

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 57

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

1. DATE OF ORDER 09/21/2012	2. CONTRACT NO. (if any) HSHQDC-06-D-00066	6. SHIP TO: a. NAME OF CONSIGNEE Department of Homeland Security	
3. ORDER NO. HSSCCG-12-J-00092	4. REQUISITION/REFERENCE NO. OIT-12-0005		

5. ISSUING OFFICE (Address correspondence to) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		b. STREET ADDRESS US Citizenship & Immigration Svcs Office of Information Technology 111 Massachusetts Ave, NW Suite 5000	
c. CITY Washington		d. STATE DC	e. ZIP CODE 20529

7. TO: a. NAME OF CONTRACTOR METERS INDUSTRIES INC	f. SHIP VIA
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b. COMPANY NAME		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8200 GREENSBORO DR SUITE 500		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 MC LEAN	e. STATE VA	f. ZIP CODE 221023803	

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.

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE HQ Resource Information Center
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination
<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		

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS Net 30
a. INSPECTION Destination	b. ACCEPTANCE Destination			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	(b)(4) SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: [REDACTED] AAP Number: 201170191. Professional IT services for SLOPE-DSC. Full task order performance shall begin commencing on the date specified by the. Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages) 7(i) GRAND TOTAL
21. MAIL INVOICE TO:			
a. NAME See invoicing instructions pg 24			
b. STREET ADDRESS (or P.O. Box)			
c. CITY	d. STATE	e. ZIP CODE	

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Ned R. Ross TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

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

DATE OF ORDER

CONTRACT NO.

(b)(4)

ORDER NO.

09/21/2012

HS HQDC-06-D-00066

HSSCCG-12-J-00092

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
0001	<p>Contracting Officer in the Notice to Proceed directive. Once the Notice to Proceed has been issued by the Contracting Officer, full performance will commence for a base period of six (6) months. Full task order performance will not begin until satisfactory personnel employment suitability clearances have been received and successfully processed by the USCIS Security Office and a written Notice to Proceed is issued by the Contracting Officer. In addition, the task order contains two (2) option periods of twelve (12) months each to extend the period of performance of services. Exercise of these options is the sole prerogative of the Government.</p> <p>The amount reflected in column (f) is a NOT To EXCEED ceiling amount that the contractor exceeds its own risk. No amount will be paid for materials.</p> <p>AAP Number: 201170191 DO/DPAS Rating: NONE Period of Performance: 09/21/2012 to 03/20/2015</p> <p>Professional IT Services for (SLOPE-DSC).</p> <p>Not to Exceed Labor Price of \$2,720,851.43 Award Type: Time-and-materials</p> <p>Accounting Info: 1TSLOPO 000 EX 20-01-00-000 23-20-0600-00-00-00-00 GE-31-16-00 000000 Funded: Period of Performance: 09/21/2012 to 03/20/2013</p>					
0002	<p>Travel Pool for Base Period not to Exceed \$45,783 - SLOPE-DSC. Award Type: Time-and-materials</p> <p>Accounting Info: 1TSLOPO 000 EX 20-01-00-000 23-20-0600-00-00-00-00 GE-31-16-00 Continued ...</p>					

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

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OPTIONAL FORM 348 (Rev. 4-2000)
Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/21/2012

HSHQDC-06-D-00066

HSSCCG-12-J-00092

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	000000 Funded [redacted] Period of Performance: 09/21/2012 to 03/20/2013					
1001	Option Period 1 - Professional IT Services for SLOPE-DSC. Award Type: Time-and-materials Amount: [redacted] Option Line Item) Anticipated Exercise Date:03/11/2013 Period of Performance: 03/21/2013 to 03/20/2014				0.00	
1002	Travel Pool for Option Period 1 Not to Exceed \$45,783.00 - SLOPE-DSC. Award Type: Time-and-materials Amount: [redacted] Option Line Item) Anticipated Exercise Date:03/11/2013 Period of Performance: 03/21/2013 to 03/20/2014				0.00	
2001	Option Period 2 - Professional IT Services for SLOPE-DSC. Award Type: Time-and-materials Amount: [redacted] Option Line Item) Anticipated Exercise Date:03/10/2014 Period of Performance: 03/21/2014 to 03/20/2015				0.00	
2002	Travel Pool for Option Period 2, Not to Exceed \$45,783 SLOPE-DSC. (Option Line Item) Award Type: Time-and-materials Amount: [redacted] Option Line Item) Anticipated Exercise Date:03/10/2014 Continued ...				0.00	

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

\$0.00

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

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

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/21/2012

HSHQDC-06-D-00066

HSSCCG-12-J-00092

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Period of Performance: 03/21/2014 to 03/20/2015 The total amount of award: \$12,419,617.23. The obligation for this award is shown in box 17(i).					

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

\$0.00

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OPTIONAL FORM 348 (Rev. 4/2003)

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SCHEDULE OF SERVICES

BASE PERIOD

CLIN DESCRIPTION

0001 Professional IT Services – Base Period
 Pricing shall be a Time & Materials basis for performance of Task Order Standard Lightweight Operational Programming Environment (SLOPE) Development Support Contract (DSC) (SLOPE-DSC) Services. Offeror shall provide services as described in the Statement of Work.

Total Labor Hour price for CLIN 0001:

EAGLE Labor Category	Hours	Rate	Price (Hours x Rate)
Application Developer/Programmer	10,967	\$91.73	\$1,006,002.91
Business Process Reengineering Specialist (Senior)	3,290	\$137.07	\$ 450,960.30
Database Management Specialist	3,290	\$137.07	\$ 450,960.30
Project Manager	1,097	\$137.07	\$150,365.79
Technical Writer/Editor	1,097	\$91.73	\$100,627.81
Test Engineer	2,193	\$137.07	\$300,594.51
Training Specialist	2,193	\$119.17	\$261,339.81
ESTIMATED HOURS	24,127	NTE Total Price	\$2,720,851.43

Labor Hour Price for Base Period is \$2,720,851.43

The total price of the proposed labor categories is considered the CLIN ceiling price. The total hours for each labor category may deviate up to 10% so long as the ceiling price will not be exceeded. If total hours for any labor category will deviate by more than 10%, TO Contracting Officer approval will be required.

OPTION PERIOD 1

CLIN DESCRIPTION

1001 Professional IT Services – Option Period 1
 Pricing shall be a Time & Materials basis for performance of Task Order Standard Lightweight Operational Programming Environment (SLOPE) Development Support Contract (DSC) (SLOPE-DSC) Services. Offeror shall provide services as described in the Statement of Work.

Total Labor Hour price for CLIN 1001:

EAGLE Labor Category	Hours	Rate	Price (Hours x Rate)
Application Developer/Programmer	18,880	\$94.02	\$1,176,576.00
Business Process Reengineering Specialist (Senior)	5640	\$140.49	\$792,363.60
Database Management Specialist	5640	\$140.49	\$792,363.60
Project Manager	1880	\$140.49	\$264,121.20
Technical Writer/Editor	1880	\$94.02	\$176,757.60
Test Engineer	3760	\$140.49	\$528,242.40
Training Specialist	3760	\$122.15	\$459,284.00
ESTIMATED HOURS	41,440	NTE Total Price	\$4,780,708.40

**Labor Hour Price for Option Period 1 is
\$ 4,780,708.40**

The total price of the proposed labor categories is considered the CLIN ceiling price. The total hours for each labor category may deviate up to 10% so long as the ceiling price will not be exceeded. If total hours for any labor category will deviate by more than 10%, TO Contracting Officer approval will be required.

OPTION PERIOD 2

CLIN DESCRIPTION

2001 Professional IT Services – Option Period 2
Pricing shall be a Time & Materials basis for performance of Task Order Standard Lightweight Operational Programming Environment (SLOPE) Development Support Contract (DSC) (SLOPE-DSC) Services. Offeror shall provide services as described in the Statement of Work.

Total Labor Hour price for CLIN 2001:

EAGLE Labor Category	Hours	Rate	Price (Hours x Rate)
Application Developer/Programmer	18,880	\$94.02	\$1,767,576.00
Business Process Reengineering Specialist (Senior)	5640	\$140.49	\$792,363.60
Database Management Specialist	5640	\$140.49	\$792,363.60
Project Manager	1880	\$140.49	\$264,121.20
Technical Writer/Editor	1880	\$94.02	\$176,757.60
Test Engineer	3760	\$140.49	\$528,242.40
Training Specialist	3760	\$122.15	\$459,284.00
ESTIMATED HOURS	41,440	NTE Total Price	\$4,780,708.40

Labor Hour Price for Option Period 2 is \$ 4,780,708.40

The total price of the proposed labor categories is considered the CLIN ceiling price. The total hours for each labor category may deviate up to 10% so long as the ceiling price will not be exceeded. If total hours for any labor category will deviate by more than 10%, TO Contracting Officer approval will be required.

Labor Hour Price for Base Period	<u>\$2,720,851.43</u>
Labor Hour Price for Option Period 1	<u>\$4,780,708.40</u>
Labor Hour Price for Option Period 2	<u>\$4,780,708.40</u>
Total Task Order Labor Hour Price (Ceiling)	<u>\$12,282,268.23</u>

STATEMENT OF WORK

1. SCOPE

Department of Homeland Security (DHS) Enterprise Acquisition Gateway for Leading-Edge Solutions (EAGLE) Functional Category 4, prime Contractor will provide professional IT services. The services shall support web-based application development of Commercially Available Off-the-Shelf (COTS), Java 2 Platform Enterprise Edition (J2EE), and Section 508 Compliant user interfaces which are consistent across multiple business processes and systems to meet SLOPE-DSC requirements found in Part 3, SPECIFIC TASKS REQUIREMENTS, of the STATEMENT OF WORK(SOW). The Contractor shall work with Application Development Sections throughout the Continental United States and at USCIS Washington, DC Headquarters in providing these services.

The Contractor shall provide technical methods, processes, and concepts that are innovative, practical, cost-effective and conducive to a rapid application development environment.

The scope includes the support of end user driven requirements elicitation, design, user interface prototyping and development, business layer development and validation and production of user interface development templates and user interfaces

The Contractor shall provide the proper skill mix and level of personnel resources to provide USCIS professional information technology (IT) services to support the full Information Technology Lifecycle Development of mid-range web and database applications. The Contractor shall be responsible for providing the proper level of resources, as required, that are qualified and experienced in the following areas:

- a. Contractor Project Management
- b. Requirements Analysis
- c. Web Application Architecture
- d. Database Architecture, Development and Administration
- e. Test and Evaluation
- f. Applications Training
- g. Information System Certification & Accreditation (C&A)
- h. Change, Configuration and Release Management (CCRM)
- i. Ad Hoc Reporting

The SLOPE-DSC services shall be provided by experts with current certifications as described in Section 8.5.1. of this SOW.

Through this task order, USCIS will establish expert user interface development support across multiple J2EE systems at all stages of the USCIS Systems Engineering Life Cycle (SELC) and SCRUM Agile methodologies from inception to completion.

Support requirements include, but are not limited to, all phases of systems development through systems implementation, integration, coding and testing, production, and deployment. The Contractor shall upgrade, modify, operate, and maintain the existing USCIS business

applications and provide design, development, and implementation support for new or existing business systems. The Contractor shall provide support for the requirements contained in this SOW, including program management and administration as it relates to managing the assigned tasks. The Contractor shall perform systems engineering and integration of the assigned tasks.

The Contractor shall create and maintain IT solutions under the governance of the USCIS SELC and SCRUM Agile methodologies, to include preparation and delivery of documentation in accordance with USCIS SELC and SCRUM Agile. If the USCIS issues updated version(s) to the SELC and SCRUM Agile methodologies, then the Contractor shall adhere to the most recently published updated version so that all subsequent new products, deliverables and services shall follow the format, content and direction specified in the most recently published updated version of the SELC and SCRUM Agile methodologies, as applicable. With regard to all documents created using formats and specifications required under a prior version(s) of the SELC, updates to the newer formats may occur as required by USCIS OIT Systems Engineering.

2. BACKGROUND

The USCIS Office of Information Technology, Service Engineering Division, Standard Tools Branch through its Application Development Section provides a standard approach and toolset to USCIS for development of mid-range web and database applications at the local and headquarters levels consistent with the USCIS enterprise architecture models. Services are required throughout the continental United States at USCIS Service Centers, Regional Offices and District Offices. Additionally, Headquarters OIT in Washington, DC requires services for rapid application development of 2-3 applications concurrently.

The application development will be done using the Standard Tools' SLOPE Application Development tool suite. The SLOPE Standard Tools are described as follows in Table 1.

Function	Tool
Application Development	Adobe Creative Suite Web Premium
Web Application Server	Adobe ColdFusion
Web Server	Internet Information Services
Database Management	Microsoft SQL Server
Database Modeling	CA Erwin Data Modeler
Version Management	PVCS
Project Management	Microsoft Project Professional
Business Process and Application Diagramming	Microsoft Visio Professional
Requirements Tracking	Kovair Global Lifecycle/RM
Testing	HP Quality Center, Serena Tracker
508 Compliance Verification	AccVerify, JAWS

Table 1 SLOPE Standard Tools

Local Application Development Sections will be located throughout the continental United States at USCIS Service Centers, Regional Offices and District Offices. The Contractor shall be required to visit these Local Application Development Sections to gather information and assist as required. An additional Application Development Section for rapid application development will be centrally located within OIT at USCIS' Washington, DC Headquarters location. Each of the Application Development Sections will be staffed by a mix of Federal and Contractor personnel.

The Headquarters Application Development (AD) Section Branch Chief will provide guidance to the Contractor PM who will be responsible for providing work assignment to the contract staff. The AD Section will be responsible for rapid application development of approximately 2-3 applications concurrently. Applications will be developed to support OIT and/or USCIS enterprise requirements. The contractor shall propose sufficient staff assignment for the HQ AD section to accomplish the tasks outlined in this SOW.

The AD Section will conduct rapid application development using the Standard Tools' SLOPE Application Development tool suite. The SLOPE Standard Tools are described in **Table 1**.

3. SPECIFIC TASKS

The Contractor shall provide expert consulting services for full lifecycle application development support by conducting the activities described in each of the individual Tasks. In support of these activities, the Contractor shall be responsible for documenting their efforts via contract deliverables delivered in accordance with **Section 5** of this SOW and coordinated through the SLOPE-DSC COR.

Additionally, the Contractor shall support the USCIS OIT SLOPE-AD Section Chief in coordinating, monitoring, and managing the overall SELC and SCRUM Agile driven application development process (See **Section 6.1**) in conjunction with providing expert consulting services. The activities conducted by the Contractor shall be in accordance with the description of IT Application Development services under Functional Category 4, Software Development as presented in the Enterprise Acquisition Gateway for Leading-Edge Solutions (EAGLE) Ordering Guide.

The Contractor shall use the approved USCIS SELC and SCRUM Agile tailoring process to govern all applicable SLOPE-DSC activities.

The specific tasks to be provided include:

3.1 Task 1: Contractor Project Management and Application Development Instruction

The Contractor shall provide Project Management support for planning and completion of all SLOPE-DSC activities, and Application Development Instruction support for defining and structuring specific mid-range web and database applications, in accordance with USCIS SELC and SCRUM Agile methodologies.

3.1.1 Contractor Project Management

The Contractor shall provide Project Management support for planning and completion of all SLOPE-DSC activities in accordance with USCIS SELC and SCRUM Agile methodologies.

While the USCIS will provide oversight for SLOPE-DSC, it is the responsibility of the Contractor to manage all corporate resources and supervise all Contractor staff in the performance of all work on this contract. The Contractor shall assign a Project Manager to this task who will manage the day-to-day activities of the Contractor staff. The Contractor Project Manager is the member of the Contractor's management team who has responsibility for the actual accomplishment of the SOW requirements for this task. The Project Manager shall organize, direct and coordinate planning and execution of all contract activities, and will review the work of subordinates, including subcontractors, to ensure that the schedule, standards, and reporting responsibilities are met. The Project Manager shall integrate the Contractor's management and technical activities across this contract to ensure they are consistent. The Project Manager shall ensure that all work on this contract complies with contract terms and conditions and shall have access to Contractor corporate senior leadership when necessary. The Contractor's Project Manager shall be the primary interface with the USCIS COR and CO. The Contractor's Project Manager shall attend monthly performance meeting and ad hoc meetings as required.

Deliverables (**Section 5.2**) include: Monthly Status Meeting artifacts and ad hoc reporting artifacts as required by the COR or CO.

3.1.2. Application Development Instruction

The Contractor shall provide Application Development Instruction support to the OIT Project Manager for conducting one or more activities described in each of the individual Task Areas (**Sections 3.2 through 3.9**) for the development of specific mid-range web and database applications in accordance with USCIS SELC and SCRUM Agile methodologies. The Contractor shall support the OIT Project Manager in the conceptualization, coordination, monitoring, tracking, completion and delivery of each web-based application defined in each Application Development Instruction. The Contractor shall obtain OIT COR advance written authorization before commencing work under any Application Development Instruction.

Following the Contractor's facilitation of relevant mid-range web and database applications information from the OIT Project Manager and/or designated web-based application stakeholders, the Contractor shall prepare and deliver a Draft Application Development Instruction, that includes but is not limited to: Background, Purpose, Description of Work to be performed in each of the individual Task Areas (**Sections 3.2. through 3.9.**), Technical Approach, Project Team role/function and estimated hours by Labor Category, Schedule of Milestones, Projected Official Travel Requirements, Projected Other Direct Costs, and Deliverables.

The Contractor shall ensure that the total work to be performed under all of the SLOPE-DSC Task Areas, that also incorporate all OIT COR authorized Application Development Instructions, does not at any time exceed authorized funding on the Task Order. Development must be performed in accordance with the SLOPE style and coding standards. Please reference **Section**

8.2.2. for more information on the SLOPE Style Guide and the SLOPE Coding Standards documents.

Deliverables (**Section 5.2**) include: Draft Application Development Instruction(s), and Application Development Instruction artifacts and ad hoc reporting as required by the OIT Project Manager.

3.2 Task 2: Requirements Analysis Support

The objective of requirements analysis support is to provide a broad range of technical and functional analysis. The Contractor shall:

- Analyze user requirements and produce alternatives analyses. Conduct research to identify opportunities, including the use of emerging technologies, designed to meet requirements of the enterprise architecture.
- Conduct technical, logistical, and financial information management research. Conduct technical reviews and assessments of software and hardware solutions.
- Coordinate with USCIS functional and technical representatives to elicit requirements and user stories for development of web-based applications.
- Develop and coordinate strategies for systems planning and implementation, program management, information and software engineering support services, business process reengineering, and information systems infrastructure.
- Provide analysis, coordination, design, programming, and operational implementation resources support for planning, developing and implementing strategies, architectures, and program plans.

Deliverables (**Section 5.2**) include: strategies for systems planning and implementation; program management information and software engineering support services; business process reengineering documentation; information systems infrastructure documentation; development and conducting of training to support applications, to include publishing, procurement and revision of training course and instructional materials.

3.3. Task 3: Architect and Build Web-Based Applications

The objective of software/Web development support is to provide comprehensive life cycle software product development for a variety of Web-based applications. New generation software development and engineering shall be in compliance with standards as identified by the Government. The Contractor shall:

- Analyze software requirements and provide solutions. Perform analysis, design, coding, testing, implementation, and maintenance of software solutions.
- Provide consultation and support services for the full life cycle of software product development. These activities will include communication with the user community during requirements analysis, prototyping, system analysis, development, fielding, and maintenance of systems.

- Evaluate new software products and technologies, and provide recommendations to enhance existing systems or build new ones.
- Provide software development support for the prototyping of analytical tools, data management and user interfaces to databases, and computational utilities.
- Conduct software testing to ensure satisfaction of application development requirements.
- Support software quality assurance and configuration management activities, such as those conducted by USCIS' applicable review authorities.
- Document software procedures and develop software reports, plans, and products, such as software development plans, software requirements specifications, software design documents, software development files, source code, version description documents, and test plans.

Deliverables (Section 5.2) include: analysis of software requirements with recommended solutions; documentation to support analysis, design, coding, testing, hosting, implementation, and maintenance of software solutions.

3.4. Task 4: Database Architecture, Development and Administration

The objective of database architecture, development and administration support is to ensure that database development requirements are fulfilled using systems, techniques, methods and models that utilize the latest technology. The Contractor shall:

- Analyze data requirements and provide solutions. Perform analysis, design, logical modeling, physical modeling, coding, testing, implementation, and maintenance of database solutions.
- Provide consultation and support services for the full life cycle of database architecture and development. These activities will include communication with the user community during requirements analysis, prototyping, system analysis, development, fielding, and maintenance of systems.
- Provide database development support for the prototyping of analytical tools, data management and automated interfaces to databases, and computational utilities.
- Conduct testing to ensure satisfaction of database development requirements.
- Support software quality assurance and configuration management activities, such as those conducted by USCIS' applicable review authorities.
- Document database procedures and develop database reports, plans, and products, such as entity relationship diagrams, data flow diagrams, data conversion plan, data management plan, database design documents, database development files, source code, version description documents, and test plans.

Deliverables (Section 5.2) include: analysis of database requirements with recommended solutions; documentation to support analysis, design, coding, testing, hosting, implementation, and maintenance of database solutions.

3.5. Task 5: Test and Evaluation Support

The Contractor shall conduct all Tests and Evaluation needed to ensure that application functional and Section 508 compliance requirements have been met, defects are corrected and application is fully tested in preparation for USCIS OIT IV&V review.

Testing activity includes the development of test plans, procedures, and documentation to support various stages of testing (e.g., unit, integration, system, performance, functional qualification, and acceptance) for all initial and updated increments/releases and components (**Section 5.2**). The Contractor shall provide the technical resources for appropriate test and evaluation services including the application of various techniques demonstrating that a subsystem, program, project, or activity performs in accordance with the objectives outlined in the original design. The test and evaluation services function shall require the Contractor to interface with current system owners, support Contractors, third party vendors, and coordinate extensively throughout system integration, system acceptance testing, and test and evaluation reports. In addition, usability testing from the initial design stages through user acceptance is also included.

3.5.1. Unit, Integration, and Functional Qualification Testing

The Contractor shall be responsible for unit, integration, and Functional Qualification Testing (FQT). The Contractor must use USCIS-approved automated software testing tools as provided by the Government, for integrated testing. Upon the successful completion of FQT, the Contractor shall schedule a Test Readiness Review (TRR) with the USCIS Systems Assurance Team. The purpose of the TRR is to determine if the documentation, configuration-controlled software and agreed upon schedule are ready to be turned over to USCIS for Independent Testing & Evaluation (T&E). The software shall include, but is not limited to, workstation software, workflow servers, and database changes in order to ensure that the testing will emulate the field offices.

Deliverables (**Section 5.2**) associated with this task include: Integration Readiness Review (IRR) with the USCIS Systems Assurance Team, to determine if the documentation, configuration-controlled software and agreed upon schedule are ready to be turned over to USCIS for Independent T&E. The software shall include workstation software, workflow servers, and database changes in order to ensure that the testing will emulate the field offices.

3.5.2. User Acceptance Testing

The Contractor shall provide support and cooperation for Independent T&E, or at the direction of the Government, conduct user acceptance testing activities. The Contractor shall provide

(**Section 5.2**) to the Independent T&E Team the Final Development Test Plan, Development Test Analysis Reports (TAR), Test Problem Reports, User Manual, and respond to USCIS OIT follow up requests for information pertaining to the system change requests being tested for a specific release. The Contractor and USCIS will convene a Production Readiness Review (PRR)/Operational readiness Review (ORR) upon completion of the user acceptance testing to

review the test results before scheduling the release of the software. The Independent T&E Team will prepare a formal TAR, documenting the findings during the user acceptance testing.

3.5.3 System Acceptance Testing

The Contractor shall provide support and cooperation for Independent Testing & Evaluation, or at the direction of the Government, conduct system acceptance testing activities. The Contractor shall provide to the Independent T&E Team the following documents (Section 5.2):

- Updated Functional Requirement Document/Release Backlog
- Interface Control Document if applicable
- System Design Document
- Final Development Test Plan
- Development Test Analysis Reports (TAR) with the attached Test Analysis Approval Determination form
- Test Problem Reports
- Systems Administration and Training Manuals

The Contractor shall provide subject matter knowledge regarding the system change requests being tested for a specific release.

The Independent T&E Systems Acceptance Test procedures include the evaluation of system documents and training manual for accuracy, validity, completeness, and usability. Additionally, a determination will be made whether independent external system interface and regression testing is required before the release of software to users. The Contractor and USCIS will convene a PRR/ORR upon completion of the systems acceptance testing to review the test results before scheduling the release of the software.

3.6. Task 6: Applications Training Support

To ensure that the DHS receives the optimal benefit from the deployed applications developed in support of SLOPE-DSC services, the Contractor shall provide dedicated training activities for users in the field as well as application system change management support. Applications training support shall include the following:

- Provide IT support professionals with the knowledge to operate and maintain applications developed in support of SLOPE-DSC services;
- Increase the ability of USCIS employees to use newly fielded/changed applications developed in support of SLOPE-DSC services;
- Integrally support requirements planning, change management activities and knowledge transfer of applications developed in support of SLOPE-DSC services;
- Increase the effectiveness of USCIS employees in their daily operations support for specific application functions associated with SLOPE-DSC services;

- Develop and deliver IT training where necessary so USCIS personnel can operate applications developed in support of SLOPE-DSC services effectively in a computer-based environment; and
- Create timely cost-effective training delivery tailored to the sites' needs.
- Publish, revise, and procure course and instructional materials for training.

Deliverables (Section 5.2) include: training requirements and planning documentation, instructional and training session materials.

3.7. Task 7: Applications Certification and Accreditation (C&A) Support

The Contractor shall provide support for completion of all requisite Information System Certification & Accreditation (C&A) activities for SLOPE-DSC services.

The Contractor shall implement System Change Requests required to remediate security deficiencies under the governance of the USCIS SELC and SCRUM Agile.

To support OMB Circular A-123 controls and security reporting for applicable systems, the Contractor shall provide Information Systems Security Official (ISSO) services as required for applicable systems. The Contractor provided ISSO support will interface with the USCIS OIT representative to ensure that the requirements identified in DHS 4300A description of ISSO responsibilities are fulfilled for other systems as assigned.

The Contractor shall provide support to the OIT Information Systems Security Manager (ISSM) in meeting the information security requirements for USCIS data processing installations. The Contractor shall assist the ISSM with the management and administration of USCIS IT application systems operations and ensuring compliance with Federal Security regulations, policies, guidelines, and applicable National Institute of Standards and Technology (NIST) standards. The Contractor shall be responsible for information systems security and physical security of USCIS IT application systems to ensure that support of requirements for sensitive applications operating in computing centers are compliant with all applicable policies, procedures, and guidelines. The Contractor shall prepare required documentation to support the USCIS Certification and Accreditation (C&A) process as required by the Government.

As authorized by the Government, the Contractor shall develop and maintain an Information Security Plan as input to the overall Information Systems Security Plan (HSAR 3052.204-71(b)) to establish policies, procedures, and management control processes that will provide a high degree of assurance that continuity of operations is maintained; that systems and data have a high degree of integrity; and that reasonable and appropriate actions are taken to minimize the potential for misuse of USCIS Systems information resources. The Contractor shall ensure that the plan addresses information security requirements for procurements, risk management, contingency plans, personnel security policies, protection of sensitive data, and the security disciplines pertaining to telecommunications and physical security safeguards.

As authorized by the Government, the Contractor shall establish, maintain, and periodically test contingency and disaster recovery plans, continuity of operations plans, and execute emergency

procedures for backup capability at a Government-provided facility. USCIS Systems information security support shall include coordination with C&A efforts for testing of operating systems security integrity and security test and evaluation activities such as penetration testing of communications networks and workstation utilities as required.

Deliverables (Section 5.2) include: C&A documentation, Information Security Plan (ISP) documentation, contingency plans, disaster recovery plans, and continuity of operations plans.

3.8. Task 8: Change, Configuration and Release Management (CCRM)

The Contractor shall provide support for completion of all activities related to the USCIS CCRM process.

The SLOPE-DSC services provided shall include processes to ensure system and infrastructure integrity as a mid-range web and database applications product moves through the development, test, staging, and production environments. USCIS is implementing an SELC and SCRUM Agile based CCRM environment. By enforcing manual and automated, standards-based processes, the number and impact of unplanned changes will be reduced, full auditing will be enabled and USCIS will have lifecycle visibility across projects and teams for all systems. The Contractor shall maintain applicable items in the USCIS electronic document library, and shall comply with a standard and accessible change control process in accordance with USCIS OIT CCRM policy. A change is an addition, modification or removal of approved, supported or baseline hardware, network, software, application, system, image or associated documentation. All changes that are ready for distribution are currently placed in the USCIS Version Manager, along with a Version Description Document (VDD). The Contractor shall support the deployment of the change release based on the installation instructions contained in the VDD.

Deliverables (Section 5.2) may include, but are not limited to: documentation to demonstrate maintenance of applicable items in the USCIS electronic document library, and compliance with a standard and accessible change control process in accordance with USCIS OIT CCRM policy.

3.9. Task 9: Ad-Hoc Reporting

The Contractor shall provide SLOPE-DSC support ad-hoc reporting as requested by USCIS OIT. Ad-hoc reporting shall include information related to the SLOPE-DSC support provided under this task order. Requests for ad-hoc reporting varies in scope and complexity and often requires the Contractor to attend OIT meetings to obtain required information, review and research applicable SLOPE-DSC documentation, and extract applicable database information required to assemble the ad-hoc report. Ad hoc reporting shall not consume more than 160 labor hours per period of performance without prior written approval by the CO.

Deliverables (Section 5.2) include: white papers, trip reports, Power Point presentations, spread sheet presentations, database extractions, and meeting reports.

4. TASK ORDER MANAGEMENT

4.1. Management

The Contracting Officer's Representative (COR) for the task order is a Government official who has been delegated specific responsibilities per Section G.2.3 of the EAGLE contract as modified.

4.2. Monthly Status Report (MSR)

The Contractor shall submit two (2) copies, one electronic copy and one hard copy of a Monthly Status Report (MSR) to the COR by the 10th calendar day following the end of each month for review, processing, and acceptance. The MSR shall contain the following:

4.2.1. Management Summary

The Management Summary includes documenting any major problems/issues, current expenditures by work hours, and any significant progress or events.

4.2.2. Resource Expenditures

Resource expenditures include funds expended during the reporting period, cumulative total, and funds remaining on contract, as a roll up from Monthly Resource expenditure detailed information. Other information required includes name, labor category, hours expended, cumulative hours expended and hours remaining on contract, and projected total hours for each individual working on this task. Monthly Resource expenditure detailed information (all but IT security support) shall breakout monthly costs by IT application, by task area. A separate Monthly Resource expenditure breakout, for IT security support, shall breakout monthly costs by IT application, by task area. The contractor shall also report, in writing, to the CO through the COR, when 75% of the dollar value of the contract has been billed to the Government.

4.2.3. Narrative

Narrative includes a description of work performed on tasks(s) during the reporting period and expected to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.

4.3. Monthly Status Meeting

The Monthly Status Meeting shall consist of two separate sessions: Technical Performance, and Business Performance. At an agreed upon date established by the Contractor and COR each month, a monthly status meeting will be held by the COR and the Key Personnel to discuss status of projects, issues, and problem areas related to the project. Results of both Technical Performance and Business Performance sessions shall be documented in the MSR.

4.4. Status Briefings

As required by the COR, the Contractor shall attend meetings with the COR and/or other USCIS project participants and review work accomplished, work in progress, plans for future work, and issues pertinent to the performance of work tasks that require USCIS attention.

The Contractor shall develop as necessary, written recommendations for future project management/information systems, oral presentations and/or executive briefings to be scheduled. Proposed changes to the project plan shall be discussed with and approved by the COR.

4.5. Transition Support

At the completion of performance of this task order, the Contractor shall fully support the transition of USCIS OIT requirements to the successor offeror(s) of any follow-on acquisition. Activities include supporting all of the activities listed above by making available personnel and documentation required to facilitate a successful transition.

The Contractor shall be responsible for the transition and contract cutover activities, together with meetings with the Government or interested parties, and the turn-back to the Government, of all technical documents, Government Furnished Property (e.g., Hardware, Software); Contractor Acquired Government Property, and Government Furnished Information identified-in and incorporated-by this Statement of Work.

The Contractor shall be responsible for the transition of all technical activities identified in this contract. The Contractor shall complete the technical transition within ninety (90) days after contract award. The technical activities, which shall be included as part of the technical transition, consist of transition plans for the:

- Inventory and orderly transfer of all Government Furnished Equipment/Property (GFE/GFP), software and licenses.
- Transfer of documentation currently in process at the time of contract award.
- Transfer of all Software coding in process at the time of contract award.
- Establishment of a facility for housing hardware, if any.
- Coordinating the body of work with the current Contractor and turnover of taskings, staffing, etc.

The Contractor's transition plan shall be approved by the USCIS OIT and shall contain a milestone schedule of events and system turnovers. The transition plan shall transition systems with no disruption in operational services. The Contractor shall provide the transition plan no later than fifteen (15) days after contract award. To ensure the necessary continuity of services and to maintain the current level of support, the DHS will retain services of the incumbent Contractor for some or all of the transition period, as may be required.

5. DELIVERABLES

The Contractor shall submit the deliverables that are indicated in the table below to the COR and CO. Unclassified soft copies are acceptable via Email if approved in writing, (email is okay), by the COR in advance of delivery. The Contractor shall respond to the Government's required

format for all deliverables prior to commencing any effort on the tasking. The Contractor will be notified in writing by the COR upon final acceptance of all deliverables. In addition to the deliverable requirements indicated in the table, each USCIS IT Application will have deliverable requirements associated with the respective Section 3 Task Descriptions. The Project Manager will include as part of each Monthly Status Report, Monthly Status Meeting, Monthly Status Briefing, and Ad Hoc Reporting, those specific deliverable requirements that are based on the indicated deliverables, and in addition, tailored to the applicable provisions of USCIS SELC and/or USCIS CCRM.

The Contractor shall provide all necessary personnel and deliverables based on the required delivery date(s) established by the Government in consultation with the Contractor in each task order. Administrative deliverables consist of revised and/or updated Task Order Plans, Progress Reports, Financial Reports, and Performance Reports. Progress and Financial reports shall be prepared and distributed in accordance with the contract. The Task Order Financial Analysis Reports shall include cost information reported at the subtask level. The Progress Reports and Financial Reports shall be submitted in a manner established by the Government in consultation with the Contractor – for the reported elements and the report format - to the USCIS Project Manager and servicing agency for each of the projects tasks/systems. A soft copy in a mutually agreeable file format established by the Government in consultation with the Contractor shall accompany the hard copies of the progress and financial reports.

Deliverables required by the SELC for a given phase are determined by the phase of the project and the work pattern specified in the proposal incorporated into the SOW upon award of the contract. The Contractor task schedule information shall be provided to the Government in Microsoft (MS) Project softcopy format to facilitate the coordination of this task with other Government and Contractor activities, so that the schedule information can be disseminated to USCIS field offices. The Government will use a central repository that contains a copy of all task schedule information.

Inspection and acceptance of deliverables will use the following procedures:

- a) The Government will provide written acceptance, comments, and/or change requests, if any, within fifteen (15) business days of receipt of all required Task Order deliverables. If Government acceptance, comments, and/or change requests are not received within 15 business days the Contractor shall assume Government acceptance.
- b) Upon receipt of the Government comments, the Contractor shall within three (3) business days rectify the situation and re-submit the contract deliverable(s) if it is not a “draft” deliverable. If it is a “draft” deliverable, the Contractor shall rectify the situation before the next scheduled submission of this deliverable.

5.1. Performance Matrix

The Contractor shall as part of their proposal, provide the Government a Performance Matrix. The Performance Matrix will enable the OIT to objectively evaluate the quality of the services being proposed by the vendor in support of the Task Areas described in Section 3 of this SOW.

At a minimum the Contractor’s Task Order Performance Matrix will contain the following:

- The level of technical certification required for all personnel that will be used to support the Task Areas described in Section 3 of this SOW.
- The level of responsibility and a description of the activities the Contractor will provide in support of the overall SOW.
- Performance metrics used to measure the work produced in a task area (Note metrics shall be defined consistent with the Project Management Body of Knowledge (PMBOK) and Control Objectives for Information Technology (COBIT) 4.1.
- A description of the documentation/standards (deliverables) that will be used by the Contractor to quantify their efforts under each Task Area supported by the standards that will be used by the Government to evaluate and accept the deliverable (e.g. work plan development, drafts, finals, schedules, key attributes of the deliverable).

5.2. Deliverables Schedule At three months post award, and annually thereafter, deliverables will be revisited to further define them and the deliverables schedule as necessary.

Reference	Deliverables	Description	Due Dates
General Task Order Requirements	Contract Kick Off Meeting Presentation	Power Point Presentation by Contractor consisting of a company overview, introduction of key personnel, company point of contact information for Security, Project Management, briefing of their technical proposal and Invoicing and allow for question and answers.	Task Order Kick Off meeting, which will take place NLT 5 business days after Task Order award at USCIS OIT HQ.
Section 3.1.1	May include: Monthly Status Meeting, ad hoc reporting as required by the OIT Project Manager	Contractor Project Management	In Accordance With (IAW) approved Work Plans (WP) and/or approved Project Plans (PP)
Section 3.1.2	May include: Draft Application Development Instruction(s), and Application Development Instruction artifacts and ad hoc reporting as required by the OIT Project Manager.	Application Development Instruction	IAW approved WP and/or approved PP
Section 3.2	May include: user requirements definition, alternatives analyses, review assessments, web based requirements definition,	Requirements Analysis Support	IAW Approved WP / Approved PP
Section 3.3	May include: software requirements analyses and solutions, documentation to support analyses, design, coding, testing, hosting, implementation, and maintenance of software solutions.	Architect and Build Web Based Applications	IAW Approved WP / Approved PP
Section 3.4	May include : analyses of database requirements with recommended solutions, documentation to support analyses,	Database Architecture, Development and Administration	IAW Approved WP / Approved PP
Section 3.5	May include: Test Plans (TPs),	Test and Evaluation Support	IAW Approved

Reference	Deliverables	Description	Due Dates
	procedures, Test and Evaluation (T&E) reports, and documentation to support various stages of testing (e.g., unit, integration, system, performance, functional qualification, and acceptance) for all initial and updated increments/releases and components.		WP / Approved PP
Section 3.5.1	May include: Test Readiness Review (TRR) with the USCIS Systems Assurance Team, to determine if the documentation, configuration-controlled software and agreed upon schedule are ready to be turned over to USCIS for Independent T&E. The software shall include, but is not limited to, workstation software, workflow servers, and database changes in order to ensure that the testing will emulate the field offices.	Unit, Integration, and Functional Qualification Testing	IAW Approved WP / Approved PP
Section 3.5.2	May include: the Final Development TP, Development TAR, Test Problem Reports (TPR), UM, and respond to USCIS OIT follow up requests for information pertaining to the system change requests being tested for a specific release. The Contractor and USCIS will convene a Release Readiness Review (RRR) upon completion of the user acceptance testing to review the test results.	User Acceptance Testing	IAW Approved WP / Approved PP
Section 3.5.3	May include: updated FRD, ICD (if applicable), SDD, final Development TP, Development TAR(s) with the attached Test Analysis Approval Determination form, TPR(s), Systems Administration and Training Manuals.	System Acceptance Testing	IAW Approved WP / Approved PP
Section 3.6	May include: training requirements and planning documentation, instructional and training session materials.	Applications Training Support	IAW Approved WP / Approved PP
Section 3.7	May: Certification and Accreditation (C&A) documentation, Information Security Plan (ISP), contingency plans, disaster recovery plans, continuity of operations plans.	Applications Certification and Accreditation (C&A) Support	IAW Approved WP / Approved PP
Section 3.8	May include: documentation to demonstrate maintenance of applicable items in the USCIS electronic document library, and compliance with a standard and accessible change control process in accordance with USCIS OIT CCRM policy.	Change, Configuration and Release Management (CCRM)	IAW Approved WP / Approved PP
Section 3.9	May include: white papers, trip reports, Power Point presentations, spread sheet	Ad-Hoc Reporting	IAW Approved WP / Approved PP

Reference	Deliverables	Description	Due Dates
	presentations, database extractions, meeting reports.		
Section 4.2	Monthly Status Reports	Monthly Status Reports, Project plans/Updates, Post Implementation Review (PIR) and Invoices,	30 Days after Contract award and monthly thereafter; PIR to occur within 90 days of task order award and subsequently on a quarterly basis
Section 4.2.2.	75% Threshold Expenditure Report	Expenditure	When Contractor invoices reach 75% of annual contract value
Section 4.3	Monthly Status Meeting	Monthly Status Meeting (Two separate Sessions consisting of Technical Performance and Business Performance)	30 Days after Contract award and monthly thereafter
Section 4.4	Status Briefing	Power Point Presentation by Contractor.	30 Days after Contract award and monthly thereafter, and/or as required by the COR
Section 5.1	Performance Matrix	IAW with requirements in Section 6.1	In Accordance With (IAW) approved Work Plans (WP) and/or approved Project Plans (PP)

6. TASK ORDER ADMINISTRATION DATA

6.1. Place of Performance

The principal place of performance shall be at the Contractor provided Work Site. Only GFP laptops and Virtual Private Network (VPN) tokens will be used in performing work on this contract. No personal or company owned storage devices, (thumb drives, DVDs, or CDs) will be used with the GFP. The Contractor facility shall be in close proximity to the USCIS facility at 111 Massachusetts Ave NW, Washington D.C., not to exceed a distance of 25 miles. Meetings will usually take place at USCIS offices in the Washington, D.C. Metropolitan Area, including, but not limited to 20 Massachusetts Avenue, N.W., and 111 Massachusetts Avenue, N.W., Washington DC.

The Contractor may also be required to perform work to any of the following USCIS Service Centers, Regional Office, and District Office sites:

- Los Angeles, CA
- St Albans, VT
- Lincoln, NE
- Kansas City, MO
- Chicago, IL
- Dallas, TX

6.2. Hours of Operation

Contractor shall be available from 8am to 5pm, local time, Monday through Friday, excluding Government holidays as necessary and as required by the SOW.

6.3. Travel

The Contractor shall be reimbursed for travel in accordance with the GSA Federal Travel Regulations, 41 Code of Federal Regulations (CFR), Chapters 300 through 304. Upon completion of travel, all documentation associated with the respective travel shall be submitted with the invoices. Local travel under this contract will be reimbursed according to government approved mileage rates and may be incurred only when the Government requests on-site performance by the Contractor at other than the Government client workplace DHS/USCIS/OIT facilities and is approved in writing in advance by the COR and CO. For the purpose of this Task Order the local commuting area is defined as a fifty (50) mile radius from USCIS offices located at 111 Massachusetts Ave NW, Washington D.C. The Contractor shall be responsible for obtaining COR approval (email is acceptable) for all reimbursable travel in advance of each travel event.

Home to work travel is not reimbursable.

7. Inspection and Acceptance

The COR is a Government official who has been delegated specific technical, functional and oversight responsibilities for this task order. The COR is designated in the COR appointment letter, issued by the CO, and is responsible for inspection and acceptance of all services, incoming shipments, documents, and services.

7.1 Acceptance Criteria

Certification by the Government of satisfactory services provided is contingent upon the Contractor performing in accordance with the terms and conditions of Section E of the EAGLE contract as modified, this order and all amendments.

7.2. Payment of Invoices

Invoices shall be for services incurred against the work performed during the previous month's period of performance which shall begin on the first of the month and end on the last day of the month.

Invoices shall be received by the tenth calendar day of each month and include billable items for the previous month's period of performance. The Contractor shall include with the invoice all supporting documents (e.g., travel reports/receipts) and the associated Monthly Status Report.

An email copy of each invoice, including backup supporting documentation, shall be sent electronically to the USCIS COR, CO, other cc's as may be specified by the COR, and the USCIS OIT Mailbox named Oit-Invoice@dhs.gov. The following information shall be indicated on the cover email that forwards the invoice:

- Payee's Name and Address
- Payee's Invoice Point of Contact Name, Address, Phone Number, Email Address
- Date Voucher Prepared
- Contract Number and Award Date
- Invoice/Voucher Number
- Discount Terms
- Payee's Account Number
- Number and Date of Order
- Date of Delivery or Service
- Articles or Services Description
- Quantity
- Price
- Invoiced Amount

7.2.1. Invoice Reporting

An invoice is a "proper invoice" as defined under FAR Clause 52.232-25. Payment will be based on receipt of a proper invoice and satisfactory performance.

The objective is to have a smooth accounting process in which the accounting books can be closed in a reasonable timeframe. For this to happen, invoices as well as any changes to the invoices shall be submitted in a timely manner.

7.2.2. Additional Requirements for Invoice Modifications

The Contractor shall endeavor to ensure that all invoice submissions and all purchases are accurate and valid, and as such, the invoices submitted to the Government should not require future changes.

In the event that an error is made, the change shall be recorded and invoiced within ninety days of the last day of the month in which the labor was performed. In addition, any such adjustment will contain detailed documentation explaining the error and the time period during which it occurred. No changes will be accepted after ninety days of the end of the period of performance.

8. OTHER TERMS, CONDITIONS AND PROVISIONS

8.1. Quality Assurance

The Government will review Monthly Progress Reports and, as needed, will attend task performance review meetings with the Contractor to survey quality of products and services. By monitoring the Contractor, the CO and COR will determine whether the Contractor is performing in accordance with the SOW

8.2. Government Furnished Property (GFP) / Information (GFI)

8.2.1. Government Furnished Property

Government furnished property is readily available and will be furnished to the Contractor upon task order award:

- USCIS will supply the Contractor with GFP laptops and Virtual Private Network (VPN) tokens to maintain security and mitigate the potential spillage of Personally Identifiable Information (PII) data by using Contractor supplied equipment. The quantity of laptops and VPN tokens will be determined by USCIS.
- USCIS will supply the Contractor GFE Blackberry devices to mitigate the potential spillage of Personally Identifiable Information (PII) data by using Contractor supplied equipment. The quantity of Blackberry devices will be determined by USCIS.
- USCIS will also provide the Contractor with the software listed in Table 1 on pages 5 and 6.

8.2.2. Government Furnished Information

The Government information identified below will be furnished if requested by the proposing vendors to assist the Contractor prepare their proposal. The proposing vendors will be responsible for securing Commercial information related to preparing their proposals.

Document Name	Publication Number/Applicable Web Site	Ver.	Date
CCRM Manual	http://ccrm.uscis.dhs.gov/	1.0	Jul 2010
DHS ICCB Change Management Handbook	http://mydocs.uscis.dhs.gov/dsweb/Get/Document-86492/DHS+ICCB+Change+Management+Handbook+v3+0.pdf	3.0	Jan 2010
USCIS Systems Engineering Lifecycle (SELC)	http://docs.uscis.dhs.gov/dsweb/Get/Document-74928/	3.0 (Draft)	Dec 2009
Contract Performance Report (CPR) Format 1, 3, and 5	http://www.everyspec.com/DoD/DoD+FORMS/CostPerformanceReport_DID-MGMT-81466-FORMS_(DD-FORM-2734)_6134/	N/A	Apr 2005
USCIS Section 508 Policy (ME3-2)	http://docs.uscis.dhs.gov/dsweb/Get/Document-83754/	1.0	Mar 2008
DHS Management Directive 4010.2	http://dhsconnect.dhs.gov/policies/Instructions/4010.2%20Section%20508%20Program%20Management%20Office%20and%20Electronic%20and%20Information%20Technology%20Accessibility.pdf	N/A	
DHS Memorandum to Component Heads	http://docs.uscis.dhs.gov/dsweb/Get/Document-62146	N/A	Oct 2008
DHS Memorandum to DHS Employees	http://docs.uscis.dhs.gov/dsweb/Get/Document-62145	N/A	Oct 2008
OMB Memorandum	http://docs.uscis.dhs.gov/dsweb/Get/Document-59336	N/A	Nov 2007

USCIS Rules of Behavior	http://isd.uscis.dhs.gov/governance/default.html	N/A	Mar 2010
Technical Guide to Information Security Testing (Draft)	http://mydocs.uscis.dhs.gov/dsweb/Get/Document-86486/Technical+Guide.pdf	0.3 (Draft)	Nov 2007
Capital Planning and Investment Control (CPIC) Guide	http://mydocs.uscis.dhs.gov/dsweb/View/Collection-15133	0.3 (Draft)	Jan 2008
Information Security	http://mydocs.uscis.dhs.gov/dsweb/Get/Document-86488/Information+Security.pdf	2.0	Dec 2007
Information Security (Annex 1)	http://mydocs.uscis.dhs.gov/dsweb/Get/Document-86489/Information+Security_Ennex1.pdf	2.0 Revision 2 Excerpt	Dec 2007
Information Security (Annex 3)	http://mydocs.uscis.dhs.gov/dsweb/Get/Document-86490/Information+Security_Ennex3.pdf	2.0 Revision 2 Excerpt	Dec 2007
Guide to Test, Training, and Exercise Programs for IT Plans and Capabilities	http://mydocs.uscis.dhs.gov/dsweb/Get/Document-86491/Guide+to+Test....pdf	N/A	Sep 2006
DHS Sensitive Systems Policy 4300A	http://dhsconnect.dhs.gov/org/comp/mgmt/cio/iso/Pages/sspolicy.aspx#4300A	7.2	Apr 2010
DHS Security Architecture	http://dhsconnect.dhs.gov/org/comp/mgmt/cio/iso/Pages/archdocs.aspx	2.0	Nov 2009
OMB Memorandum 10-15	http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-15.pdf	N/A	Apr 2010

SQL Sever Hardening Guide for DHS	http://dhsconnect.dhs.gov/org/comp/mgmt/cio/iso/Pages/sscg.aspx	2.1	May 2007
OMB 300 Circular A-11	http://www.whitehouse.gov/sites/default/files/omb/circulars/a11/current_year/s300.pdf	N/A	June 2008
OMB 300 Circular A-11 Exhibit 53	http://www.whitehouse.gov/sites/default/files/omb/circulars/a11/current_year/s53.pdf	N/A	2008
OMB 300 Circular A-11	http://www.whitehouse.gov/sites/default/files/omb/circulars/a11/current_year/s300.pdf	N/A	June 2008
OMB 300 Circular A-11 Exhibit 53	http://www.whitehouse.gov/sites/default/files/omb/circulars/a11/current_year/s53.pdf	N/A	2008
Standard Lightweight Operational Programming Environment (SLOPE) Local Application Development (LAD) Cold Fusion Application Development Coding Standard,	To be provided at the Post Award Conference	Version 0.2	15 December 2008
Standard Lightweight Operational Programming Environment (SLOPE) Style Guide,	To be provided at the Post Award Conference	Version 0.4	18 December 2008

8.3. Section 508 Requirement

All tasks referenced in this document and described in the respective attachments must comply with the appropriate Information Technology Accessibility for Persons with Disabilities standards outlined below.

Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, they must ensure that it is accessible to people with disabilities. Federal employees and members of the public who have disabilities must have equal access to and use of information and data that is comparable to that enjoyed by non-disabled Federal employees and members of the public.

All Electronic and Information Technology EIT deliverables within this work statement shall comply with the applicable technical and functional performance criteria of Section 508 unless exempt. Specifically, the following applicable standards have been identified:

36 CFR 1194.21 – Software Applications and Operating Systems, applies to all EIT software applications and operating systems procured or developed under this work statement including but not limited to GOTS and COTS software. In addition, this standard is to be applied to Web-based applications when needed to fulfill the functional performance criteria. This standard also applies to some Web based applications as described within 36 CFR 1194.22.

36 CFR 1194.22 – Web-based Intranet and Internet Information and Applications, applies to all Web-based deliverables, including documentation and reports procured or developed under this work statement. When any Web application uses a dynamic (non-static) interface, embeds custom user control(s), embeds video or multimedia, uses proprietary or technical approaches such as, but not limited to, Flash or Asynchronous Javascript and XML (AJAX) then “1194.21 Software” standards also apply to fulfill functional performance criteria.

36 CFR 1194.23 – Telecommunications Products, applies to all telecommunications products including end-user interfaces such as telephones and non end-user interfaces such as switches, Circuits, etc., that are procured, developed or used by the Federal Government.

36 CFR 1194.24 – Video and Multimedia Products, applies to all video and multimedia products that are procured or developed under this work statement. Any video or multimedia presentation shall also comply with the software standards (1194.21) when the presentation is through the use of a Web or Software application interface having user controls available.

36 CFR 1194.25 – Self Contained, Closed Products, applies to all EIT products such as printers, copiers, fax machines, kiosks, etc. that are procured or developed under this work statement.

36 CFR 1194.26 – Desktop and Portable Computers, applies to all desktop and portable computers, including but not limited to laptops and personal data assistants (PDA) that are procured or developed under this work statement.

36 CFR 1194.31 – Functional Performance Criteria applies to all EIT deliverables regardless of delivery method. All EIT deliverable shall use technical standards, regardless of technology, to fulfill the functional performance criteria.

36 CFR 1194.41 – Information Documentation and Support, applies to all documents, reports, as well as help and support services. To ensure that documents and reports fulfill the required “1194.31 Functional Performance Criteria”, they shall comply with the technical standard associated with Web-based Intranet and Internet Information and Applications at a minimum. In addition, any help or support provided in this work statement that offer telephone support, such as, but not limited to, a help desk shall have the ability to transmit and receive messages using TTY.

Exceptions for this work statement have been determined by DHS and only the exceptions described herein may be applied. Any request for additional exceptions shall be sent to the COR and determination will be made in accordance with DHS MD 4010.2. DHS has identified the following exceptions that may apply:

36 CFR 1194.2(b) – (COTS/GOTS products), When procuring a product, each agency shall procure products which comply with the provisions in this part when such products are available in the commercial marketplace or when such products are developed in response to a Government solicitation. Agencies cannot claim a product as a whole is not commercially available because no product in the marketplace meets all the standards. If products are commercially available that meets some but not all of the standards, the agency must procure the product that best meets the standards.

When applying this standard, all procurements of EIT shall have documentation of market research that identify a list of products or services that first meet the agency business needs, and from that list of products or services, an analysis that the selected product met more of the accessibility requirements than the non-selected products as required by FAR 39.2. Any selection of a product or service that meets less accessibility standards due to a significant difficulty or expense shall only be permitted under an undue burden claim and requires approval from the DHS Office on Accessible Systems and Technology (OAST) in accordance with DHS MD 4010.2.

36 CFR 1194.3(b) – Incidental to Contract, all EIT that is exclusively owned and used by the Contractor to fulfill this work statement does not require compliance with Section 508. This exception does not apply to any EIT deliverable, service or item that will be used by any Federal employee(s) or member(s) of the public. This exception only applies to those Contractors assigned to fulfill the obligations of this work statement and for the purposes of this requirement, are not considered members of the public.

36 CFR 1194.3(f) – Back Office, applies to any EIT item that will be located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment. This exception does not include remote user interfaces that are accessible outside the enclosed “space”.

8.4. Homeland Security Enterprise Architecture (HLS EA) Compliance

All solutions and services shall meet DHS Enterprise Architecture policies, standards, and procedures as it relates to this Statement of Work. Specifically, the Contractor shall comply with the following Homeland Security Enterprise Architecture (HLS EA) requirements:

- All developed solutions and requirements shall be compliant with the HLS EA.
- All IT hardware or software shall be compliant with the HLS EA Technology Reference Model (TRM) Standards and Products Profile.
- All data assets, information exchanges and data standards, whether adopted or developed, shall be submitted to the DHS Enterprise Data Management Office (EDMO) for review and insertion into the DHS Data Reference Model.

The Contractor shall provide, the full range of business and technical management services that assist in the development and implementation, of IT products and services that are compliant with the USCIS Enterprise Architecture, as well as the DHS Enterprise Architecture policies, procedures, guidelines, and directives (e.g., EA reference models, Investment Review Process). All IT products and services provided by the Contractor shall be subject to EA governance oversight performed by USCIS Office of Information Technology (OIT).

"The Contractor shall comply with the following Homeland Security Enterprise Architecture (HLS EA) requirement:

- In compliance with OMB mandates, all network hardware shall be IPv6 compatible without modification, upgrade, or replacement."

8.5. Contract Personnel and Key Personnel

The Contractor shall provide personnel to meet the requirements of this contract. The personnel proposed shall possess the required education, experience, and security clearances to perform under this contract.

8.5.1 Skill or Relevant Experience Requirement

The Contractor shall provide a staffing matrix as part of their staffing plan that identifies the certification type, certification date, and percentage of dedicated staff, by task area, that possess certifications relevant to meeting contract requirements. The Contractor may propose certifications that are relevant to the statement of work in addition to the examples indicated below.

Project Management Institute Project Manager Professional (PMP) certification
Adobe ColdFusion Certification (latest ColdFusion version upon solicitation date)
Microsoft Certified Database Administrator (MCDBA) (latest product version upon solicitation date)
Microsoft Certified Technology Specialist (MCTS) (latest product version upon solicitation date)
Microsoft Certified IT Professional (MCITP) (latest product version upon solicitation date)
Certified Information Security Manager (CISM)
Certified Information Systems Auditor (CISA)
ITIL Foundation
ITIL Practitioner/ Service Manager
MSCE (Microsoft Certified System Engineer) or MCITP (Microsoft Certified Information Technology Professional) on the Windows 2003 Operating System
MCSA (Microsoft Certified System Administrator) on the Windows 2003 Operating System
Microsoft Certified Trainer
Certified Information System Auditor (CISA) certification
CISSP (Certified Information System Security Professional)
ISSMP (Information System Security Management Prof.)
CISM (Certified Information Security Manager)

The Contractor shall provide personnel that possess experience with Computer Associates Erwin Data Modeler in support of Task 3.4 Database Architecture, Development and Administration.

The Contractor shall verify and validate that the project is staffed with an adequate number of assigned personnel possessing the required certifications, qualifications, skills and experience with the SLOPE Standard Tools as described in Section 2, Table 1 to properly perform on the contract.

8.5.2. Key Personnel

The Contractor shall provide qualification statements for all proposed Key personnel. The Contractor shall provide four (4) Key Personnel as follows:

Project Manager	Overall authority for the Task Order. Shall possess at a minimum: Project Management Professional (PMP) and ITIL Foundation level certification.
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Application Developer/Programmer	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Adobe ColdFusion certification.
Business Process Reengineering Specialist (Senior)	Key application development and programmer support for Tasks 2 through 9.
Database Management Specialist (Senior)	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Microsoft DBA and/or Microsoft ITP certification.

The Contractor may designate additional personnel as Key Personnel.

The Contractor shall notify the TO CO and the TO COR prior to making any changes in Task Order Key Personnel. No changes in TO Key Personnel will be made unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the TO Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The TO CO shall be notified in writing of any proposed substitution at least fifteen (15) days, or thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include:

- (a) an explanation of the circumstances necessitating the substitution;
- (b) a complete resume of the proposed substitute; and
- (c) any other information requested by the TO CO to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

The TO CO will evaluate TO level substitutions. The CO will evaluate such requests and promptly notify the Contractor of his/her approval or disapproval in writing. All disapprovals will require resubmission of another substitution within 15 calendar days by the Contractor.

8.6. Non-Personal Services

a) The Government and the Contractor understand and agree that the professional support services delivered by the Contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the Government and the Contractor. The Contractor and the Contractor's employees are not employees of the Federal Government and are not eligible for entitlement and benefits given Federal employees.

(b) Contractor personnel under this contract shall not (i) be placed in a position where there is an appearance that they are employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal Officer, or (ii) be placed in a position of command, supervision, administration or control over Government personnel.

8.7. Security

8.7.1 HSAR Security Requirements

All services, hardware and software provided under this task order must be compliant with DHS Information Security Policy, identified in MD4300.1, *Information Technology Systems Security Program* and *4300A Sensitive Systems Policy and Handbook.*"

8.7.2. Security Requirements – Personnel

8.7.2.1 General

U.S. Citizenship & Immigration Service (USCIS) has determined that performance of this contract requires the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to sensitive but unclassified (SBU) information. SBU is unclassified information for official use only. Contractor employees that do not have a security clearance and require access to SBU information will be given a suitability determination.

8.7.2.2 Contractor Personnel

8.7.2.2.1 Employment Eligibility

The Contractor will ensure that each employee and potential employee provides his/her name and social security number (not card) so that the government may verify the validity of the number. If the number is not valid that employee will not be allowed to work on the Contract until the problem is resolved. The Contractor shall be responsible to the Government for acts and omissions of his employees as well as Subcontractor(s) and their employees. Subject to existing law, regulations and/or other provisions of this contract, illegal or undocumented aliens shall not be employed by the Contractor or perform on this contract. The Contractor shall ensure this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.

8.7.2.2.2 Continued Eligibility

If a prospective employee is found to be ineligible for access to USCIS facilities or information, the COR will advise the Contractor that the employee shall not continue to work or be assigned to work under the contract.

USCIS reserves the right to deny and/or restrict entrance to government facilities, prohibit employees from assigned work under the contract, deny and/or restrict handling of classified documents/material to any Contractor employee who USCIS determines to present a risk of compromising sensitive Government information. The Contractor shall report to the USCIS Office of Security & Integrity (OSI) any and all adverse information brought to their attention concerning employees performing under this contract. Reports based on rumor or innuendo shall not be included. The subsequent termination of employment of an employee does not obviate

the requirement to submit this report. The report shall include the employee's name and social security number, along with the adverse information being reported.

8.7.2.2.3 Terminations/Resignations

The USCIS OSI shall be notified of all terminations/resignations within five (5) days of occurrence. The Contractor shall return to the COR all USCIS issued identification cards and building passes that have either expired or have been collected from terminated employees. If an identification card or building pass is not available to be returned, a report shall be submitted to the COR, referencing the pass or card number, name of individual to who it was issued and the last known location and disposition of the pass or card. The Contractor must take control of Government property issued to the employee and account for it to the COR.

8.7.2.2.4 Security Management

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual shall interface with OSI through the COR on all security matters, to include physical, personnel, and protection of all sensitive documents/material handled by the Contractor. The COR and OSI will have the right to inspect procedures, methods and facilities utilized by the Contractor to comply with the security requirements under this contract. Should the COR or USCIS OSI determine the Contractor is not in compliance with the security requirements of the contract, the Contracting Officer will notify the Contractor, in writing, of the appropriate action that will be taken to rectify any non-compliance to the contract security requirements.

8.7.2.2.5 Suitability Determination

USCIS shall exercise full control over granting, denying, withholding or terminating unescorted government facility and/or access to or handling of both classified and sensitive Government information to Contractor employees based upon the results of a background investigation. USCIS may, as it deems appropriate, authorize and grant a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by USCIS, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a USCIS facility without a favorable EOD decision or suitability determination by OSI.

8.7.2.2.6 Background Investigations

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, requiring access to sensitive information, shall undergo a position sensitivity analysis based on the duties, outlined in the Position Designation Determination (PDD) for Contractor Personnel, each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All

background investigations will be processed through OSI. Prospective Contractor employees shall submit the following completed forms to OSI through the COR no less than thirty (30) days before the start date of the contract or thirty (30) days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

- a. Standard Form 85P, "Questionnaire for Public Trust Positions"
- b. FD Form 258, "Fingerprint Card" (2 copies)
- c. DHS Form 11000-6, "Conditional Access To Sensitive But Unclassified Information Non-Disclosure Agreement"
- d. DHS Form 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
- e. Position Designation Determination for Contract Personnel Form
- f. Foreign National Relatives or Associates Statement

Required forms will be provided by USCIS at the time of award of the contract. Only complete packages will be accepted by OSI. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, USCIS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to or development of any DHS Information Technology (IT) systems. USCIS will consider only U.S. Citizens and LPRs for employment on this contract. USCIS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development operation, management or maintenance of DHS IT systems. By signing this contract, the Contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

8.7.2.2.7 Information Technology Security Clearance

When sensitive government information is processed on USCIS telecommunications and automated information systems, the Contractor shall provide for the administrative control of sensitive data being processed and adhere to the procedures governing such data as outlined in "DHS IT Security Program – Publication DHS MD 4300.Pub". Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level. Contractors who fail to comply with USICS security policy are subject to having their access to USCIS IT systems and facilities terminated, whether or not the failure results in

criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

8.7.2.2.8 Information Technology Security Training and Oversight

All Contractor employees using USCIS automated systems or processing USCIS sensitive data shall be required to complete Computer Security Awareness Training within 30 days of EOD. Contractors involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of USCIS, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. USCIS Contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security. All personnel who access USCIS information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or OSI.

8.7.2.2.9 References

USCIS OSI
Personnel & Industrial Security
Attn: Karen McGuire
70 Kimball Avenue
South Burlington, VT 05403
Telephone: (802) 872-1414

8.7.3. Access to Unclassified Facilities, IT Resources, and Sensitive Information

The assurance of the security of unclassified facilities, Information Technology (IT) resources, and sensitive information during the acquisition process and contract performance are essential to the DHS mission. DHS Management Directive (MD) 11042.1 *Safeguarding Sensitive But Unclassified (For Official Use Only) Information*, describes how Contractors must handle sensitive but unclassified information. DHS MD 4300.1 *Information Technology Systems Security* and the *DHS Sensitive Systems Handbook* prescribe policies and procedures on security for IT resources. Contractors shall comply with these policies and procedures, any replacement publications, or any other current or future DHS policies and procedures covering Contractors specifically for all Task Orders under EAGLE that require access to facilities, IT resources or sensitive information. Contractors shall not use or redistribute any DHS information processed, stored, or transmitted by the Contractor except as specified in the task order.

8.7.4. Security Review

The Government may elect to conduct periodic reviews to ensure that the security requirements contained in this contract are being implemented and enforced. The Contractor shall afford DHS

including the organization of the DHS Office of the Chief Information Officer, the Office of the Inspector General, authorized COR, and other government oversight organizations, access to the Contractor's facilities, installations, operations, documentation, databases, and personnel used in the performance of this contract. The Contractor will contact the DHS Chief Information Security Officer to coordinate and participate in the review and inspection activity of government oversight organizations external to the DHS. Access shall be provided to the extent necessary for the government to carry out a program of inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of DHS data or the function of computer systems operated on behalf of DHS, and to preserve evidence of computer crime.

8.7.5. Interconnection Security Agreements

Interconnections between DHS and non-DHS IT systems shall be established only through controlled interfaces and via approved service providers. The controlled interfaces shall be accredited at the highest security level of information on the network. Connections with other Federal agencies shall be documented based on interagency agreements; memoranda of understanding, service level agreements or interconnect service agreements.

8.8. Applicable Documents and References

8.8.1. Systems Engineering Life Cycle (SEL) Compliance

The Contractor shall create and maintain IT solutions under the governance of the USCIS Systems Engineering Life Cycle (SEL). SEL is different from a systems development lifecycle (SDLC) by emphasizing the entire lifecycle, rather than centering on the development component. The focus and applicability of the process is extended to a broader scope of technology initiatives, such as commercial-off-the-shelf/Government off-the-shelf (COTS/GOTS) implementation and infrastructure-related projects where little development or customization to a product occurs. The SEL process enables oversight of the technical, security, and quality aspects of technology projects and management of the integration of technology into the USCIS organization by guiding IT projects through USCIS process and documentation requirements.

Individual IT solution developments are "tailored" based upon the needs and size of the project. Tailoring is the review of the scope, risk, and context of a project to select the appropriate SEL activities, documents, and reviews to be completed by the project team. This approach enables small projects with limited scope and risk to achieve alignment with the SEL process without having to complete a full range of lifecycle activities and documentation typically required for large-scale, complex information system projects. The product of tailoring is a customized work pattern that identifies the SEL activities, documents, and reviews necessary for a project to successfully complete the SEL process.

8.8.2 Test, Validation, Verification, and Evaluation

The Contractor shall provide the full range of test, validation, verification, and evaluation solutions to ensure that all IT products and services meet DHS standards, and are performing to defined design, cost, schedule and performance specifications/capabilities. The Contractor shall

provide best practices, technologies, tools, and support to quality and operational assessments, integration testing and system test and evaluation, including security certification and accreditation, for IT systems. The Contractor shall also participate with independent verification and validation to assure the monitoring and evaluation of projects through activities such as, but not limited to, assessments, process and procedure audits, project and performance management, and systems analysis and design.

8.9 Personally Identifiable Information (PII)

The performance of this contract has been determined to have the potential of allowing access, by Contractor employees, to Personally Identifiable Information (PII), which is protected under the Privacy Act of 1974, as amended at 5 USC §552a . The Contractor is responsible for ensuring all employees who have access to information protected under the Privacy Act complete annual mandatory USCIS Privacy Awareness Training. The Contractor shall use the web-based training titled "A Culture of Privacy Awareness" which is available through the USCIS EdVantage training system. Any employees who do not have access to the EdVantage system shall take the training via a DVD, which will be provided by USCIS. The Contractor shall certify as soon as this training is completed by its employees and annually thereafter by December 31. The certification of the completion of the training by all employees shall be provided to both the COR and CO.

Additional Task Order Terms and Conditions.

FAR CLAUSES

The following clauses are in addition to those included in the EAGLE contract:

<u>FAR Clause No.</u>	<u>Title and Date</u>
52.209-8	UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS - DEVIATION 11-01 (OCT 2010)
52-209-9	UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (JAN 2011)
52.217-8	OPTION TO EXTEND SERVICES (NOV 1999)
52.222-40	NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT (DEC 2010)
52.223-18	CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING (SEP 2010)
52.225-25	PROHIBITION ON ENGAGING IN SANCTIONED ACTIVITIES RELATING TO IRAN-CERTIFICATION (SEP 2010)
52.237-3	CONTINUITY OF SERVICES (JAN 1991)
52.245-9	USE AND CHARGES (JUN 2007)

The full text of a clause may be accessed electronically at these addresses:

<http://www.acquisition.gov/far> or <http://www.arnet.gov/far/>

FAR Clauses Incorporated in Full Text:

FAR 52.217-8

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6

months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days prior to the expiration of performance period.

(End of clause)

FAR 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 of the end of the base or option periods; 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 thirty (30) months.

(End of clause)

(End of clause)

Homeland-Security Acquisition Regulation (HSAR) Clauses

HSAR Clause No.

Title and Date

3052.245-70

GOVERNMENT PROPERTY REPORTS (AUG 2008 Deviation)

The full text of HSAR clauses may be accessed electronically at the following address:

<http://farsite.hill.af.mil/VFHSAR1.HTM>

HSAR Clauses Incorporated in Full Text:

3052.209-73 LIMITATION OF FUTURE CONTRACTING (JUN 2006)

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective Offerors is invited to FAR Subpart 9.5--Organizational Conflicts of Interest.

(b) The nature of this conflict is based on the premise that contractors who provide USCIS Services in a Program Management Support or Consulting capacity such as developing USCIS specific business requirements & providing impact analysis may give rise to a potential organizational conflict of interest on contracts where the contractor is providing services in an operational support capacity. Services provided in a Program Management or Consulting capacity may have a direct impact on contracts of an operational support nature. Likewise, services performed on the operational support contract could impair a contractor's capacity to provide impartial advice on the Program Management Support or Consulting Services contract. These conflicting roles could result in the inability to render impartial or objective assistance or bias a contractor's judgment resulting in an impaired objectivity Organizational Conflict of Interest.

(c) The restrictions upon future contracting are as follows:

(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work, budget projections and/or cost estimates that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing DHS contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). DHS shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.

(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies. Contractor employees shall sign a DHS Form 11000-6, Non-Disclosure Agreement.

(End of clause)

3052.215-70 Key personnel or facilities.

As prescribed in (HSAR) 48 CFR 3015.204-3, insert the following clause:

**KEY PERSONNEL OR FACILITIES
(DEC 2003)**

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The

Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel or Facilities under this Contract:

Project Manager

Application Developer/Programmer

Business Process Reengineering Specialist (Senior)

Database Management Specialist (Senior)

(End of clause)

SPECIAL CONTRACT REQUIREMENT – CONTRACTOR PRE-SCREENING

Contractors requiring recurring access to Government facilities or access to sensitive but unclassified information and/or logical access to Information Technology (IT) resources shall verify minimal fitness requirements for all persons/candidates designated for employment under any Department of Homeland Security (DHS) contract by prescreening the person/candidate prior to submitting their name for consideration to work on the contract. Pre-screening the candidate ensures that minimum fitness requirements are considered and mitigates the burden of DHS having to conduct background investigations on objectionable candidates. The Contractor shall submit only those candidates that have not had a felony conviction within the past 36 months, illegal drug use within the past 12 months, or misconduct such as criminal activity on the job relating to fraud or theft within the past 12 months from the date of submission of their name as a candidate to perform work under this contract. Pre-screening shall be conducted within 15 days after contract award. The fitness determination does not impact the candidate's fitness for employment with your firm on other assignments unrelated to this contract.

This requirement shall be placed in all subcontracts if the subcontractor requires routine physical access, access to sensitive but unclassified information, and/or logical access to IT resources. Failure to comply with the pre-screening requirement will result in the Contracting Officer taking the appropriate remedy (i.e., recording non-compliance into the Past Performance Database, contract termination).

Definition(s)

Logical access means providing an authorized user the ability to access one or more computer system resources such as a workstation, network, application, or database through automated tools. A logical access control system (LACS) requires validation of an individual's identity through some mechanism such as a personal identification number (PIN), card, username and password, biometric, or other token. The system has the capability to assign different access privileges to different persons depending on their roles and responsibilities in an organization

ADVERTISEMENTS, PUBLICIZING AWARDS, AND NEWS RELEASES

All press releases or announcements about agency programs, projects, and contract awards need to be cleared by the Program Office and the Contracting Officer. Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the supplies, services, or equipment furnished pursuant to the provisions of this contract in any publicity news release or

commercial advertising without first obtaining explicit written consent to do so from the Program Office and the Contracting Officer.

The Contractor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services.

Performance Reporting

Evaluation of Performance for Contractor Performance Reports

(a) Past performance information is relevant information regarding a Contractor's actions and conduct on previously awarded contracts. It includes such things as a Contractor's ability to conform to contract requirements and specifications, adherence to contract schedules, quality performance, cost control, reasonable and cooperative behavior, and commitment to customer satisfaction.

(b) For active contracts and orders for services with a value of and over \$1,000,000.00, the Federal Acquisition Regulation (FAR) 42.1502 deviation requires federal agencies to prepare Contractor Performance Evaluations. Performance evaluations are completed and forwarded to the Contractor for review within thirty (30) calendar days from the time the work under the contract is completed for each contract year. Interim evaluations by the Contracting Officer may be completed as necessary. The Contractor has thirty (30) days to reply with comments, rebutting statements, or additional information that will be made part of the official record. Performance evaluation reports will be available to Government contracting personnel for their use in making responsibility determinations and source selection purposes on future contract actions.

ATTACHMENT

DEPARTMENT OF THE HOMELAND SECURITY

SMALL, HUBZone SMALL, SMALL DISADVANTAGED, WOMEN-OWNED SMALL, VETERAN-OWNED SMALL BUSINESS, & SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS SUBCONTRACTING PLAN

Identification Data:

Company Name: Metters Industries, Inc.

Address: 8200 Greensboro Drive, Suite 500, McLean, Virginia 22102

Date Prepared: August 14, 2012 Solicitation Number: RFP No. HSSCCG-12-R-00012

Item/Service: Standard Lightweight Operational Programming Environment Development Support

Place of Performance: 8200 Greensboro Drive, Suite 500, McLean, Virginia 22102

1. TYPE OF PLAN:

- INDIVIDUAL PLAN:** In this type of plan all elements are developed specifically for this contract and are applicable for the full term of this contract.
- MASTER PLAN:** In this type of plan, goals are developed for this contract; all other elements are standard. The master plan must be approved every three (3) years. Once incorporated into a contract with specific goals, it is valid for the life of the contract.
- COMMERCIAL PLAN:** This type of plan is used when the contractor sells products and services customarily used for non-government purposes. Plan/goals are negotiated with the initial agency on a company-wide basis rather than for individual contracts. The plan is effective only during year approved. The contractor must provide a copy of the initial agency approval, *AND MUST SUBMIT AN ANNUAL SF 295 TO DHS WITH A BREAKOUT OF SUBCONTRACTING PRORATED FOR DHS (WITH A OPERATING ELEMENT (OE) BREAKDOWN, IF POSSIBLE).*

2. GOALS:

FAR 19.704(a)(1) requires separate dollar and percentage goals for using small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns as subcontractors for the base year and each option year. (Please note that the goals for HUBZone small business, small disadvantaged business, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns are sub-sets of the small business goal).

A. Estimated percentage and dollar value of all planned subcontracting to all types of business concerns under this contract is:

Base Year	Option Year 1	Option Year 2	Total
52% of total contract value			
\$1,438,649	\$2,509,775	\$2,509,775	\$6,458,200

B. Estimated percentage and dollar value of planned subcontracting to small business concerns is:

Base Year	Option Year 1	Option Year 2	Total
82%	82%	82%	82%
\$ 1,309,171.00	\$ 2,283,895.00	\$ 2,283,895.00	\$ 5,876,962.00

C. Estimated percentage and dollar value of planned subcontracting to HUBZone small business concerns is:

Base Year	Option Year 1	Option Year 2	Total
3%	3%	3%	3%
\$ 39,275.00	\$ 68,516.00	\$ 68,516.00	\$ 176,308.00

D. Estimated percentage and dollar value of planned subcontracting to small disadvantaged business concerns is:

Base Year	Option Year 1	Option Year 2	Total
82%	82%	82%	5%

\$1,073,520.00	\$ 1,872,794.00	\$ 1,872,794.00	\$ 4,819,109.00
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E. Estimated percentage and dollar value of planned subcontracting to women-owned small business concerns is:

Base Year	Option Year 1	Option Year 2	Total
5%	5%	5%	5%
\$ 65,458.00	\$ 114,194.00	\$ 114,194.00	\$ 293,848.00

F. Estimated percentage and dollar value of planned subcontracting to veteran-owned small business concerns is:

Base Year	Option Year 1	Option Year 2	Total
5%	5%	5%	5%
\$ 65,458.00	\$ 114,194.00	\$ 114,194.00	\$ 293,848.00

G. Estimated percentage and dollar value of planned subcontracting to service disabled veteran-owned small business concerns is:

Base Year	Option Year 1	Option Year 2	Total
3%	3%	3%	3%
\$ 39,275.00	\$ 68,516.00	\$ 68,516.00	\$ 176,308.00

H. Supplies and/or services to be subcontracted under this contract, business size (i.e., SB, HUBZone, SDB, WOB, VOSB, SDVOSB, and LB), and the estimated percentages based on total subcontracted positions and/ or dollar value are: (Check all that apply).

Supply / Service	Company Name	Business Size	PERCENTAGE
NAICS 541511	Evans & Chambers Technology, LLC	SB, SDB	9%
NAICS 541512	Opus Group, LLC	SB, SDB	73%

(Attach additional sheets if necessary.)

- I. Explain the methods used to develop the subcontracting goals for small, HUBZone small business, small disadvantaged, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns. Explain how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, HUBZone small business, small disadvantaged, women-owned small, veteran-owned small business, and service disabled veteran-owned small businesses were determined, and how the capabilities of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned and service disabled veteran-owned small businesses were determined. Identify all source lists used in the determination process.

The methodology used to develop the subcontracting goals stated in this plan represents Metters' best estimate of the potential subcontracting activity anticipated for the EAGLE II SLOPE-DSC contract. Metters examined the SLOPE Statement of Work (SOW) to identify areas where Metters' capabilities could be complemented or supplemented by subcontractors, particularly small, HUBZone small, small disadvantaged, women-owned small, veteran-owned and service disabled veteran-owned small subcontractors, to accomplish the scope of work. Once these areas were defined, Metters identified and selected subcontractors that possess the requisite skills and expertise, as well as provide the same high-quality standards that Metters holds for its own performance. The team members were selected for their responsibility, quality, technical capabilities, socio-economic status and successful experience. Consistent with our commitment to engage small businesses on all our Government programs, Metters worked particularly hard to identify small, HUBZone small, small disadvantaged, women-owned small, veteran-owned and service disabled veteran-owned small businesses. As part of this effort, Metters reached beyond the numerous, proven small firms on our bidders list to discover new and emerging small companies. As part of this expanded search, Metters examined published sources such as the Central Contractor Registry (CCR), the SBA's Dynamic Small Business Search tool, and the VA's Vetbiz registry. Our Small Business Liaison Officer (SBLO) reaches out to Metters' subject matter experts (SMEs) to tap their knowledge of small business not presently on our bidders list. Metters personnel attended various industry conferences with the goal of identifying and meeting new small business owners and representatives. Senior management with knowledge of DHS and the SLOPE-DSC SOW teamed with the SBLO to evaluate the capabilities of each subcontractor through interviews, online research, request for proposals, and formal questionnaires and surveys. Metters then made quantitative estimates of distribution of potential task order expenditures across the SLOPE-DSC SOW and used this information to form our proposed goals.

- J. Indirect and overhead costs HAVE BEEN HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above. (Check one.)

K. If indirect and overhead costs HAVE BEEN included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, HUBZone small, small disadvantaged, women-owned small, veteran-owned, and service disabled veteran-owned small business concerns.

3. PLAN ADMINISTRATOR:

FAR 19.704(a)(7) requires information about the company employee who will administer the subcontracting program. Please provide the name, title, address, phone number, position within the corporate structure and the duties of that employee.

Name (b)(6)

Title: Manager, Contracts and Pricing

Address: 8200 Greensboro Drive, Suite 500, McLean, VA 22102

Telephone

Fax: 703 821-3996

Email Address

Position: Manager

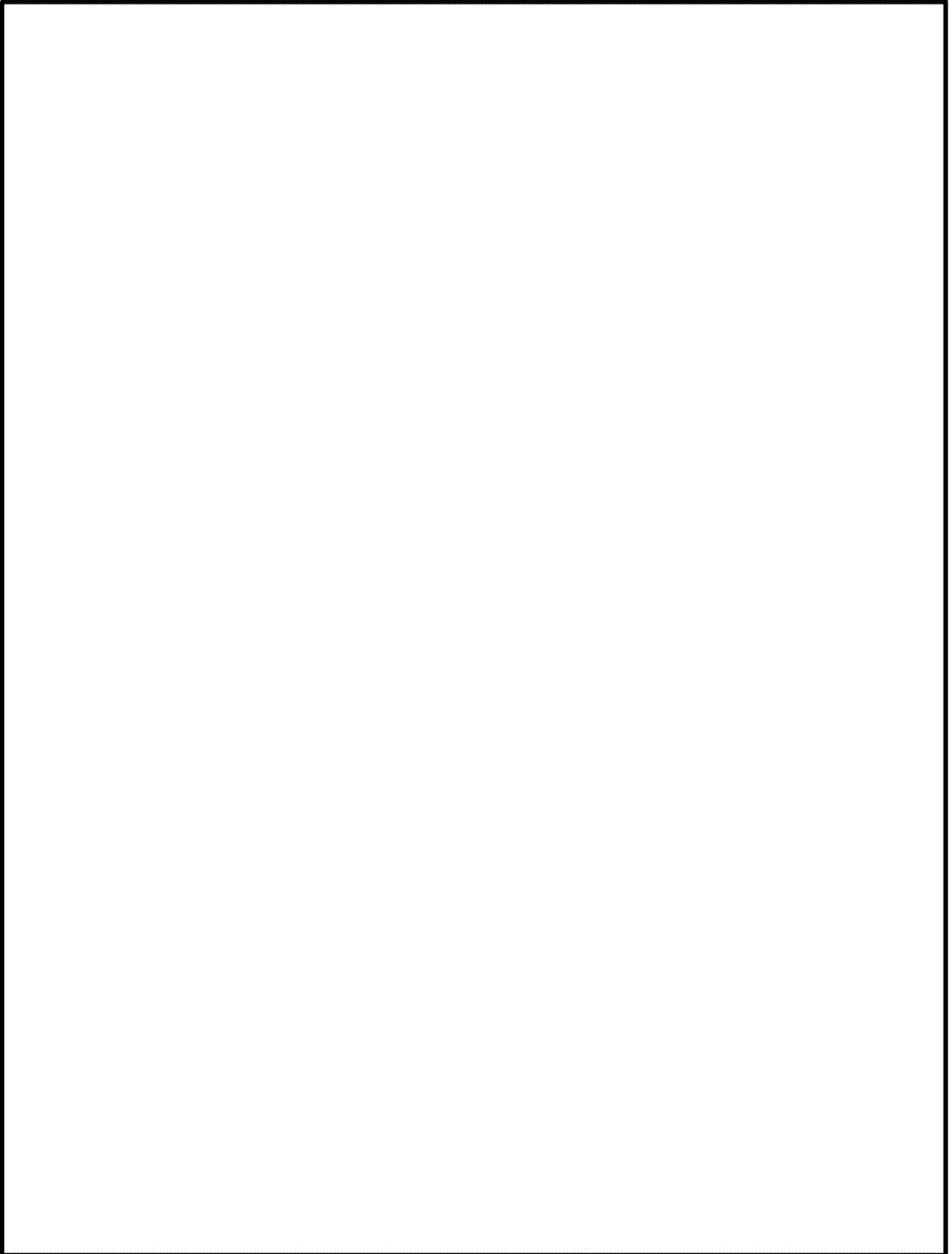
(b)(4)

Duties: Does the individual named above perform the following? (If NO is checked, please indicate who in the company performs those duties, or indicate why the duties are not performed in your company).

(b)(4)

U.S. Citizenship and
Immigration Services
HSSCCG-12-J-00092

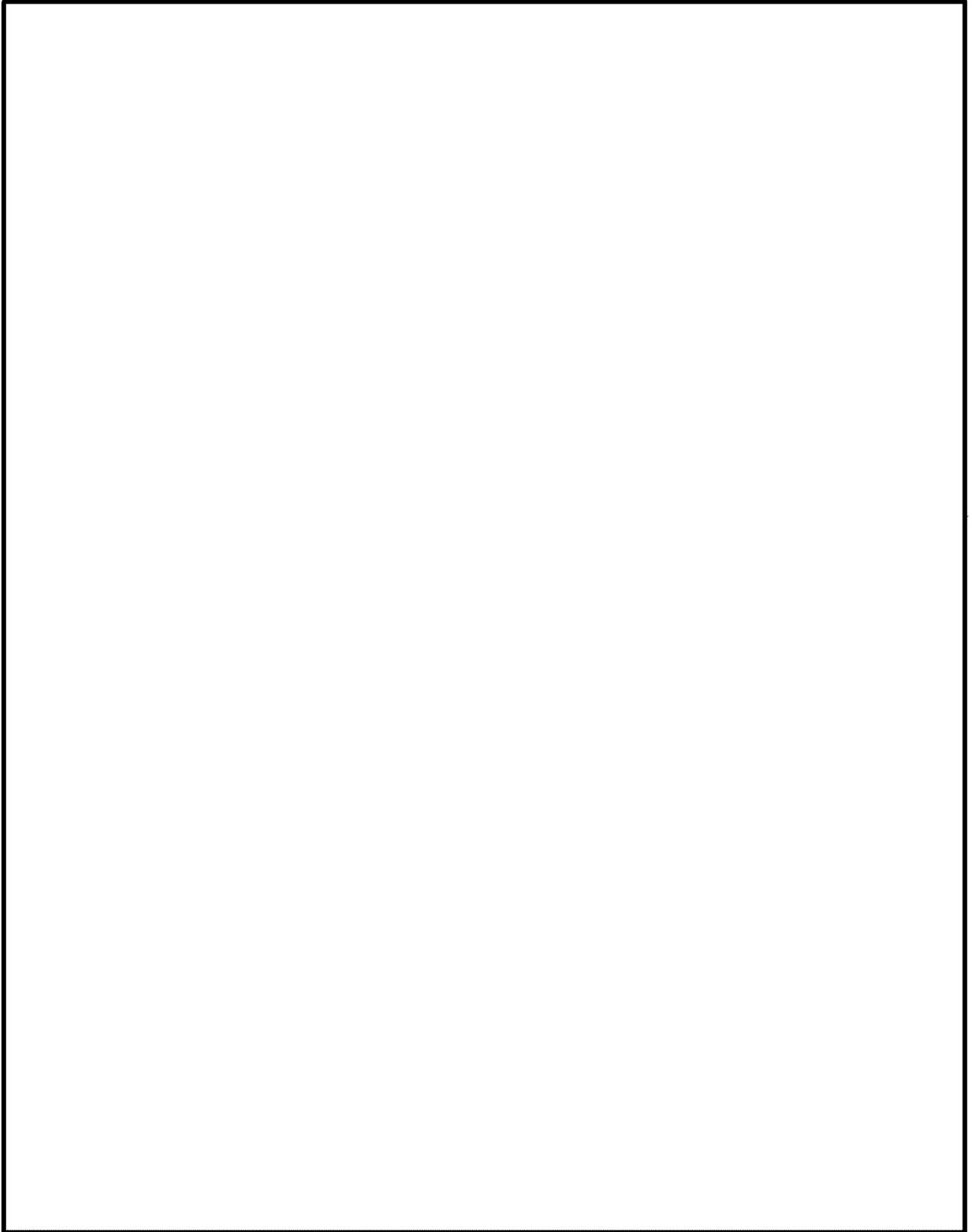
Standard Lightweight Operational programming Environment
(SLOPE) Development Support Contract (DSC) (SLOPE-DSC)



(b)(4)

U.S. Citizenship and
Immigration Services
HSSCCG-12-J-0092

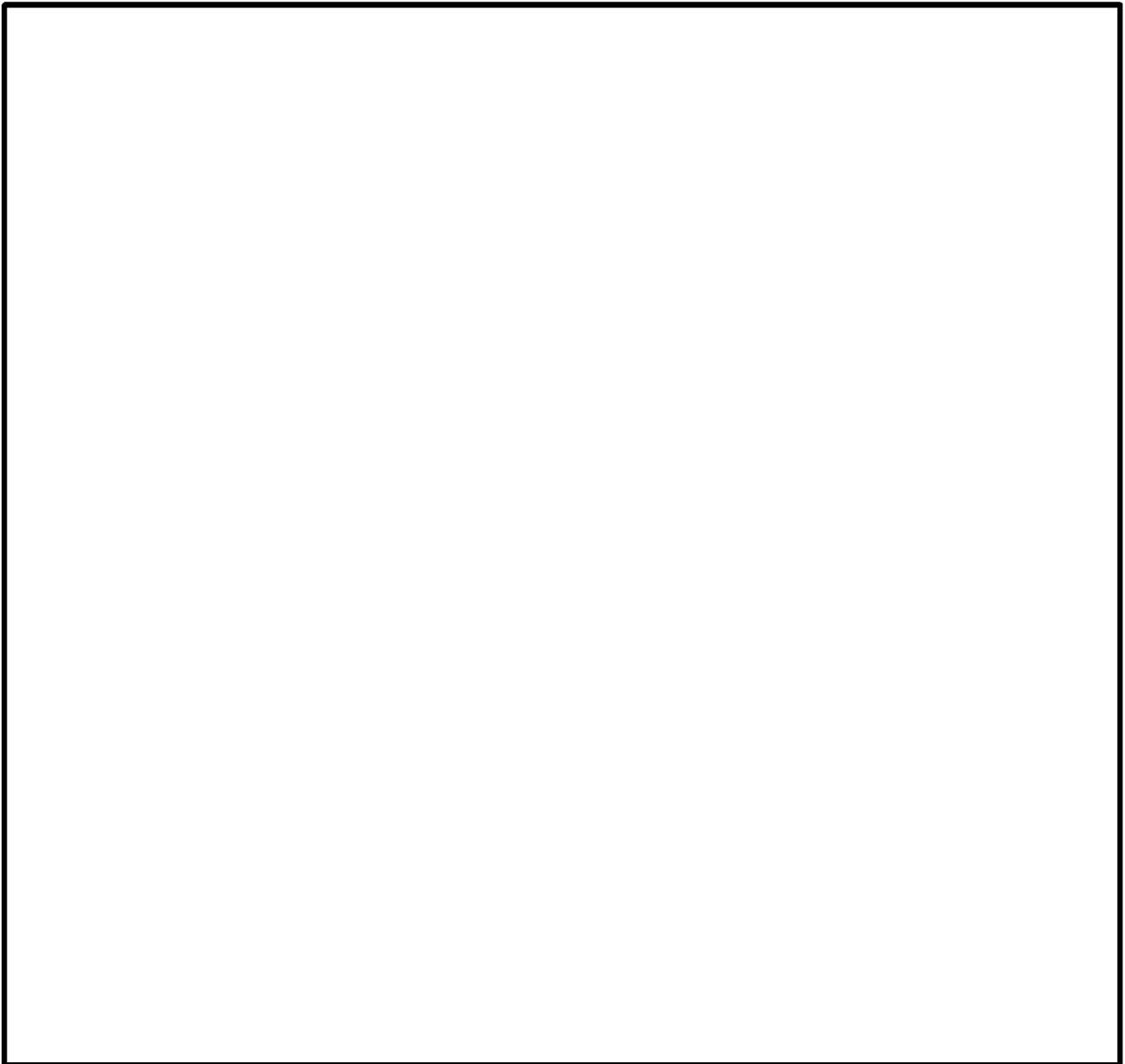
Standard Lightweight Operational programming Environment
(SLOPE) Development Support Contract (DSC) (SLOPE-DSC)



(b)(4)

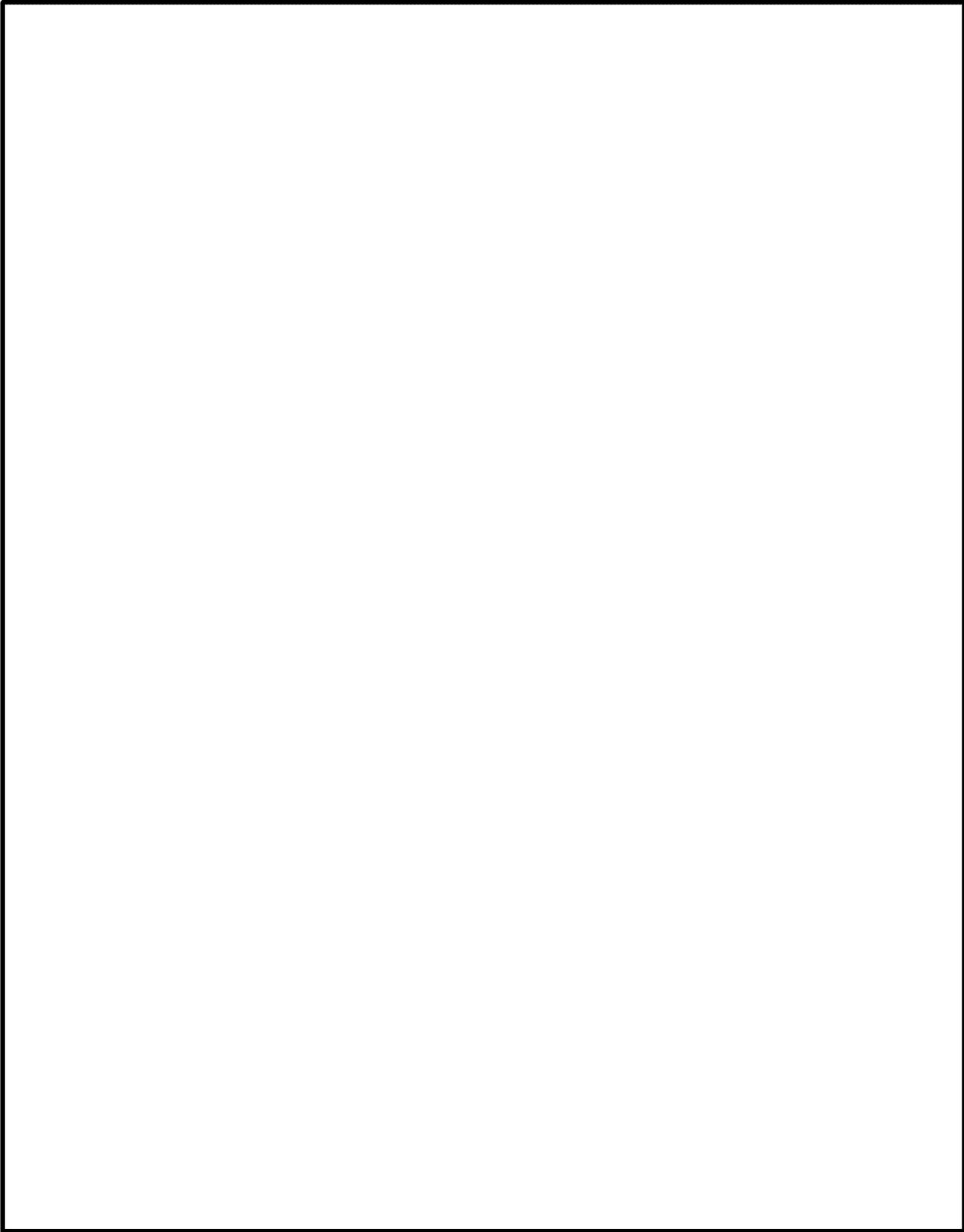
U.S. Citizenship and
Immigration Services
HSSCCG-12-J-00092

Standard Lightweight Operational programming Environment
(SLOPE) Development Support Contract (DSC) (SLOPE-DSC)



5. CLAUSE INCLUSION AND FLOW DOWN

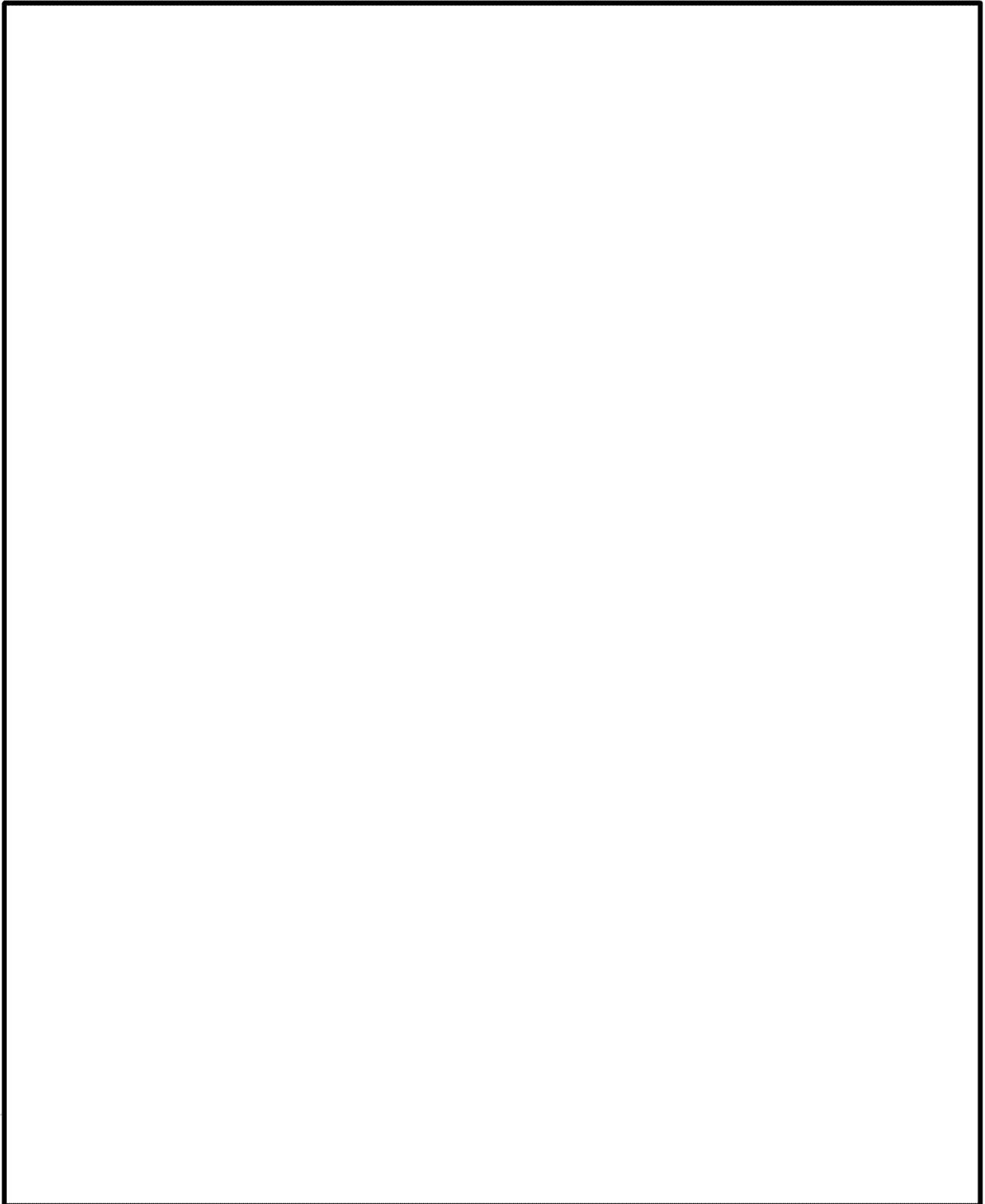
FAR 19.704(a)(9) requires that your company include FAR 52.219-8, "Utilization of Small Business Concerns", in all subcontracts that offer further subcontracting opportunities. Your company must require all subcontractors, except small business concerns, that receive subcontracts in excess of \$650,000 (\$1.5M for construction of any public facility with further subcontracting possibilities) to adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business Subcontracting Plan."



(b)(4)

U.S. Citizenship and
Immigration Services
HSSCCG-12-J-00092

Standard Lightweight Operational programming Environment
(SLOPE) Development Support Contract (DSC) (SLOPE-DSC)



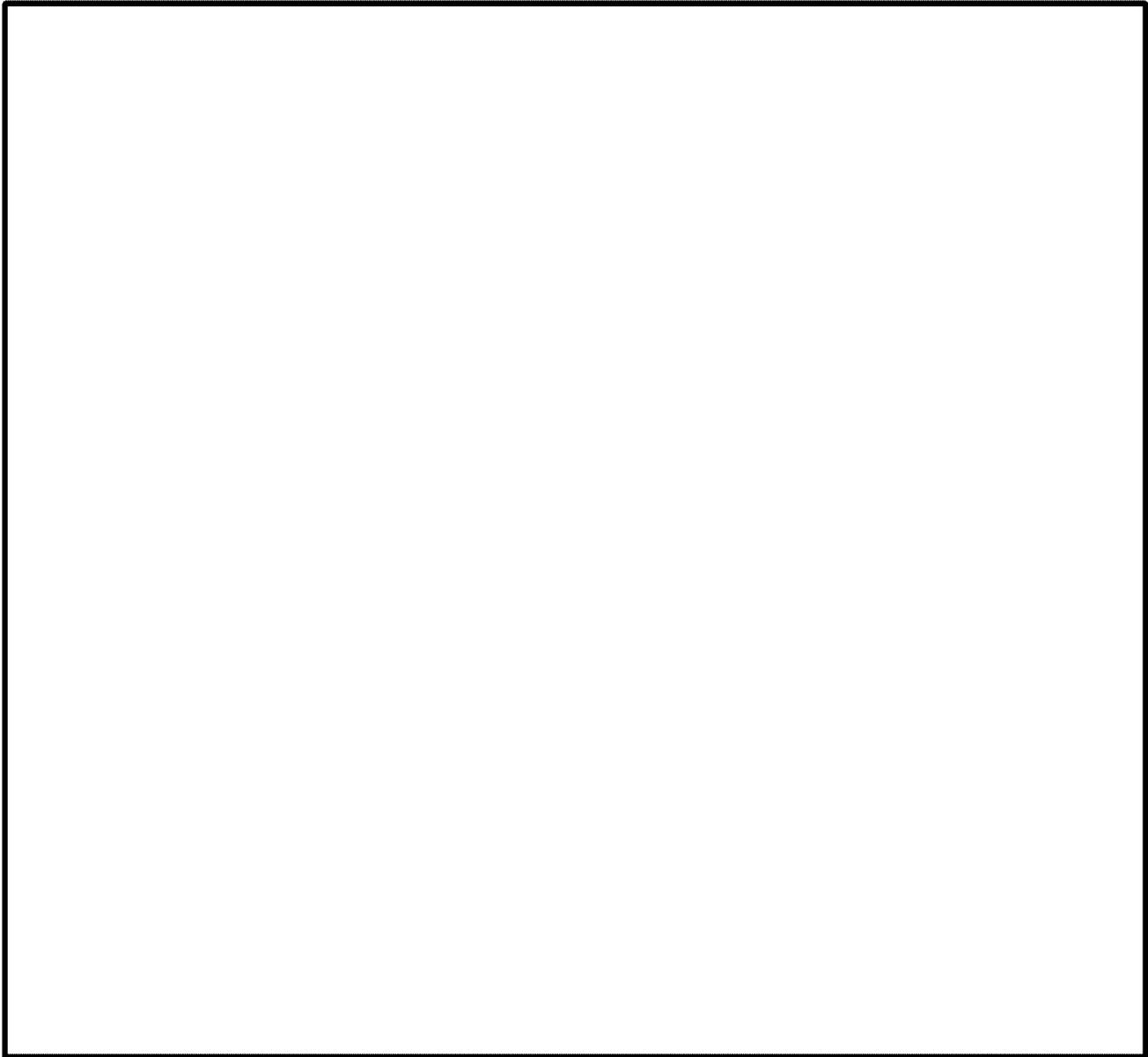
8. DESCRIPTION OF GOOD FAITH EFFORT

(b)(4)

(b)(6)

U.S. Citizenship and
Immigration Services
HSSCCG-12-J-0092

Standard Lightweight Operational programming Environment
(SLOPE) Development Support Contract (DSC) (SLOPE-DSC)



9. SIGNATURES REQUIRED

This subcontracting plan was SUBMITTED by:

Signat
Typed



Title: Manager, Contracts and Pricing

Date: August 14, 2012

This subcontracting plan was REVIEWED and ACCEPTED by:

Signature: _____

Typed Name: Ned R. Ross

Title: Contracting Officer

Date:

Title: Manager, Contracts and Pricing

Date: August 14, 2012

This subcontracting plan was REVIEWED and ACCEPTED by:

Signature: 

Typed Name: Ned R. Ross

Title: Contracting Officer

Date: 21 Sept 2012

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 03/05/2013	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (if other than Item 6) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) METERS INDUSTRIES INC 8200 GREENSBORO DR SUITE 500 (b)(4) (b)(6) MC LEAN VA 221023803		(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE [REDACTED] FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092	10B. DATED (SEE ITEM 13) 09/21/2012
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS <input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> 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 6 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 ACKNOWLEDGEMENT 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) See Schedule			
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).		
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-3: Changes - Time and Materials or Labor Hours.		
	D. OTHER (Specify type of modification and authority)		
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> 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.) DUNS Number [REDACTED] IGF::OT::IGF OTHER FUNCTIONS AAP Number: 201170191 DO/DPAS Rating: NONE The purpose of this modification is to: 1) Issue a Full Notice to Proceed. 2) Amend the Period of Performance for the contract to: a. Base Period: 3/5/2013 - 8/31/2013 b. Option Period: 9/1/2013 - 8/31/2014 c. Option Period: 9/1/2014 - 6/27/2015 3) List Key Personnel for this contract: Continued ... 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) [REDACTED] Director, Contracts & Pricing		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Monica L. Rutherford	
15B. CONTRACTOR/OFFEROR [REDACTED] (Signature of person)	15C. DATE SIGNED 22 Mar 13	16B. UNITED STATES OF AMERICA [Signature of Contracting Officer]	16C. DATE SIGNED 3/22/13
NSN 7540-01-152-8070 Previous edition unusable		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	

NAME OF OFFEROR OR CONTRACTOR
METTERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(b)(4) (b)(6) a. Project Manager - [REDACTED] b. Database Management Specialist (Senior) - [REDACTED] c. Business Process Reengineering Specialist (Senior) - [REDACTED] d. Application Developer/Programmer - [REDACTED]				
	4) This is a No-Cost (\$0.00) modification. 5) All other Terms and Conditions remain the same.				
	LIST OF CHANGES: Reason for Modification: Other Administrative Action Total Amount for this Modification: \$0.00 Total Amount Obligated for this Award: [REDACTED]				
	Contract Specialist changed from Stephen K Hill to Steve Snider. Contracting Officer changed from Ned R Ross to Monica L Rutherford.				
	Period of Performance: 03/05/2013 to 06/27/2015				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 05/24/2013	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (If other than Item 6) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) METERS INDUSTRIES INC 8200 GREENSBORO DR (b)(4) (b)(6) SUITE 500 MC LEAN VA 221023803	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092
		10B. DATED (SEE ITEM 13) 09/21/2012
C [Redacted] FACILITY CODE	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 ACKNOWLEDGEMENT 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)
See Schedule

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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-3: Changes - Time and Materials or Labor Hours.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not. 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.)
DUNS Number: [Redacted]
AAP Number: 201170191 DO/DPAS Rating: NONE
The purpose of this modification is to:
1) Adjust/realign the Labor Hours for CLIN0001, per attachment.
2) Update ODC Travel.
3) This is a no-cost (\$0.00) modification.
4) All other Terms & Conditions remain unchanged.
5) The Period of Performance for the Base Period remains 3/5/2013-8/31/2013.

The previous amount obligated of [Redacted] for this order was increased by \$0.00 for a total obligated amount of [Redacted]
Continued ...

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) [Redacted] Senior Contracts Administrator	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Monica L. Rutherford
15C. DATE SIGNED 5/29/13	16B. UNITED STATES OF AMERICA <i>Monica L. Rutherford</i> (Signature of Contracting Officer)
	16C. DATE SIGNED 5/29/13

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES: Reason for Modification: Other Administrative Action Total Amount for this Modification: \$0.00 New Total Amount for this Version: <input type="text"/></p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from <input type="text"/> to <input type="text"/> Obligated Amount for this modification: <input type="text"/></p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Total Amount changed from <input type="text"/> to <input type="text"/> Obligated Amount for this modification: <input type="text"/></p> <p>Discount Terms: Net 30 Delivery Location Code: HQOIT Department of Homeland Security US Citizenship & Immigration Svcs Office of Information Technology 111 Massachusetts Ave, NW Suite 5000 Washington DC 20529</p> <p>FOB: Destination Period of Performance: 03/05/2013 to 08/31/2013</p>				

(b)(4)

Totals for Metters modification P00002

Current Labor Category/Hours

Labor Category
Application Developer/Programmer
Business Process Reengineering Specialist (Senior)
Database management Specialist
Project Manager
Technical Writer/Editor
Test Engineer
Training Specialist

TOTALS

ODC Travel

Contract Total

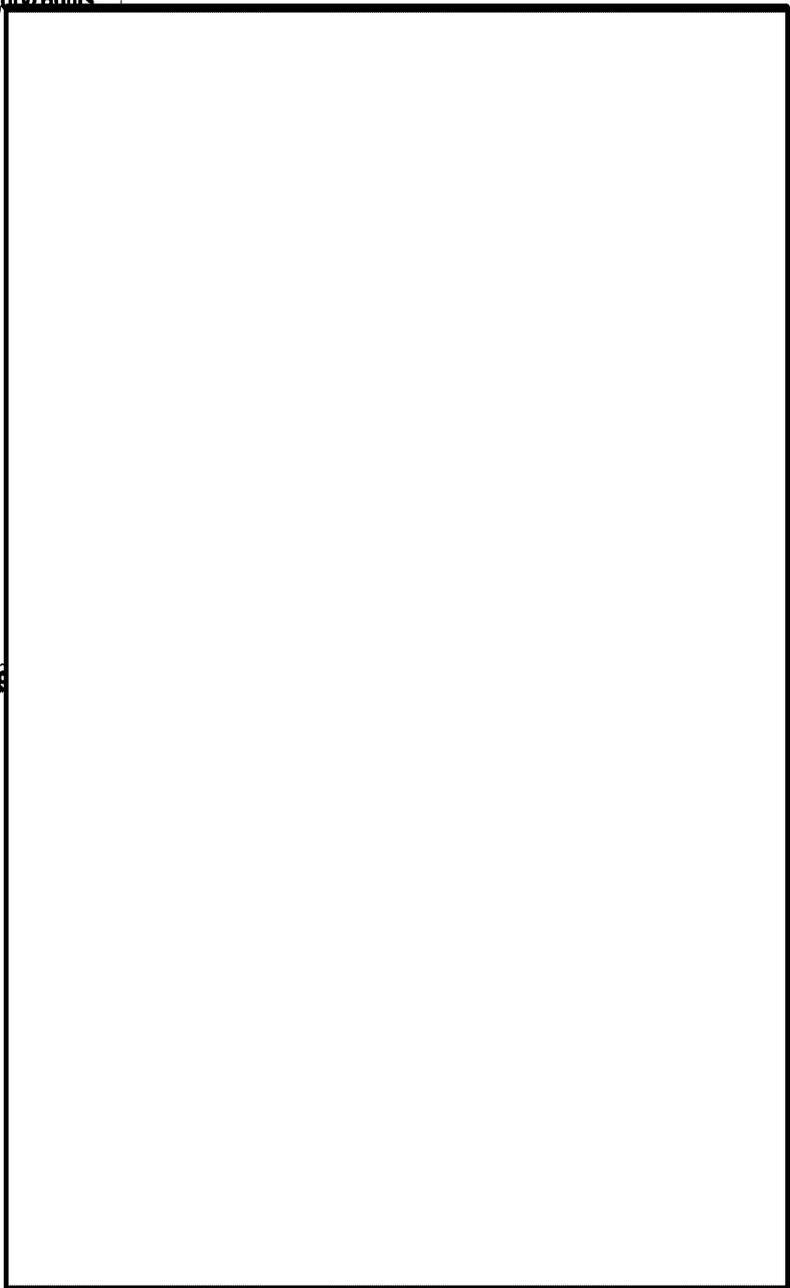
Proposed

Labor Category
Application Developer/Programmer
Business Process Reengineering Specialist (Senior)
Database management Specialist
Project Manager
Technical Writer/Editor
Test Engineer
Training Specialist

TOTALS

ODC Travel

Contract Total



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 44
2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 09/01/2013	4. REQUISITION/PURCHASE REQ. NO. OIT130017	5. PROJECT NO. (If applicable)
6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) METERS INDUSTRIES INC 8200 GREENSBORO DR SUITE 500 MC LEAN VA 221023803 (b)(4) (b)(6)		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
COD	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092	10B. DATED (SEE ITEM 13) 09/21/2012

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 ACKNOWLEDGEMENT 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)	Net Increase:	
ITSLOP0 000 EX 20-01-00-000 23-20-0600-00-00-00-00 GE-31-16-00 000000		

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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9: Option to Extend the Term of the Contract and FAR 52.243-3 Changes - T&M.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, 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.)

DUNS Number: [REDACTED]

AAP Number: 201170191 DO/DPAS Rating: NONE

The purpose of this modification is to:

- 1) Exercise Option Period 1 from 9/01/2013 - 8/31/2014 for Professional IT Services.
- 2) Fund Option Period 1 from Requisition OIT130017 with [REDACTED]
- 3) Replace the Statement of Work (SOW) with attached SOW, updated July 30, 2013.
 - a. List Mr [REDACTED] Database Management Specialist (Sr.), as Key Personnel (\$0.00).
 - b. Include Appendix A - Capitalized Property, Plant and Equipment (PP&E) assets Internal Use Software (IUS) Reporting and Invoicing requirements (\$0.00).
- 4) All other Terms and Conditions remain the same.

Continued ...

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) [REDACTED] Senior Contract Administrator	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Monica L. Rutherford
15C. DATE SIGNED [REDACTED] 8/20/13	16B. UNITED STATES OF AMERICA Monica L. Rutherford (Signature of Contracting Officer)
	16C. DATE SIGNED 8/21/13

NAME OF OFFEROR OR CONTRACTOR (b)(4)
 METTERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>This Order has been increased by [redacted] from [redacted]</p> <p>LIST OF CHANGES: Reason for Modification: Exercise an Option Obligated Amount for this Modification: [redacted] New Total Obligated Amount for this Award: [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1001 Obligated Amount for this modification: [redacted] Period of Performance for CLIN 1001 is 09/01/2013 - 08/31/2014 NEW ACCOUNTING CODE ADDED: Account code: ITSLOP0 000 EX 20-01-00-000 23-20-0600-00-00-00-00 GE-31-16-00 000000 Amount: [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1002 Obligated Amount for this modification: [redacted] Period of Performance for CLIN 1002 is 09/01/2013 - 08/31/2014 NEW ACCOUNTING CODE ADDED: Account code: ITSLOP0 000 EX 20-01-00-000 23-20-0600-00-00-00-00 GE-31-16-00 000000 Amount: [redacted] Discount Terms: Net 30 Delivery Location Code: HQOIT Department of Homeland Security US Citizenship & Immigration Svcs Office of Information Technology 111 Massachusetts Ave, NW Suite 5000 Washington DC 20529</p> <p>FOB: Destination Period of Performance: 09/01/2013 to 08/31/2014</p> <p>Change Item 1001 to read as follows (amount shown is the obligated amount):</p>				
1001	<p>Option Period 1 - Professional IT Services for SLOPE-DSC.</p> <p>Continued ...</p>				[redacted]

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	(b)(4)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1002	Change Item 1002 to read as follows (amount shown is the obligated amount): Travel Pool for Option Period 1 Not to Exceed \$45,783.00 - SLOPE-DSC.					<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

Certified Information Security Manager (CISM)
Certified Information Systems Auditor (CISA)
ITIL Foundation
ITIL Practitioner/ Service Manager
MSCE (Microsoft Certified System Engineer) or MCITP (Microsoft Certified Information Technology Professional) on the Windows 2003 Operating System
MCSA (Microsoft Certified System Administrator) on the Windows 2003 Operating System
Microsoft Certified Trainer
Certified Information System Auditor (CISA) certification
CISSP (Certified Information System Security Professional)
ISSMP (Information System Security Management Prof.)
CISM (Certified Information Security Manager)

The Contractor shall provide personnel that possess experience with Computer Associates Erwin Data Modeler in support of Task 3.4 Database Architecture, Development and Administration.

The Contractor shall verify and validate that the project is staffed with an adequate number of assigned personnel possessing the required certifications, qualifications, skills and experience with the SLOPE Standard Tools as described in Section 2, Table 1 to properly perform on the contract.

8.5.2. Key Personnel

The Contractor shall provide qualification statements for all proposed Key personnel. The Contractor shall provide four (4) Key Personnel as follows:

Project Manager: [Redacted]	Overall authority for the Task Order. Shall possess at a minimum: Project Management Professional (PMP) and ITIL Foundation level certification.
Application Developer/Programmer: [Redacted]	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Adobe ColdFusion certification.
Business Process Reengineering Specialist (Senior): [Redacted]	Key application development and programmer support for Tasks 2 through 9.
Database Management Specialist (Senior): [Redacted]	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Microsoft DBA and/or Microsoft ITP certification.

APPENDIX A

Capitalized Property, Plant and Equipment (PP&E) assets Internal Use Software (IUS) Reporting and Invoicing requirements

1. Background

The United States Citizenship and Immigration Services Management Directive No. 128-001, USCIS/Office of Information Technology has an ongoing requirement to report Internal Use Software (IUS) development and testing costs for the programs under its purview and assignment. Development and testing costs would include those costs incurred during Design, Programming, Testing and Implementation Phases, and would not include any costs incurred once IUS software is deployed into an Operations and Maintenance Phase.

IUS reporting is a monthly mandatory requirement, and must include all software releases with a useful life of 2 years or more that fall under the following categories:

- Software with a cumulative cost of \$500K or greater;
- Software bulk purchases of \$1 Million or more.

2. Definition: The internal use software capitalized costs should include the full costs (direct and indirect cost) incurred during the software development, after the planning and through the implementation stage and is defined by the following characteristics:

a. *Commercial off-the-shelf (COTS) software:* COTS software refers to software that is purchased from a vendor and is ready for use with little or no changes.

b. *Developed software:*

(1) Internally developed software refers to software that employees of the entity are actively developing, including new software and existing or purchased software that are being modified with or without a contractor's assistance.

(2) Contractor-developed software refers to software that a federal entity is paying a contractor to design, program, install, and implement, including new software and the modification of existing or purchased software.

3. Reporting: **All applicable costs for software application under the specific activities listed in section 5 below that are in the software development stage shall be tracked, reported and documented by each applicable release so that an OIT determination can be made if the asset meets IUS criteria. USCIS has determined that the best method for identifying IUS candidates is through monthly collection of contractor cost data for all releases in the development phase.**

4. Invoicing and Reporting: The contractor shall identify, capture, log, track and report the costs of IUS associated with each specific release under this project. The costs provided, after OIT's determination on whether or not the release meets the capitalization criteria will support OIT's reporting of costs incurred for the release. Costs considered part of IUS activities include systems administration, systems engineering, and program management. The invoice must contain the total cost, itemized by release and include the total sum of all applicable IUS

activities. At the contractor's discretion, this information may be submitted, either as an attachment or as an itemized line item within the monthly invoices, as outlined in page 16, Deliverables Schedule.

5. Capitalized costs to be reported: The following activities within the development lifecycle have been identified as IUS reportable costs by the USCIS Management Directive No. 128-001:

i. Design:

- a. System Design: Design System, Update System Test Plan, Update Security Test Plan, Update Project Plan, Update Business Case, Conduct Critical Design Review and Issue Memo
- b. Design of chosen path, including software configuration and software interfaces

ii. Programming/Construction:

- a. Establish Development Environment, Create or Modify Programs, Conduct Unit & Integration Testing, Develop Operator's Manual, Update Project Plan, Update Business Case, Migration Turnover/Test Readiness Review, Prepare Turnover Package, Develop Test Plans.

Migration Turnover/Issue Test Readiness Memo

iii. Testing

- a. Acceptance Testing: Develop Security Test Report, Issue Security Certification, Develop System Documentation, Conduct User Acceptance Testing, Update Project Plan, Update Business Case, Conduct Production Readiness Review, Develop Implementation Plan, Issue Production Readiness Review Memo

b. Coding

c. Installation to hardware

d. Testing, including parallel processing phase

iv. Implementation Activities

- a. Implementation/Transition: Security Accreditation (initial system accreditation only), Issue Implementation Notice, Parallel Operations, Update Project Plans, Update Business Case, Conduct Operational Readiness Review, Issue Operational Readiness Memo.

vi. In addition, if not already itemized in the attachment or the invoice, the following additional costs shall be reported.

- a. Full cost (i.e., direct and indirect costs) relating to software development phase
- b. Travel expenses by employees/contractor directly associated with developing software

c. Documentation Manuals

d. COTS purchases

Ref: (a) USCIS Management Directive No. 128-001

(b) Federal Accounting Standards Advisory Board Handbook, Standard 10, Accounting for Internal Use Software

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 12
2. AMENDMENT/MODIFICATION NO. P00004	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) METERS INDUSTRIES INC 8200 GREENSBORO DR SUITE 500 MC LEAN VA 221023803		(x)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092
			10B. DATED (SEE ITEM 13) 09/21/2012
COD	[REDACTED]	FACILITY CODE	

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 ACKNOWLEDGEMENT 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)

See Schedule

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:
X	D. OTHER (Specify type of modification and authority) FAR 43.103(b) Types of Contract Modifications (Unilateral).

E. IMPORTANT: Contractor 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.)

DUNS Number: [REDACTED]

The purpose of this modification is to remove the current Security Requirements and replace with the revised Security Requirements in this modification.

All other terms and conditions remain the same.

Security Clause 5

SECURITY REQUIREMENTS

GENERAL

Continued ...

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) Monica L. Rutherford	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Monica L. Rutherford (Signature of Contracting Officer)	16C. DATE SIGNED 8/24/13

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>U.S. Citizenship and Immigration Services (USCIS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to sensitive but unclassified information, and that the Contractor will adhere to the following.</p> <p>SUITABILITY DETERMINATION USCIS shall have and exercise full control over granting, denying, withholding or terminating access of unescorted Contractor employees to government facilities and/or access of Contractor employees to sensitive but unclassified information based upon the results of a background investigation. USCIS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by USCIS, at any time during the term of the contract. No Contractor employee shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Office of Security & Integrity Personnel Security Division (OSI PSD).</p> <p>BACKGROUND INVESTIGATIONS Contractor employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive but unclassified information shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract as outlined in the Position Designation Determination (PDD) for Contractor Personnel. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through OSI PSD.</p> <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>To the extent the Position Designation Determination form reveals that the Contractor will not require access to sensitive but unclassified information or access to USCIS IT systems, OSI PSD may determine that preliminary security screening and or a complete background investigation is not required for performance on this contract.</p> <p>Completed packages must be submitted to OSI PSD for prospective Contractor employees no less than 30 days before the starting date of the contract or 30 days prior to EOD of any employees, whether a replacement, addition, subcontractor employee, or vendor. The Contractor shall follow guidelines for package submission as set forth by OSI PSD. A complete package will include the following forms, in conjunction with security questionnaire submission of the SF-85P, "Security Questionnaire for Public Trust Positions" via e-QIP:</p> <ol style="list-style-type: none"> 1. DHS Form 11000-6, "Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement" 2. FD Form 258, "Fingerprint Card" (2 copies) 3. Form DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act" 4. Position Designation Determination for Contract Personnel Form 5. Foreign National Relatives or Associates Statement 6. OF 306, Declaration for Federal Employment (approved use for Federal Contract Employment) 7. ER-856, "Contract Employee Code Sheet" <p>EMPLOYMENT ELIGIBILITY Be advised that unless an applicant requiring Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>access to sensitive but unclassified information has resided in the U.S. for three of the past five years, OSI PSD may not be able to complete a satisfactory background investigation. In such cases, USCIS retains the right to deem an applicant as ineligible due to insufficient background information.</p> <p>Only U.S. citizens are eligible for employment on contracts requiring access to Department of Homeland Security (DHS) Information Technology (IT) systems or involvement in the development, operation, management, or maintenance of DHS IT systems, unless a waiver has been granted by the Director of USCIS, or designee, with the concurrence of both the DHS Chief Security Officer and the Chief Information Officer or their designees. In instances where non-IT requirements contained in the contract can be met by using Legal Permanent Residents, those requirements shall be clearly described.</p> <p>The Contractor must agree that each employee working on this contract will have a Social Security Card issued by the Social Security Administration.</p> <p>CONTINUED ELIGIBILITY If a prospective employee is found to be ineligible for access to USCIS facilities or information, the Contracting Officer's Representative (COR) will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract. In accordance with USCIS policy, contractors are required to undergo a periodic reinvestigation every five years. Security documents will be submitted to OSI PSD within ten business days following notification of a contractor's reinvestigation requirement.</p> <p>In support of the overall USCIS mission, Contractor employees are required to complete one-time or annual DHS/USCIS mandatory trainings. The Contractor shall certify annually, but no later than December 31st each year, that required trainings have been completed. The certification of the completion of the trainings by all contractors shall be provided to both the COR and Contracting Officer. Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<ul style="list-style-type: none"> - USCIS Security Awareness Training (required within 30 days of entry on duty for new contractors, and annually thereafter) - USCIS Integrity Training (Annually) - DHS Continuity of Operations Awareness Training (one-time training for contractors identified as providing an essential service) - USCIS Office Safety Training (one-time training for contractors working within USCIS facilities; contractor companies may substitute their own training) - USCIS Fire Prevention and Safety Training (one-time training for contractors working within USCIS facilities; contractor companies may substitute their own training) <p>USCIS reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct or whom USCIS determines to present a risk of compromising sensitive but unclassified information and/or classified information.</p> <p>Contract employees will report any adverse information concerning their personal conduct to OSI PSD. The report shall include the contractor's name along with the adverse information being reported. Required reportable adverse information includes, but is not limited to, criminal charges and or arrests, negative change in financial circumstances, and any additional information that requires admission on the SF-85P security questionnaire.</p> <p>OSI PSD must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired USCIS issued identification cards and HSPD-12 card, or those of terminated employees to the COR. If an identification card or HSPD-12 card is not available to be returned, a report must be submitted to the COR, referencing the card number, name of individual to whom issued, the last known location and disposition of the card.</p> <p>SECURITY MANAGEMENT The Contractor shall appoint a senior official to act as the Corporate Security Officer. The Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>individual will interface with OSI through the COR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.</p> <p>The COR and OSI shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.</p> <p>The Contractor shall be responsible for all damage or injuries resulting from the acts or omissions of their employees and/or any subcontractor(s) and their employees to include financial responsibility.</p> <p>COMPUTER AND TELECOMMUNICATIONS SECURITY REQUIREMENTS Security Program Background The DHS has established a department wide IT security program based on the following Executive Orders (EO), public laws, and national policy: - Public Law 107-296, Homeland Security Act of 2002. - Federal Information Security Management Act (FISMA) of 2002, November 25, 2002. - Public Law 104-106, Clinger-Cohen Act of 1996 [formerly, Information Technology Management Reform Act (ITMRA)], February 10, 1996. - Privacy Act of 1974, As Amended. 5 United States Code (U.S.C.) 552a, Public Law 93-579, Washington, D.C., July 14, 1987. - Executive Order 12829, National Industrial Security Program, January 6, 1993. - Executive Order 12958, Classified National Security Information, as amended. - Executive Order 12968, Access to Classified Information, August 2, 1995. - Executive Order 13231, Critical Infrastructure Protection in the Information Age, October 16, 2001 - National Industrial Security Program Operating Manual (NISPOM), February 2001. DHS Sensitive Systems Policy Publication 4300A v2.1, July 26, 2004 Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSHQDC-06-D-00066/HSSCCG-12-J-00092/P00004

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NAME OF OFFEROR OR CONTRACTOR
 METTERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>DHS National Security Systems Policy Publication 4300B v2.1, July 26, 2004</p> <ul style="list-style-type: none"> - Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protection, December 17, 2003. - Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Resources. - National Security Directive (NSD) 42, National Policy for the Security of National Security Telecommunications and Information Systems (U), July 5, 1990, CONFIDENTIAL. - 5 Code of Federal Regulations (CFR) §2635, Office of Government Ethics, Standards of Ethical Conduct for Employees of the Executive Branch. - DHS SCG OS-002 (IT), National Security IT Systems Certification & Accreditation, March 2004. - Department of State 12 Foreign Affairs Manual (FAM) 600, Information Security Technology, June 22, 2000. - Department of State 12 FAM 500, Information Security, October 1, 1999. - Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, dated April 3, 1984. - Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operations, dated October 21, 1998. - FEMA Federal Preparedness Circular 65, Federal Executive Branch Continuity of Operations (COOP), dated July 26, 1999. - FEMA Federal Preparedness Circular 66, Test, Training and Exercise (TT&E) for Continuity of Operations (COOP), dated April 30, 2001. - FEMA Federal Preparedness Circular 67, Acquisition of Alternate Facilities for Continuity of Operations, dated April 30, 2001. - Title 36 Code of Federal Regulations 1236, Management of Vital Records, revised as of July 1, 2000. - National Institute of Standards and Technology (NIST) Special Publications for computer security and FISMA compliance. <p>GENERAL Due to the sensitive nature of USCIS information, the contractor is required to develop and maintain a comprehensive Computer and Telecommunications Security Program to address the integrity, confidentiality, and availability Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METTERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>of sensitive but unclassified (SBU) information during collection, storage, transmission, and disposal. The contractor's security program shall adhere to the requirements set forth in the DHS Management Directive 4300 IT Systems Security Pub Volume 1 Part A and DHS Management Directive 4300 IT Systems Security Pub Volume I Part B. This shall include conformance with the DHS Sensitive Systems Handbook, DHS Management Directive 11042 Safeguarding Sensitive but Unclassified (For Official Use Only) Information and other DHS or USCIS guidelines and directives regarding information security requirements. The contractor shall establish a working relationship with the USCIS IT Security Office, headed by the Information Systems Security Program Manager (ISSM).</p> <p>IT SYSTEMS SECURITY In accordance with DHS Management Directive 4300.1 "Information Technology Systems Security", USCIS Contractors shall ensure that all employees with access to USCIS IT Systems are in compliance with the requirement of this Management Directive. Specifically, all contractor employees with access to USCIS IT Systems meet the requirement for successfully completing the annual "Computer Security Awareness Training (CSAT)". All contractor employees are required to complete the training within 60-days from the date of entry on duty (EOD) and are required to complete the training yearly thereafter. CSAT can be accessed at the following: http://otcd.uscis.dhs.gov/EDvantage.Default.asp or via remote access from a CD which can be obtained by contacting uscisitsecurity@dhs.gov.</p> <p>IT SECURITY IN THE SYSTEMS DEVELOPMENT LIFE CYCLE (SDLC) The USCIS SDLC Manual documents all system activities required for the development, operation, and disposition of IT security systems. Required systems analysis, deliverables, and security activities are identified in the SDLC manual by lifecycle phase. The contractor shall assist the appropriate USCIS ISSO with development and completion of all SDLC activities and deliverables contained in the SDLC. The SDLC is supplemented with information Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>from DHS and USCIS Policies and procedures as well as the National Institute of Standards Special Procedures related to computer security and FISMA compliance. These activities include development of the following documents:</p> <ul style="list-style-type: none"> - Sensitive System Security Plan (SSSP): This is the primary reference that describes system sensitivity, criticality, security controls, policies, and procedures. The SSSP shall be based upon the completion of the DHS FIPS 199 workbook to categorize the system of application and completion of the RMS Questionnaire. The SSSP shall be completed as part of the System or Release Definition Process in the SDLC and shall not be waived or tailored. - Privacy Impact Assessment (PIA) and System of Records Notification (SORN). For each new development activity, each incremental system update, or system recertification, a PIA and SORN shall be evaluated. If the system (or modification) triggers a PIA the contractor shall support the development of PIA and SORN as required. The Privacy Act of 1974 requires the PIA and shall be part of the SDLC process performed at either System or Release Definition. - Contingency Plan (CP): This plan describes the steps to be taken to ensure that an automated system or facility can be recovered from service disruptions in the event of emergencies and/or disasters. The Contractor shall support annual contingency plan testing and shall provide a Contingency Plan Test Results Report. - Security Test and Evaluation (ST&E): This document evaluates each security control and countermeasure to verify operation in the manner intended. Test parameters are established based on results of the RA. An ST&E shall be conducted for each Major Application and each General Support System as part of the certification process. The Contractor shall support this process. - Risk Assessment (RA): This document identifies threats and vulnerabilities, assesses the impacts of the threats, evaluates in-place countermeasures, and identifies additional countermeasures necessary to ensure an acceptable level of security. The RA shall be completed after completing the NIST 800-53 evaluation, Contingency Plan Testing, and the ST&E. Identified weakness shall be documented in a Plan Continued ... 				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>of Action and Milestone (POA&M) in the USCIS Trusted Agent FISMA (TAF) tool. Each POA&M entry shall identify the cost of mitigating the weakness and the schedule for mitigating the weakness, as well as a POC for the mitigation efforts.</p> <p>- Certification and Accreditation (C&A): This program establishes the extent to which a particular design and implementation of an automated system and the facilities housing that system meet a specified set of security requirements, based on the RA of security features and other technical requirements (certification), and the management authorization and approval of a system to process sensitive but unclassified information (accreditation). As appropriate the Contractor shall be granted access to the USCIS TAF and Risk Management System (RMS) tools to support C&A and its annual assessment requirements. Annual assessment activities shall include completion of the NIST 800-26 Self Assessment in TAF, annual review of user accounts, and annual review of the FIPS categorization. C&A status shall be reviewed for each incremental system update and a new full C&A process completed when a major system revision is anticipated.</p> <p>SECURITY ASSURANCES</p> <p>DHS Management Directives 4300 requires compliance with standards set forth by NIST, for evaluating computer systems used for processing SBU information. The Contractor shall ensure that requirements are allocated in the functional requirements and system design documents to security requirements are based on the DHS policy, NIST standards and applicable legislation and regulatory requirements. Systems shall offer the following visible security features:</p> <p>- User Identification and Authentication (I&A)</p> <p>I&A is the process of telling a system the identity of a subject (for example, a user) (I) and providing that the subject is who it claims to be (A). Systems shall be designed so that the identity of each user shall be established prior to authorizing system access, each system user shall have his/her own user ID and password, and each user is authenticated before access is permitted. All system and database administrative users shall have strong</p> <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>authentication, with passwords that shall conform to established DHS standards. All USCIS Identification and Authentication shall be done using the Password Issuance Control System (PICS) or its successor. Under no circumstances will Identification and Authentication be performed by other than the USCIS standard system in use at the time of a systems development.</p> <ul style="list-style-type: none"> - Discretionary Access Control (DAC) - DAC is a DHS access policy that restricts access to system objects (for example, files, directories, devices) based on the identity of the users and/or groups to which they belong. All system files shall be protected by a secondary access control measure. - Object Reuse - Object Reuse is the reassignment to a subject (for example, user) of a medium that previously contained an object (for example, file). Systems that use memory to temporarily store user I&A information and any other SBU information shall be cleared before reallocation. - Audit - DHS systems shall provide facilities for transaction auditing, which is the examination of a set of chronological records that provide evidence of system and user activity. Evidence of active review of audit logs shall be provided to the USCIS IT Security Office on a monthly basis, identifying all security findings including failed log in attempts, attempts to access restricted information, and password change activity. - Banner Pages - DHS systems shall provide appropriate security banners at start up identifying the system or application as being a Government asset and subject to government laws and regulations. This requirement does not apply to public facing internet pages, but shall apply to intranet applications. <p>DATA SECURITY SBU systems shall be protected from unauthorized access, modification, and denial of service. The Contractor shall ensure that all aspects of data security requirements (i.e., confidentiality, integrity, and availability) are included in the functional requirements and system design, and ensure that they meet the minimum requirements as set forth in the DHS Sensitive Systems Handbook and USCIS policies and procedures. These requirements include: Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>- Integrity - The computer systems used for processing SBU shall have data integrity controls to ensure that data is not modified (intentionally or unintentionally) or repudiated by either the sender or the receiver of the information. A risk analysis and vulnerability assessment shall be performed to determine what type of data integrity controls (e.g., cyclical redundancy checks, message authentication codes, security hash functions, and digital signatures, etc.) shall be used.</p> <p>- Confidentiality - Controls shall be included to ensure that SBU information collected, stored, and transmitted by the system is protected against compromise. A risk analysis and vulnerability assessment shall be performed to determine if threats to the SBU exist. If it exists, data encryption shall be used to mitigate such threats.</p> <p>- Availability - Controls shall be included to ensure that the system is continuously working and all services are fully available within a timeframe commensurate with the availability needs of the user community and the criticality of the information processed.</p> <p>- Data Labeling - The contractor shall ensure that documents and media are labeled consistent with the DHS Sensitive Systems Handbook.</p> <p>AAP Number: 201170191 DO/DPAS Rating: NONE Period of Performance: 09/01/2013 to 08/31/2014</p>				

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)
 P00005 11/18/2013 Not a funded action

6. ISSUED BY CODE CIS 7. ADMINISTERED BY (If other than Item 6) CODE

USCIS Contracting Office
 Department of Homeland Security
 70 Kimball Avenue
 South Burlington VT 05403

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
 METTERS INDUSTRIES INC
 8200 GREENSBORO DR
 SUITE 500
 MC LEAN VA 221023803
 (b)(4) (b)(6)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
 HSHQDC-06-D-00066
 HSSCCG-12-J-00092

10B. DATED (SEE ITEM 13)
 09/21/2012

CODE FACILITY CODE

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 ACKNOWLEDGEMENT 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)
 See Schedule

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 data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-3 Changes - Time and Materials or Labor Hours.
	D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF _____ d by UCF section headings, including solicitation/contract subject matter where feasible.)
 DUNS Number: _____

AAP Number: 201170191 DO/DPAS Rating: NONE
 The purpose of the modification is to:
 1) Identify and list _____ as a Key Personnel in the capacity of Database Management Specialist (Sr.).
 2) Identify a new email address for submitting invoices. Invoices submitted on or after 12/01/2013 must be submitted to: DFCINVOICES-CIS@ice.dhs.gov. instead of the previous OIT-Invoice@dhs.gov. email address.
 3) All other Terms and Conditions remain the same and unchanged.
 4) This is a no-cost (\$0.00) modification.
 5) The Period of Performance remains the same: 09/01/13 - 08/31/14.

Continued ...
 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.

_____ (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Donata Sikon-Amato
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED 11/19/13
15D. UNITED STATES OF AMERICA	16C. DATE SIGNED 11/19/2013
	(Signature of Contracting Officer)

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>6) Revised Statement of Work, dated 11/18/13, is included with the modification.</p> <p>The total amount obligated on this contract is unchanged and remains at </p> <p>Period of Performance: 09/01/2013 to 08/31/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES	
			1	2
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)	
P00006	02/11/2014	OIT130017.3		
6. ISSUED BY	CODE	7. ADMINISTERED BY (if other than item 6)	CODE	
USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CIS			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X) 9A. AMENDMENT OF SOLICITATION NO.		
METTERS INDUSTRIES INC 8200 GREENSBORO DR SUITE 500 MC LEAN VA 221023803 (b)(4) (b)(6)		9B. DATED (SEE ITEM 11)		
COD: [] FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092		
		10B. DATED (SEE ITEM 13) 09/21/2012		

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 6 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 ACKNOWLEDGEMENT 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)
See Schedule

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 data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-3 Changes - Time and Materials or Labor Hours.
	D. OTHER (Specify type of modification and authority)

8. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/ORDER/AGREEMENT (Classified by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: []
 AAP Number: 201170191 DO/DPAS Rating: NONE
 The purpose of this modification is to:
 1) Add FAR Clause 52.222-2, Payment for Overtime Premiums; as referenced in Contract HSHQDC-06-D-00066.
 2) Requests for the Government to allow overtime under the contract must be authorized in writing and in advance by either the Program Manager (PM) or the Contracting Officer Representative (COR). The authorization will detail the specifics; for example, the duration of the authorization, specific personnel or work involved daily or weekly limits per person, and the specific projects or releases that they will be supporting. The authorization provided by the PM or COR must be submitted with the invoice; if applicable.
 Continued ...

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.

[] (Type or print) Senior Contract Administrator	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Monica L. Rutherford
18C. DATE SIGNED 2/26/14	16B. UNITED STATES OF AMERICA Monica L. Rutherford (Signature of Contracting Officer)
	18C. DATE SIGNED 2/26/14

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSHQDC-06-D-00066/HSSCCG-12-J-00092/P00006

PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4)</p> <p>3) This is a no-cost (\$0.00) modification. 4) The period of performance remains the same. 5) All other Terms and Conditions remain the same and unchanged. 6) This order has been increased by \$0.00 and the obligated amounts for this order remains unchanged at [REDACTED] Period of Performance: 09/01/2013 to 08/31/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00007	3. EFFECTIVE DATE 04/01/2014	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) METERS INDUSTRIES INC 8200 GREENSBORO DR SUITE 500 MC LEAN VA 221023803 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092	10B. DATED (SEE ITEM 13) 09/21/2012

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 ACKNOWLEDGEMENT 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.
X	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:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor 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.)

DUNS Number: [REDACTED]
 AAP Number: 201170191 DO/DPAS Rating: NONE
 The purpose of this unilateral no cost modification is to notify Metters, that all invoices must be submitted to the Invoice Consolidation mailbox (USCISInvoice.Consolidation@ice.dhs.gov) effective April 1, 2014. Invoicing instructions are included below:

INVOICING INSTRUCTIONS

(a) In accordance with FAR Part 32.905, all invoices submitted to USCIS for payment shall include the following:
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 8A 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) Donata Sikon-Amato
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED 03/12/2014
(Signature of person authorized to sign)	(Signature of Contracting Officer)

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSHQDC-06-D-00066/HSSCCG-12-J-00092/P00007	2	2

NAME OF OFFEROR OR CONTRACTOR
METTERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(1) Name and address of the contractor. (2) Invoice date and invoice number. (3) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number). (4) Description, quantity, unit of measure, period of performance, unit price, and extended price of supplies delivered or services performed. (5) Shipping and payment terms. (6) Name and address of contractor official to whom payment is to be sent. (7) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice. (8) Taxpayer Identification Number (TIN).</p> <p>(b) Invoices not meeting these requirements will be rejected and not paid until a corrected invoice meeting the requirements is received.</p> <p>(c) USCIS' preferred method for invoice submission is electronically. Invoices shall be submitted in Adobe pdf format with each pdf file containing only one invoice. The pdf files shall be submitted electronically to USCISInvoice.Consolidation@ice.dhs.gov with each email conforming to a size limit of 500 KB.</p> <p>(d) If a paper invoice is submitted, mail the invoice to:</p> <p>USCIS Invoice Consolidation PO Box 1000 Williston, VT 05495</p> <p>All other terms and conditions remain the same.</p> <p> mask Order remains unchanged at</p> <p>Period of Performance: 09/01/2013 to 08/31/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00008	3. EFFECTIVE DATE 05/28/2014	4. REQUISITION/PURCHASE REQ. NO. OIT130017.5	5. PROJECT NO. (If applicable)
6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) METERS INDUSTRIES INC 8200 GREENSBORO DR SUITE 500 MC LEAN VA 221023803 (b)(4) (b)(6)		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE	FACILITY CODE	X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092	10B. DATED (SEE ITEM 13) 09/21/2012

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 ACKNOWLEDGEMENT 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)

See Schedule

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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-3 Changes - Time and Materials or Labor Hours.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, 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.)

DUNS Number: [REDACTED]

AAP Number: 201170191 DO/DPAS Rating: NONE

The purpose of this modification is to:

- 1) Identify and list Nikki Abera as a Key Personnel in the capacity of Project Manager.
- 2) Update the SOW showing [REDACTED] as a Key Personnel and Project Manager.
- 3) This is a no-cost (\$0.00) modification.
- 4) All other terms and conditions remain the same and unchanged.

The value of this Task Order remains unchanged at [REDACTED]
Period of Performance: 09/01/2013 to 08/31/2014

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.

[REDACTED] (Type or print) Senior Contracts Administrator	18A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Paul A. Shannon
[REDACTED] (Signature of person authorized to sign)	15C. DATE SIGNED 5/28/14
	16B. UNITED STATES OF AMERICA Paul A. Shannon (Signature of Contracting Officer)
	16C. DATE SIGNED 5/30/14

(b)(6)

Standard Lightweight Operational Programming Environment – (SLOPE) Development Support Contract (DSC)
(SLOPE-DSC)

HSSCCG-12-J-00092 P00008

Updated: May 28, 2014

MSCE (Microsoft Certified System Engineer) or MCITP (Microsoft Certified Information Technology Professional) on the Windows 2003 Operating System
MCSA (Microsoft Certified System Administrator) on the Windows 2003 Operating System
Microsoft Certified Trainer
Certified Information System Auditor (CISA) certification
CISSP (Certified Information System Security Professional)
ISSMP (Information System Security Management Prof.)
CISM (Certified Information Security Manager)

The Contractor shall provide personnel that possess experience with Computer Associates Erwin Data Modeler in support of Task 3.4 Database Architecture, Development and Administration.

The Contractor shall verify and validate that the project is staffed with an adequate number of assigned personnel possessing the required certifications, qualifications, skills and experience with the SLOPE Standard Tools as described in Section 2, Table 1 to properly perform on the contract.

8.5.2. Key Personnel

The Contractor shall provide qualification statements for all proposed Key personnel. The Contractor shall provide four (4) Key Personnel as follows:

Project Manager: [Redacted]	Overall authority for the Task Order. Shall possess at a minimum: Project Management Professional (PMP) and ITIL Foundation level certification.
Application Developer/Programmer: [Redacted]	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Adobe ColdFusion certification.
Business Process Reengineering Specialist (Senior): [Redacted]	Key application development and programmer support for Tasks 2 through 9.
Database Management Specialist (Senior): [Redacted]	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Microsoft DBA and/or Microsoft ITP certification.

The Contractor may designate additional personnel as Key Personnel.

The Contractor shall notify the TO CO and the TO COR prior to making any changes in

2. AMENDMENT/MODIFICATION NO. P00009	3. EFFECTIVE DATE 07/23/2014	4. REQUISITION/PURCHASE REQ. NO. CISOIT14362	5. PROJECT NO. (If applicable)
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6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (If other than Item 6)	CODE
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) METTERS INDUSTRIES INC 6200 GREENSBORO DR SUITE 500 MC LEAN VA 221023803	(b)(4)	(b)(6)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00066 HSSCCG-12-J-00092
			10B. DATED (SEE ITEM 13) 09/21/2012

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 ACKNOWLEDGEMENT 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) Net Increase:

See Schedule

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 data, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-3 Changes - Time and Materials or Labor Hours.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor _____ is not, 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)

DUNS Number:

AAF Number: 201170191 DO/DPAS Rating: NONE

The purpose of this modification is to:

- 1) Incorporate RUBY as the new programming language for SLOPE and use Rails and the framework. Changing the programing language from ColdFusion to Ruby on Rails does not change the work or scope of the original award.
- 2) Add four new labor categories as stated in the attached SCW to accommodate the program language changes; they include:
 - a. Ruby on Rails Senior Developer
 - b. Linux System Engineer
 - c. User Experience/User Interface Mobile & Responsive Web Designer

Continued ...

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) Senior Contracts Administrator	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Arthur J. Nestle
--	--

15B. DATE SIGNED 7/23/14	15B. UNITED STATES OF AMERICA <small>Signature of Contracting Officer</small>	15C. DATE SIGNED 7.24.2014
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CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSHQDC-06-D-00066/HSSCCG-12-J-00092/P00009	2	2

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1001	<p>d. Business Process Re-Engineering Specialist Senior</p> <p>3) Additional Key Personnel positions will be: User Interface/User Experience Mobile/Responsive Web Designer, Ruby on Rails Senior Developer, and Linux Systems Engineer.</p> <p>4) All other Terms and Conditions remain unchanged.</p> <p>The obligation of this contract was increased by</p> <div style="border: 1px solid black; height: 15px; width: 400px; margin: 5px 0;"></div> <p>Steve Snider - Contract Specialist Paul Shannon - Contracting Officer Discount Terms: Net 30</p> <p>Delivery Location Code: HQOIT Department of Homeland Security US Citizenship & Immigration Svcs Office of Information Technology 111 Massachusetts Ave, NW Suite 5000 Washington DC 20529</p> <p>FOB: Destination Period of Performance: 09/01/2013 to 08/31/2014</p> <p>Change Item 1001 to read as follows (amount shown is the obligated amount):</p> <p>Option Period 1 - Professional IT Services for SLOPE-DSC.</p> <p>Accounting Info: ITSLOP0 000 EX 20-01-00-000 23-20-0600-00-00-00-00 GE-31-16-00 000000 Funded: \$0.00</p> <p>Accounting Info: ITSLOP0 000 EX 20-01-00-000 23-20-0600-00-00-00-00 GE-25-86-00 000000 Funded: <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div></p>				<div style="border: 1px solid black; width: 100%; height: 30px; margin-top: 20px;"></div>

The Contractor shall provide personnel that possess experience with Computer Associates Erwin Data Modeler in support of Task 3.4 Database Architecture, Development and Administration.

The Contractor shall verify and validate that the project is staffed with an adequate number of assigned personnel possessing the required certifications, qualifications, skills and experience with the SLOPE Standard Tools as described in Section 2, Table 1 to properly perform on the contract.

(b)(6)

8.5.2. Key Personnel

The Contractor shall provide qualification statements for all proposed Key personnel. The Contractor shall provide four (4) Key Personnel as follows:

Project Manager: [REDACTED]	Overall authority for the Task Order. Shall possess at a minimum: Project Management Professional (PMP) and ITIL Foundation level certification.
Application Developer/Programmer: [REDACTED]	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Adobe ColdFusion certification.
Business Process Reengineering Specialist (Senior): [REDACTED]	Key application development and programmer support for Tasks 2 through 9.
Database Management Specialist (Senior): [REDACTED]	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Microsoft DBA and/or Microsoft ITP certification.
User Interface/ User Experience Mobile/Responsive Web Designer:	Key application development and programmer support for Tasks 2 through 9.
Ruby on Rails Senior Developer	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Ruby on Rails certification.
Linux Systems Engineer	Key application development and programmer support for Tasks 2 through 9. Shall possess at a minimum: Red Hat Linux Certified Engineer

The Contractor may designate additional personnel as Key Personnel.

(b)(4)

(b)(6)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
			1 3
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
P00010	08/15/2014	CISOIT14422-A	
6. ISSUED BY	CODE	7. ADMINISTERED BY (if other than item 6)	CODE
USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CIS		
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO.	
METERS INDUSTRIES INC 8200 GREENSBORO DR SUITE 500 MC LEAN VA 221023803		(x)	
		9B. DATED (SEE ITEM 11)	
		10A. MODIFICATION OF CONTRACT/ORDER NO.	
		HSHQDC-06-D-00066	
		HSSCCG-12-J-00092	
		10B. DATED (SEE ITEM 13)	
		09/21/2012	
CODE	FACILITY CODE		

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 6 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 ACKNOWLEDGEMENT 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) Net Increase: [Redacted]
 ITSLOP0 000 EX 20-01-00-000 23-20-0600-00-00-00 GE-25-86-00 000000

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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 Option to Extend the Term of the Contract.
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: [Redacted]
 AAP Number: 201170191 DO/DPAS Rating: NONE
 The purpose of this modification is to:
 1) Exercise Option Period 2 from September 1, 2014 through June 27, 2015.
 2) Fund this Option Period from requisition CISOIT14422-A

The obligated amount on this order has increased by [Redacted] to [Redacted]

Discount Terms:
Net 30
Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

[Redacted] (print)	18A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
Senior Contracts Administrator	SALVATORE SARACENO		
	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
[Redacted] (Signature of person authorized to sign)	8/28/14	[Signature]	28 Aug 2014

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSHQDC-06-D-00066/HSSCCG-12-J-00092/P00010

PAGE OF
 2 3

NAME OF OFFEROR OR CONTRACTOR
METERS INDUSTRIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2001	<p>Delivery Location Code: HQOIT Department of Homeland Security US Citizenship & Immigration Svcs Office of Information Technology 111 Massachusetts Ave, NW Suite 5000 Washington DC 20529</p> <p>FOB: Destination Period of Performance: 09/01/2014 to 06/27/2015</p> <p>Change Item 2001 to read as follows (amount shown is the obligated amount):</p> <p>Option Period 2 - Professional IT Services for SLOPE-DSC.</p> <p>Change Item 2002 to read as follows (amount shown is the obligated amount):</p> <p>2002 Travel Pool for Option Period 2, Not to Exceed \$45,783 SLOPE-DSC.</p> <p>(Option Line Item) (b)(6)</p> <p>Contract Specialist: Steve Snider [REDACTED] Contracting Officer: Salvatore Saraceno [REDACTED]</p> <p>(b)(6)</p>				<p>(b)(4)</p> <div style="border: 1px solid black; width: 100%; height: 100%;"></div>

(b)(4)

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Eagle Labor Category	Hours Annually (a)	Discounted EAGLE Labor Rate (c)	Extension (b x rate)
Application Developer/Ruby on Rails L2			
Application Developer/Ruby on Rails L4			
Application Developer/Cold Fusion			
Linux 3			
Linux 4			
UI/UX Designer L1			
UI/UX L4			
Data Base Manager PostgreSQL/MongoDB			
Test Engineer			
Training Specialist			
Technical Writer			
Project Manager/Sys Analyst			
Program Manager			
Total Option Period 2 Hours (Not to Exceed)			
Travel			
Total Option Period (Not to Exceed)			