

**ORDER FC.. SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

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

DATE OF ORDER 10/26/2009	CONTRACT NO. GS-00F-0084N	ORDER NO. TPD-SIG-10-K-00001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Email: [REDACTED]</p> <p>This task order is being issued on a labor hour basis, with fixed-price labor hour rates and is funded at a not-to-exceed (NTE) level of \$98,118.60. The contractor shall not exceed the monetary limitation placed on this order without the prior approval of the Contracting Officer. The maximum contract value is \$98,118.60.</p> <p>Accounting Info: [REDACTED]</p> <p>Period of Performance: 10/26/2009 to 10/25/2010</p> <p>POLICY DEVELOPMENT SUPPORT</p> <p>Editorial Support service in accordance with GSA schedule GS-00F-0084N and the identified labor categories per their descriptions. (see attachment A)</p> <p>Project Manager III \$ [REDACTED] (estimated)</p> <p>Substantive Editor II \$ [REDACTED] (estimated)</p> <p>Publications/Production QC \$ [REDACTED] (estimated)</p> <p>NTE: The monetary amount of line item 0001 is designated "not to exceed". It is subject to adjustment; however, the contractor shall not exceed the monetary limitation of the line item. If additional hours are required from any of the labor categories reductions will need to be made in one of the other labor categories to accommodate the need.</p> <p>INVOICING SHALL BE MONTHLY IN ARREARS.</p> <p>Continued ...</p>				98,118.60	

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

\$98,118.60

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	<p>"52.212-4 -- Contract Terms and Conditions -- Commercial Items (Mar 2009)</p> <p>Addendum to 52.212-4, Contract Terms and Conditions -- Commercial Items (MAR 2009)</p> <p>OVERPAYMENTS</p> <p>In accordance with 52.212-4 section (i) 5 Overpayments: Accounts Receivable Conversion of Check Payments to EFT: If the Contractor sends the Government a check to remedy duplicate contract financing or an overpayment by the government, it will be converted into an electronic funds transfer (EFT). This means the Government will copy the check and use the account information on it to electronically debit the Contractor's account for the amount of the check. The debit from the Contractor's account will usually occur within 24 hours and will be shown on the regular account statement.</p> <p>The Contractor will not receive the original check back. The Government will destroy the Contractor's original check, but will keep a copy of it. If the EFT cannot be processed for technical reasons, the Contractor authorizes the Government to process the copy in place of the original check.</p> <p>MARKING OF SHIPMENTS:</p> <p>Please ensure that the order number (Block 3) is clearly visible on all shipping/service documents, containers, and invoices."</p> <p>INVOICES</p> <p>In accordance with 52.212-4 section (g) Invoice: Invoices shall be submitted electronically to the e-mail address shown in Block 21b, page 1. Protected Microsoft Continued ...</p>					

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\$0.00

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	<p>Excel files are the preferred format; however, Adobe Acrobat Portable Document Format (PDF) and Microsoft Word are also acceptable. For payment and invoice questions contact Accounting Services Division at (304) 480-8300.</p> <p>PAYMENT INFORMATION:</p> <p>Receive a free email notice of your electronic payment. Register at www.ipp.gov.</p> <p>The total amount of award: \$98,118.60. The obligation for this award is shown in box 17(i).</p>					

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

\$0.00

Attachment A

Labor Category description per GSA schedule

Project Manager III **Functional Responsibility:** Coordinates a wide variety of concurrent projects with varying specifications and requirements. Creates detailed time estimates and schedules. Has experience working in a fast-paced environment with tight deadlines. Has understanding of and experience with all phases of the publications process (writing, editing, design, desktop publishing, proofreading, printing). Manages high-end, design-intensive publications. Works with internal or external clients to ascertain needs and develop project plans. Has five or more years of supervisory experience. **Minimum Education:** BA/BS degree in a related field or the equivalent work experience **Minimum Experience:** Minimum of 3 years of professional project management experience

Substantive Editor II **Functional Responsibility:** Corrects grammar, punctuation, and spelling errors, either on paper with standard editing marks or online. Recognizes and corrects inconsistencies in style (number style, capitalization, compounding, abbreviations). Has experience using several industry-standard style guides; can apply internal consistency when style is not specified. Revises wording to improve clarity and flow of text (e.g., shortens excessively long sentences, makes sure that pronouns have clear antecedents, eliminates passive voice where appropriate). Queries redundant or unclear portions of text. Styles footnotes and bibliographic material. Applies consistent format to tabular material; checks math in tables. Writes summaries for chapters, sections, or entire manuscript. Writes transitions between paragraphs and sections. Meets with authors to explain revisions and/or further develop manuscript. Has extensive experience with scientific or technical subject matter. **Minimum Education:** BA/BS degree in a related field or the equivalent work experience **Minimum Experience:** Minimum of 3 years of professional substantive editing experience

Publications/Production QC **Functional Responsibility:** Reviews final documents or electronic files and checks for errors in content, style, format, typography, and/or navigation. Compares final products to client requirements to ensure that all specifications have been met. Ensures that electronic files are properly assembled for printing. **Minimum Education:** BA/BS degree in a related field or the equivalent work experience **Minimum Experience:** Minimum of 1 year of professional publications/production QC experience