



U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416

SUBJECT: ROLES AND RESPONSIBILITIES

Congratulations on your recent awarded! In an effort to avoid possible future conflicts or disagreements concerning the authority of Government representatives, this letter hereby defines those authorities.

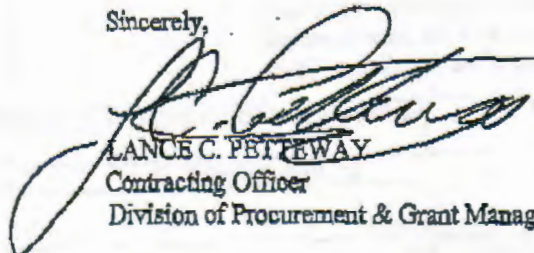
First, it is very important to understand that only the contracting officer has authority to enter into contracts on behalf of the government. This authority applies to all modification and termination of existing contracts as well as the award of new contracts. No other Government representative has this authority.

Second, the Contracting Officer Technical Representative (COTR) is appointed to act on behalf of the Contracting Officer on technical matters. The COTR is responsible for coordinating all Government technical interface with the contractor, monitoring compliance with contract and safety requirements, and inspection and acceptance of the services performed and approving or disapproving required deliverables. The COTR has no authority to give direction to the contractor or enter into agreements with the contractor that would affect the contract's terms or conditions. Any such "unauthorized commitment" is a very serious matter.

Should your company be in doubt as to the authority of an individual Government representative or the responsibility of your firm to comply with any request provided by anyone other than a Contracting Officer, your firm has an obligation to contact the Contracting Officer immediately prior to acting.

You are hereby admonished, that if you proceed with work outside of the scope of your contract or take direction from anyone other than the Contracting Officer, you are doing so at your own financial risk and reputation. Should you have any questions regarding this matter, please contact the undersigned at (202) 205-6935 or email to lance.petiteway@sba.gov

Sincerely,



LANCE C. PETITEWAY
Contracting Officer
Division of Procurement & Grant Management

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 5

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

1. DATE OF ORDER 24 Sep 2008	2. CONTRACT NO. (if any)	6. SHIP TO: 5330		
3. ORDER NO. SBAHQ08M0466	4. REQUISITION/REFERENCE NO. 82120200006 A	a. NAME OF CONSIGNEE Small Business Administration		Ult Dest: 5330
5. ISSUING OFFICE Address correspondence to: 5330 Small Business Administration Office of Procurement and Grants Mgmt. 409 3rd St SW Suite 5000 Washington, DC 20416 Kelvin Brooks 202-205-6456		b. STREET ADDRESS Office of Procurement and Grants Mgmt. 409 3rd St SW Suite 5000		
		c. CITY Washington	d. STATE DC	e. ZIP CODE 20416
		f. SHIP VIA		

7. TO: 00008469	TIN: 464802794	8. TYPE OF ORDER		
a. NAME OF CONTRACTOR Mark Crain	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.	<input checked="" type="checkbox"/> a. PURCHASE		<input type="checkbox"/> b. DELIVERY
b. COMPANY NAME		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 William E. Simmon Prof. Political Economics, chair Policy Studies				
d. CITY Eaton	e. STATE PA	f. ZIP 18042		

9. ACCOUNTING AND APPROPRIATION BOC: 0808.80100DA.212020.10000.2551.610001.2120002	OBLIGATED AMT: \$99,500.00	10. REQUISITIONING OFFICE ADV
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))

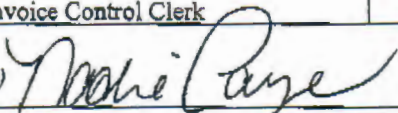
a. Small b. Other than small c. Disadvantaged d. Women-owned e. HUBZone f. Emerging small business g. Service-disabled veteran-owned

12. F.O.B. POINT DESTINATION	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE	16. DISCOUNT TERMS 00.00% 0 Days Net 30
13. PLACE OF			
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)	QTY ACCEPT. (g)
	<p>This Purchase Order is for the Impact Of Regulatory Costs on Small Firms</p> <p>The Period of Perfamce is from September 30th, 2008 through September 29th, 2009</p> <p>This Purchase Order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon</p>					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME Small Business Administration			
b. STREET ADDRESS (or P.O. Box) 409 3rd Street, SW, Suite 5000 Washington, DC 20416			US\$
c. CITY Attn: Invoice Control Clerk	d. STATE	e. ZIP CODE	99,500.00
17(i) GRAND TOTAL			

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Nadine Payne (TITLE CONTRACTING/ORDERING OFFICER)	202-205-7029
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ORDER FOR SUPPLIES OR SERVICES - Continuation

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

DATE OF ORDER

CONTRACT NO. (if any)

ORDER NO.

24 Sep 2008

SBAHQ08M0466

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QTY ACCEPT. (g)
	<p>request the Contracting Office will make the clauses full text available. Also the full text of a clause may be accessed at this address: www.arnet.gov/far/</p> <p>This is a Firm Fixed Price Contract</p> <p>The program office POC is : Chad Mourtray 202-205-6533</p> <p>The Contracts Point of Contact is: Kelvin Brooks 202-205-6456</p>					
0001	Technical Proposal " TOPIC" The impact of Regulatory Costs on Small Firms	1	LT	99,500.00	99,500.00	
0002	<p>PR# 821202Q0006 A</p> <p>The Offeror will conduct research on a topic relevant to The Impact of Regulatory Costs on Small Firms</p> <p>requisition: # 821202Q0006 - \$ 1.00 # 821202Q0006 A \$99,500.00</p>	0	JB	0.00	0.00	
	<p>INVOICE INSTRUCTIONS</p> <p>Your invoice document shall include as a minimum the following information in order to insure proper payment:</p> <p>a) Purchase Order Number (block 3) b) Requisition Number (block 4) c) Name and Address of Contractor d) Cage Code Number e) Invoice number and date; f) Name, Title and phone number of person to be notified in case of defective invoices. Failure to submit the information above will cause a delay in processing your invoice.</p>					

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1. 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (SEP 2005)
(Reference 12.301)
2. 52.213-2 INVOICES (APR 1984)
(Reference 13.302-5)
3. 52.214-4 FALSE STATEMENTS IN BIDS (APR 1984)
(Reference 14.201-6)

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is (or attached to) the order. "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: inspected, accepted, received, by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

Table with 5 columns: SHIPMENT NUMBER, PARTIAL/FINAL, DATE RECEIVED, SIGNATURE OF AUTHORIZED U.S. GOV'T REP., DATE. Below it, a row for TOTAL CONTAINERS, GROSS WEIGHT, RECEIVED AT, TITLE.

REPORT OF REJECTIONS

Large table with 5 columns: ITEM NO., SUPPLIES OR SERVICES, UNIT, QUANTITY REJECTED, REASON FOR REJECTION. Multiple empty rows for data entry.