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)*
0002	04/27/2011	PRSAR080249	

6. ISSUED BY CODE 00092
DOT/Maritime Administration, Atlantic Division Acquisition
Office of Acquisition, MRG-7200,7737 Hampton Boulevard, Building 19, Suite 300
Norfolk, VA 23505

7. ADMINISTERED BY *(If other than Item 6)* CODE 00092
DOT/Maritime Administration, Atlantic Division Acquisition
Office of Acquisition, MRG-7200,7737 Hampton Boulevard, Building 19, Suite 300
Norfolk, VA 23505

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*
Jackie Chen
COMPUTEK INC
355 CRAWFORD ST STE 214
PORTSMOUTH, VA 23704-2818

CODE * FACILITY CODE

	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. GS-23F-0262K / DTMA2F08008
(X)	10B. DATED *(SEE ITEM 13)* 01/23/2008

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)*
2008 - - X4303 - 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 086131 - 40 - MIS0 - 25711 - 6100 - 6600 -

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: FAR 43.103(a) Bilateral Contract Modification
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, [X] is required to sign this document and return 1 copies to the issuing office.

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

Pursuant to the terms of this purchase order and in consideration of the final invoice amount of $7,973.20, which has been paid to the Contractor, or its assignees, the Contractor, having been paid said sum by the UNITED STATES OF AMERICA (hereinafter called the Government), does remise, release, and discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from this purchase order.

The Contractor hereby agrees that pursuant to FAR 4.804, Closeout of contract files, that all invoices have been submitted and paid. Further, by signing this modification, the Contractor is providing a closing statement certifying completion of this order as required by FAR 4.804-5(a)(13).

For details on funding adjustment and the new total amount see Line Item Summary.

This purchase order is closed.

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)* Monique Leake	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. United States of America BY Laurel Bishop *(Signature of Contracting Officer)*	16C. DATE SIGNED 04/28/2011

Total Funding: $7,973.20

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	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
0001	Clerk/Production Typist - Straight Time	(01/31/2008 to 04/04/2008)	-14.50	HR	$0.00	($359.60)

Change in Quantity, Funding

Provide temporary office automation clerk to perform the following duties: Receives calls and visitors to the office, refers them to the appropriate staff member and if requested, provides information of a non-technical nature; Opens and distributes incoming mail to office staff. Prepares outgoing mail for processing using postage meter and/or Fedex; Types a wide variety of material such as highly technical reports, correspondence, memoranda, letters, spreadsheets, etc., from handwritten/electronic drafts and other sources using Microsoft Word and Excel. Material to be typed frequently contains specialized terminology peculiar to the maritime industry. Proofreads all correspondence, reports, spreadsheets, etc., reviewing them for content, proper grammar, punctuation, typographical errors and ascertains that all attachments are included, properly labeled, and in good order; Assists staff members in the preparation of technical packages and documents, including the collection, analysis and summary of exhibits. Obtains information and specific data from files or other sources; Initiates administrative management of office reports and projects, including follow-through to completion; Prepares requisitions and work orders utilizing NS-5 and IDEAS-PD programs which are MarAd specific software. Is responsible for entering data into acceptable formats as directed by the technical staff and making appropriate inquiries in the system as needed; Serves as alternate Time and Attendance clerk responsible for bi-weekly input into the automated payroll system; Maintains paper and/or electronic files and records in accordance with agency procedures or specific instructions; Performs other duties as needed.

Ref Req No: PRSAR080249

Funding Information:
2008 - - X4303 - 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 -
086131 - 40 - MIS0 - 25711 - 6100 - 6600 -
-359.60

Previous Total:	$8,332.80
Modification Total:	($359.60)
Grand Total:	$7,973.20

(Includes Discounts)