahoma MARAD A/P Branch, AMZ-150 PO Box 25710 Oklahoma City OK 73125		17(J) NEW TOT. \$13,767.89	17(K) PREV. TOT. \$24,422.45	(\$10,654.56)	17(i) MOD TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Barbara A. Gillum TITLE: CONTRACTING/ORDERING OFFICER
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Line Item Summary	Document Number BPC09000023/0001	Title Ocean Interim 2009 Audit	Page 2 of 2
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Total Funding: \$13,767.89

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
Division		Closed FYs		Cancelled Fund							

Line Item Number	Description	(Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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Modification 0001 is issued to deobligate funds in the amount of \$10,654.56. Funds to be obligated to BPC06000170.

0001	Interim cost incurred audit of Ocean Duchess		0.00	JOB	(\$10,654.56)	(\$10,654.56)
		(09/25/2009 to 05/31/2010)				
	Change in Funding, Unit Price of Contract DTMA8C05020 and General Agent Agreement DTMA1A92089. (See attached IAO).					

Funding Information:
2009 - 70 - X4303 - RRF930 - 40 - AUD0 - 0 - 70096130 -
40AUD00 - 00 - 000 - - 0000 - 25433 - - 6100 - 0600
-10,654.56

Previous Total: \$24,422.45
Modification Total: (\$10,654.56)
Grand Total: \$13,767.89
(Includes Discounts)

ANNEX IV

INTERAGENCY AGREEMENT ORDER (IAO)
Issued Pursuant to the
MEMORANDUM OF UNDERSTANDING
Established between
The Department of Transportation
and
The Defense Contract Audit Agency
(Conformed to include Amendment 0005 of July, 2000)

TO: Houston Branch Office
Defense Contract Audit Agency
8876 Gulf Freeway, Suite 500
Houston, TX 77017-6544

COPY TO OA POINT OF CONTACT FOR PAYMENT:

Wayne Leong
DOT/MARITIME ADMINISTRATION
MAR-380, W28-201
400 7th Street, SW
Washington, DC 20590

1. DOT UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER:

DTMA1X01001, BPC0900023, **Mod 0001**

2. NAME AND ADDRESS OF THE DOT CONTRACTING OFFICE TO BE PROVIDED THE REQUESTED AUDIT SERVICES AND REPORT(S).

Jill Kline, Contracting Officer
DOT/Maritime Administration
Office of Acquisitions
MAR-380, W28-201
1200 New Jersey Ave., S.E.
Washington, DC 20590
TEL: (202) 366-9684
FAX: (202) 366-3237
E-MAIL: Jill.Kline@dot.gov

3. DESCRIPTION OF THE SERVICES REQUIRED:

Perform an interim audit from January 2009 through December 2009 of reimbursable costs billed under Ship Manager Contract Nos. DTMA8C05020 and an interim audit under General Agent Agreement (GAA) DTMA91-92-A-200089 for the time period January 2009 through December 2009 with Ocean Duchess, Inc. (Ocean) as follows:

Refer to contracts and addenda thereto; books of record including, but not limited to, general ledger, cash disbursements register, cash receipts register, and general journal; billings to MARAD; supporting documentation including, but not limited to, invoices, Master's statements, slop chest records, payrolls, payroll taxes, payroll fringe benefits, and injury and illness claims as provided by the contractor.

Study the contracts concentrating on portions relating to compensation, including Attachment J-9 of DTMA8C05020 regarding reimbursables. Study the GAA concentrating on portions relating to compensation,

including Article 5 of DTMA91-92-A-200089, Article 6 regarding disbursements, and Exhibit A, Exclusion from Management Fee. Study General Agent Procedures concentrating on: Part 10 concerning Accounting and Reporting Procedures for General Agents (GA's); Part 11, Joint Bank Account; and, Part 12, Invoices/Disbursements/Bonds.

Trace books of record to supporting documentation.

When reviewing payrolls, ascertain that fringe benefits are in accordance with collective bargaining agreements.

Verify that seaman injury and illness claims were submitted to applicable unions for reimbursement of medical expenses.

Review the accounting system to verify its ability to handle a cost reimbursement contract. Emphasis should be given to tracking of invoices, particularly those billed for after completion of the contract.

Review billings to MARAD to verify that only reimbursable services are being paid as reimbursables, fees are not duplicated, that credits are given on vouchers for refunds from port agents, vendors, unions, etc., including Master's statements.

Render an opinion regarding the ability of the Ship Manager to accumulate reimbursable costs and risk associated with supporting a cost reimbursable contract.

Discuss and attempt to resolve questioned costs with the appropriate MARAD Region Administrative Contracting Officer (ACO) prior to preparing final reports of audit.

Discuss audit findings with the contractor.

Prepare the report of audit to include schedules of total fixed and reimbursable expenses and audit adjustments.

For purposes of this audit, invoices, which have been approved by the ACO, are allowable.

4. DELIVERY REQUIREMENTS:

Submit final report to the Procuring Contracting Officer (PCO) listed above, as well as Barbara Gillum at Barbara.Gillum@dot.gov and Janice Marshall at Janice.Marshall@dot.gov .

DESIRED DELIVERY DATE: Delivery of the audit report for CY 09 by May 31, 2010 is desired.

5. FUNDS CITE, AMOUNT OBLIGATED AND FUNDING LIMITATION:

OA ACCOUNTING AND APPROPRIATION CITE: 2009 70X4303RRF 93040AUD00 7009613040AUD0 0000000000 25433 61000 600

AMOUNT OBLIGATED: N/A

FUNDING LIMITATION OF THIS ORDER: **\$13,767.89**

6. PAYMENT PROVISION:

Payments will be in accordance with the basic agreement. Advance payments are not authorized.

7. ACQUISITION AUTHORITY:

Not applicable. This order does not require the servicing agency to award a contract (see FAR 17.504).

8. PAYMENT OFFICE:

The payment office for this IAO is the OA point of contact for payment cited above. All requests for payment will be directed to that office.

9. ATTACHMENTS: None.

10. DATED SIGNATURE AND TITLE OF THE REQUESTING DOT CONTRACTING OFFICER

Handwritten signature of Barbara Gillum in blue ink.

Barbara Gillum, Contracting Officer
DOT/Maritime Administration
MAR-380, Room W28-201
1200 New Jersey Ave., S.E.
Washington, DC 20590
(202) 366-1737

03-16-2010

Date

Note: Pursuant to the MOU DCAA will acknowledge acceptance or rejection of IAOs in writing within 15 days after receipt of the IAO.