

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER REC090016 /NRC100015		PAGE 1 OF 152	
2. CONTRACT NO. HSSCCG-10-C-00001	3. AWARD/EFFECTIVE DATE 08/21/09	4. ORDER NUMBER	5. SOLICITATION NUMBER HSSCCG-09-R-00003
7. FOR SOLICITATION INFORMATION CALL:  Deborah Parot		8. SOLICITATION ISSUE DATE 02/06/2009	
9. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington, VT 05403		8. OFFER DUE DATE/ LOCAL TIME 4/3/09 2:00p.m.	

(b)(6)

10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> (8)(A)	
NAICS: 561110 SIZE STANDARD: 	

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11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	13b. RATING
		14. METHOD OF SOLICITATION <input type="checkbox"/> RFO <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	

15. DELIVER TO National Records Center 150 NW Space Center Loop, Lee's Summit, MO 64064	16. ADMINISTERED BY USCIS Contracting Office 70 Kimball Avenue, South Burlington, VT 05403
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17a. CONTRACTOR/OFFEROR Summit Technical Solutions, LLC 405 S. Cascade Ave, Suite 201 Colorado Springs, CO 80903 Office: 719.520.9787 TELEPHONE NO.	18a. PAYMENT WILL BE MADE BY See Section II
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
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13. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See continuation sheet SBA Requirement #0811-09-907172				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA Subject to funds availability & Notice to Proceed	26. TOTAL AWARD AMOUNT (For Govt. Use Only) 
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<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. STS OFFER DATED 4/3/09 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS 0001-0008

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 	
30c. DATE SIGNED 3 April 09	31b. NAME OF CONTRACTING OFFICER (Type or print) Kristie Nestle
31c. DATE SIGNED 8/21/09	

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SECTION I

SF1449 - Solicitation/Contract/Order for Commercial Items - Continuation

A. Block 19-24 – Schedule of Supplies/Services

1. General: This is a Firm Fixed Price contract.

2. Contract Period of Performance: The contract period of performance shall be a base year of twelve months commencing on the date specified in the Contracting Officer's written Notice to Proceed and continue for 12 months. In addition, the contract contains four options of 12 months each to extend the term of performance of services. Exercise of options is the sole prerogative of the Government. Full contract performance will not begin until satisfactory personnel employment suitability clearances have been received and successfully processed by the USCIS Security Office and the written Notice to Proceed issued by the Contracting Officer.

3. Price Schedule: The contractor shall provide Records Operations Support Services for the National Records Center (NRC) and File Storage Facility (FSF) in accordance with the Performance Work Statement (PWS), to include File Operations and Maintenance, Scanning Requests & Files, NRC/FRC/Field Retirement Preparation, Retirements & Re-Retirements, and General Support Services including Records Distribution Mail Management, Internal Support & Warehouse Functions.

The contractor shall provide firm fixed monthly prices to perform the services required for the CLIN's listed in the Schedule below. The Government acknowledges that fluctuations in workload will occur within CLIN's and from month to month. Historical workload data for the most recent fiscal year (see Attachment 7) and projected workload numbers in the Schedule are provided to assist in pricing the services.

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CLIN #	SCHEDULE OF SUPPLIES & SERVICES Base Year	Projected Annual Quantity Per Work Item	Total Monthly Firm Fixed Price Per CLIN for 1 month	Total Annual Price (Monthly Price X 12)
0001	NRC FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	4,450,008		
	Shelving Files	4,650,000		
	Processing External File Request	2,076,000		
	Processing Internal File request	193,200		
	Merging Files	320,400		
	Interfiling	828,000		
	File Maintenance	96,000		
	Problem Files	24,000		
	A-File Creates	36,000		
	File Audits	4,800,000		
	NRC Request Intake	18,000		
	NRC Retirement Preparation	1,140,000		
	Field / Digitized Retirement Preparations	540,000		
	File Retirements (Field, NRC, & Digitized)	1,680,000		
	Digitization File Pulls	1,500		
	CLIN 0001 Projected Annual Quantity Total	20,853,108		
0002	NRC NON-INDEXED Scanning of Request & Files			
	Non Indexed Scanning of Request	72,000		
	Non-Indexed Scanning of Files	56,400		
	CLIN 0002 Projected Annual Quantity Total	128,400		
0003	NRC INDEXED SCANNING			
	Indexed Scanning of Pages	13,500,000		
0004	NRC FRC RE-RETIREMENTS			
	FRC Re-Retirement Preparation	774,000		
	FRC File Retirement	774,000		
	CLIN 0004 Projected Annual Quantity Total	1,548,000		
0005	NRC GENERAL SUPPORT SERVICES			
	NRC Internal Support & Warehouse Functions	12-Months		
	NRC System Generated Error Reports	12-Months		
	NRC Records Distribution Mail Management Support	12-Months		
0006	FSF RECORDS MAIL OPERATIONS			
	Shipping Files	70,000		
	Records Distribution Mail Processing	10,000		
	CLIN 0006 Projected Annual Quantity Total	80,000		
0007	FSF FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	2,438,000		
	I-90 Sort	210,000		
	File Pulls (Priority)	8,900		
	File Pulls (Routine)	47,000		
	Interfiling	66,000		
	File Inquiries Look Up	20,000		
	File Inquiries Transmit Data	12,000		
	Destruction Preparation	27,000		
	Physical Destruction	24,000		
	CLIN 0007 Projected Annual Quantity Total	2,852,900		
0008	FSF WAREHOUSE FUNCTION			
	Warehouse Boxes	12-Months		
	Equipment Rental (and associated fuel & maintenance)	12-Months		

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		NRC SUBTOTAL	
		FSF SUBTOTAL	
	Base Year	GRAND TOTAL	

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CLIN #	SCHEDULE OF SUPPLIES & SERVICES Option Year 1	Projected Annual Quantity Per Work Item	Total Monthly Firm Fixed Price Per CLIN for 1 month	Total Annual Price (Monthly Price X 12)
1001	NRC FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	4,450,008		
	Shelving Files	4,650,000		
	Processing External File Request	2,076,000		
	Processing Internal File request	193,200		
	Merging Files	320,400		
	Interfiling	828,000		
	File Maintenance	96,000		
	Problem Files	24,000		
	A-File Creates	36,000		
	File Audits	4,800,000		
	NRC Request Intake	18,000		
	NRC Retirement Preparation	1,140,000		
	Field / Digitized Retirement Preparations	540,000		
	File Retirements (Field, NRC, & Digitized)	1,680,000		
	Digitization File Pulls	1,500		
	CLIN 1001 Projected Annual Quantity Total	20,853,108		
1002	NRC NON-INDEXED Scanning of Request & Files			
	Non Indexed Scanning of Request	72,000		
	Non-Indexed Scanning of Files	56,400		
	CLIN 1002 Projected Annual Quantity Total	128,400		
1003	NRC INDEXED SCANNING			
	Indexed Scanning of Pages	40,522,267		
1004	NRC FRC RE-RETIREMENTS			
	FRC Re-Retirement Preparation	735,011		
	FRC File Retirement	735,011		
	CLIN 1004 Projected Annual Quantity Total	1,470,022		
1005	NRC GENERAL SUPPORT SERVICES			
	NRC Internal Support & Warehouse Functions	12-Months		
	NRC System Generated Error Reports	12-Months		
	NRC Records Distribution Mail Management Support	12-Months		
1006	FSF RECORDS MAIL OPERATIONS			
	Shipping Files	70,000		
	Records Distribution Mail Processing	10,000		
	CLIN 1006 Projected Annual Quantity Total	80,000		
1007	FSF FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	2,438,000		
	I-90 Sort	210,000		
	File Pulls (Priority)	8,900		
	File Pulls (Routine)	47,000		
	Interfiling	66,000		
	File Inquiries Look Up	20,000		
	File Inquiries Transmit Data	12,000		
	Destruction Preparation	29,500		
	Physical Destruction	27,000		
	CLIN 1007 Projected Annual Quantity Total	2,858,400		
1008	FSF WAREHOUSE FUNCTION			
	Warehouse Boxes	12-Months		
	Equipment Rental (and associated fuel & maintenance)	12-Months		

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		NRC SUBTOTAL	
		FSF SUBTOTAL	
	Option Year One	GRAND TOTAL	

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CLIN #	SCHEDULE OF SUPPLIES & SERVICES Option Year 2	Projected Annual Quantity Per Work Item	Total Monthly Firm Fixed Price Per CLIN for 1 month	Total Annual Price (Monthly Price X 12)
2001	NRC FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	4,450,008		
	Shelving Files	4,650,000		
	Processing External File Request	2,076,000		
	Processing Internal File request	193,200		
	Merging Files	320,400		
	Interfiling	828,000		
	File Maintenance	96,000		
	Problem Files	24,000		
	A-File Creates	36,000		
	File Audits	4,800,000		
	NRC Request Intake	18,000		
	NRC Retirement Preparation	1,140,000		
	Field / Digitized Retirement Preparations	540,000		
	File Retirements (Field, NRC, & Digitized)	1,680,000		
	Digitization File Pulls	1,500		
	CLIN 2001 Projected Annual Quantity Total	20,853,108		
2002	NRC NON-INDEXED Scanning of Request & Files			
	Non Indexed Scanning of Request	72,000		
	Non-Indexed Scanning of Files	56,400		
	CLIN 2002 Projected Annual Quantity Total	128,400		
2003	NRC INDEX SCANNING			
	Indexed Scanning of Pages	53,839,489		
2004	NRC FRC RE-RETIREMENTS			
	FRC Re-Retirement Preparation	694,120		
	FRC File Retirement	694,120		
	CLIN 2004 Projected Annual Quantity Total	1,388,240		
2005	NRC GENERAL SUPPORT SERVICES			
	NRC Internal Support & Warehouse Functions	12-Months		
	NRC System Generated Error Reports	12-Months		
	NRC Records Distribution Mail Management Support	12-Months		
2006	FSF RECORDS MAIL OPERATIONS			
	Shipping Files	70,000		
	Records Distribution Mail Processing	10,000		
	CLIN 2006 Projected Annual Quantity Total	80,000		
2007	FSF FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	2,438,000		
	I-90 Sort	210,000		
	File Pulls (Priority)	8,900		
	File Pulls (Routine)	47,000		
	Interfiling	66,000		
	File Inquiries Look Up	20,000		
	File Inquiries Transmit Data	12,000		
	Destruction Preparation	36,000		
	Physical Destruction	29,500		
	CLIN 2007 Projected Annual Quantity Total	2,867,400		
2008	FSF WAREHOUSE FUNCTION			
	Warehouse Boxes	12-Months		
	Equipment Rental (and associated fuel & maintenance)	12-Months		

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		NRC SUBTOTAL	
		FSF SUBTOTAL	
	Option Year Two	GRAND TOTAL	

CLIN #	SCHEDULE OF SUPPLIES & SERVICES Option Year 3	Projected Annual Quantity Per Work Item	Total Monthly Firm Fixed Price Per CLIN for 1 month	Total Annual Price (Monthly Price X 12)
3001	NRC FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	4,450,008		
	Shelving Files	4,650,000		
	Processing External File Request	2,076,000		
	Processing Internal File request	193,200		
	Merging Files	320,400		
	Interfiling	828,000		
	File Maintenance	96,000		
	Problem Files	24,000		
	A-File Creates	36,000		
	File Audits	4,800,000		
	NRC Request Intake	18,000		
	NRC Retirement Preparation	1,140,000		
	Field / Digitized Retirement Preparations	540,000		
	File Retirements (Field, NRC, & Digitized)	1,680,000		
	Digitization File Pulls	1,500		
	CLIN 3001 Projected Annual Quantity Total	20,853,108		
3002	NRC NON-INDEXED Scanning of Request & Files			
	Non Indexed Scanning of Request	72,000		
	Non-Indexed Scanning of Files	56,400		
	CLIN 3002 Projected Annual Quantity Total	128,400		
3003	NRC INDEXED SCANNING			
	Indexed Scanning of Pages	53,717,102		
3004	NRC FRC RE-RETIREMENTS			
	FRC Re-Retirement Preparation	1,149,831		
	FRC File Retirement	1,149,831		
	CLIN 3002 Projected Annual Quantity Total	2,299,662		
3005	NRC GENERAL SUPPORT SERVICES			
	NRC Internal Support & Warehouse Functions	12-Months		
	NRC System Generated Error Reports	12-Months		
	NRC Records Distribution Mail Management Support	12-Months		
3006	FSF RECORDS MAIL OPERATIONS			
	Shipping Files	70,000		
	Records Distribution Mail Processing	10,000		
	CLIN 3006 Projected Annual Quantity Total	80,000		
3007	FSF FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	2,438,000		
	I-90 Sort	210,000		
	File Pulls (Priority)	8,900		
	File Pulls (Routine)	47,000		
	Interfiling	66,000		
	File Inquiries Look Up	20,000		
	File Inquiries Transmit Data	12,000		
	Destruction Preparation	36,000		
	Physical Destruction	36,000		
	CLIN 3007 Projected Annual Quantity Total	2,873,900		
3008	FSF WAREHOUSE FUNCTION			
	Warehouse Boxes	12-Months		
	Equipment Rental (and associated fuel & maintenance)	12-Months		

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		NRC SUBTOTAL	
		FSF SUBTOTAL	
	Option Year Three	GRAND TOTAL	

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CLIN #	SCHEDULE OF SUPPLIES & SERVICES Option Year 4	Projected Annual Quantity Per Work Item	Total Monthly Firm Fixed Price Per CLIN for 1 month	Total Annual Price (Monthly Price X 12)
4001	NRC FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	4,450,008		
	Shelving Files	4,650,000		
	Processing External File Request	2,076,000		
	Processing Internal File request	193,200		
	Merging Files	320,400		
	Interfiling	828,000		
	File Maintenance	96,000		
	Problem Files	24,000		
	A-File Creates	36,000		
	File Audits	4,800,000		
	NRC Request Intake	18,000		
	NRC Retirement Preparation	1,140,000		
	Field / Digitized Retirement Preparations	540,000		
	File Retirements (Field, NRC, & Digitized)	1,680,000		
	Digitization File Pulls	1,500		
	CLIN 4001 Projected Annual Quantity Total	20,853,108		
4002	NRC NON-INDEXED Scanning of Request & Files			
	Non Indexed Scanning of Request	72,000		
	Non-Indexed Scanning of Files	56,400		
	CLIN 4002 Projected Annual Quantity Total	128,400		
4003	NRC INDEXED SCANNING			
	Indexed Scanning of Pages	53,675,556		
4004	NRC FRC RE-RETIREMENTS			
	FRC Re-Retirement Preparation	1,112,378		
	FRC File Retirement	1,112,378		
	CLIN 4004 Projected Annual Quantity Total	2,224,756		
4005	NRC GENERAL SUPPORT SERVICES			
	NRC Internal Support & Warehouse Functions	12-Months		
	NRC System Generated Error Reports	12-Months		
	NRC Records Distribution Mail Management Support	12-Months		
4006	FSF RECORDS MAIL OPERATIONS			
	Shipping Files	70,000		
	Records Distribution Mail Processing	10,000		
	CLIN 4006 Projected Annual Quantity Total	80,000		
4007	FSF FILE OPERATIONS AND MAINTENANCE			
	Incoming Files	2,438,000		
	I-90 Sort	210,000		
	File Pulls (Priority)	8,900		
	File Pulls (Routine)	47,000		
	Interfiling	66,000		
	File Inquiries Look Up	20,000		
	File Inquiries Transmit Data	12,000		
	Destruction Preparation	36,000		
	Physical Destruction	36,000		
	CLIN 4007 Projected Annual Quantity Total	2,873,900		
4008	FSF WAREHOUSE FUNCTION			
	Warehouse Boxes	12-Months		
	Equipment Rental (and associated fuel & maintenance)	12-Months		

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		NRC SUBTOTAL	
		FSF SUBTOTAL	
	Option Year Four	GRAND TOTAL	

B. Performance Work Statement

Performance Work Statement for:
U.S. Citizenship and Immigration Services
National Records Center (NRC) and File Storage Facility (FSF)
Records Operations Support Services (ROSS)



Contract Number HSSCCG-10-C-00001

1. INTRODUCTION

The mission of Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) is to secure America's promise as a nation of immigrants by providing accurate and useful information to our customers, granting immigration and citizenship benefits, promoting an awareness and understanding of citizenship, and ensuring the integrity of our immigration system.

USCIS is acquiring records management and maintenance services for the National Records Center (NRC), Lee's Summit, MO, and its sub-office, the File Storage Facility (FSF), Harrisonburg, VA. The mission of the NRC and FSF is to provide customers with timely access to complete and accurate information from the agency's records and or subsidiary data systems. The object of these services is to provide comprehensive records management services in a secure and safeguarded manner that ensures efficient, effective, and accountable records responsibility and excellent customer service. USCIS is the customer of services under this contract.

This Performance Work Statement (PWS) provides the requirements for records management services performed at the two listed USCIS offices. The primary functions of this contract include but are not limited to, records distribution management, file operations, and scanning of files/documents.

2. BACKGROUND & PURPOSE

USCIS is responsible for administering the Immigration and Naturalization Act (INA). In support of this mission, the USCIS, Office of National Security and Records Verification, Records Division (RD) was established to provide Records Management policy and guidance and ensure the availability of accurate, current, and reliable information. The following Headquarters level offices have been established to facilitate this need:

- National Records Center (NRC), Lee's Summit, MO
- File Storage Facility (FSF), Harrisonburg, VA (sub-office of the NRC)

The enforcement and eligibility decisions made in administering the INA rely upon the accuracy and integrity of the information contained within the immigration records, which include, but is not limited to electronic records, Alien-Files (A-Files), Temporary-Files (T-Files), Work-Files (W-Files), Substitute-Files (S-Files) and Receipt Files. The National File Tracking System (NFTS) is used to track all file movement and file location. This system is used throughout the agency and interfaces select file location data into the Central Index System (CIS).

The NRC is an underground storage facility that was opened in 1999 to serve as the central repository of all inactive Alien-Files (A-Files) and related files. USCIS has been designated as the custodian of these records. The NRC currently houses approximately 25 million files located in four large file rooms known as stack rooms.

The FSF, a sub-office of the NRC, is an above ground warehouse facility that serves as the central repository for Receipt Files which are stored until scheduled for destruction. The FSF currently stores in excess of 28 million receipt files.

3. GENERAL SCOPE OF WORK AND OBJECTIVES

The services in this PWS include administrative and technical functions in support of records management for the USCIS Records Operations Support Services (ROSS). In the performance of these services the contractor shall gather information, exercise judgment and present facts to USCIS for review and decision. However, the contractor shall not make official policy or decisions on behalf of USCIS. While the contractor employees may handle files and records, they may not make decisions that are inherently governmental in nature, nor do they have USCIS signature authority.

Contractor shall provide all personnel and supervision necessary to perform the requirements of the contract. USCIS will provide property and information listed later in this PWS. Contractor shall use Government provided equipment and shall not introduce Contractor owned production equipment within the ROSS facilities, except at the FSF where the Contractor shall provide file warehousing equipment the Contractor deems necessary, such as forklifts, scissors lifts, etc. It is anticipated that the services and products required under this contract shall be provided at the NRC in Lee's Summit, MO, and its sub-office, the FSF in Harrisonburg, VA.

The Records Division program includes all support actions necessary to satisfy the following objectives established to achieve the organization's mission and goals and ensure continuity and efficiency of operations:

- Provide efficient and effective records management and maintenance functions in support of the USCIS Records Program.
- Provide outstanding customer service.
- Ensure compliance with all federal mandated directives.
- Maintain proper personnel security clearance levels.
- Ensure proper security of all files, to include empty A-File jackets.
- Report all personnel actions timely.
- Ensure proper handling of security-sensitive materials, including Personally Identifiable Information (PII) and chain-of-custody requirements.

4.0 CONTRACTOR TASKS & GENERAL REQUIREMENTS

The contractor shall perform the tasks as described below. The government provides the contractor with guidance in the Performance Requirement Summary (PRS), through the identification of Acceptable Quality Levels (AQLs), on the priority and timeframes with which the contractor shall direct and manage its resources to accomplish these tasks. The contractor shall manage the tasks in a manner that is beneficial, equitable, and cost-effective to the government.

The day-to-day supervision and direct control over the work performed by contractor personnel is the sole responsibility of the contractor. The contractor shall furnish the required staffing

resources to satisfy the contract requirements.

- 4.0.1 The contractor shall provide on-site management and implement appropriate management systems to assure the quality, reliability, accuracy, and timeliness of all services and products provided to USCIS. In addition the contractor shall keep the On-site COTR updated on operational status and plans.
- 4.0.2 The contractor shall comply with all DHS and USCIS policies, procedures, and regulations in effect during the performance of the contract.
- 4.0.3 The contractor shall immediately report suspected fraud, waste, and abuse to the On-site COTR and Contracting Officer. The contractor shall report any damage to government provided equipment or facilities to the On-site COTR.
- 4.0.4 The contractor shall require all contractor personnel to sign nondisclosure statements before they begin performance under this contract affirming that they will not disclose data they encounter in the performance of this contract to any unauthorized entity. Manual copies shall be provided monthly to the COTR.
- 4.0.5 The contractor shall ensure that a 90-day supply of all consumables that are required to meet the requirements of this contract is maintained. These consumables include United States Postal Service records distribution supplies, excluding actual postage, and other records distribution supplies from courier companies. The contractor shall provide sufficient advance notice to the On-site COTR so the Government can issue an order to replenish the consumables.
- 4.0.6 The contractor shall track and secure blank pre-printed A-File jackets in the contractor's possession in accordance with USCIS policies and procedures.
- 4.0.7 The contractor shall carry out document destruction when necessary in accordance with USCIS policies and procedures as directed by the On-site COTR.
- 4.0.8 The contractor shall provide to the On-site COTR notification and information regarding government provided equipment malfunctions within one (1) hour of malfunction during normal hours of operation.
- 4.0.9 The contractor shall actively manage its workforce to maintain operational flexibility to perform all the requirements of this contract, at all times, regardless of variation of the workload at any specific processing area.
- 4.0.10 The contractor shall have a contractor employee with a secret clearance available on all shifts.

4.1 - CLIN 0001 - NRC File Operations And Maintenance

In order to ensure file accountability and for statistical record keeping, the National File Tracking System (NFTS) is used to track location and movement of all files using specific NFTS transactions and Responsible Party Code's (RPC's). Shelf space within the stack rooms will be utilized according to the direction of the On-site COTR.

4.1.1 - NRC Incoming Files

The contractor shall complete the following tasks:

- Label all incoming packages containing files with appropriate File Control Office (FCO) and date. (Date should be the next business day of receipt of files.)
- Specific NFTS transactions are used for the different groupings of files received at the NRC. Using these specific transactions is a requirement to facilitate accurate statistical record keeping. All incoming files are received to a RPC in NFTS. Use the following NFTS transactions as indicated to receive the files:
 - “Migrate-in Active Files” within ten business days using the FCO code in NFTS for large file shipments and/or incoming files when the forwarding FCO can be identified and for shipments of files identified for “Field Retirement” used in Task 4.1.13.
 - “Transfer-in” or “Batch Transfer In” files within ten business days using the “ZZZ” code in NFTS when the forwarding FCO cannot be identified.
 - “FRC Return” on the same business day as receipt of FRC files previously retired by the NRC.
 - “Migrate-in Retired” on the same business day as receipt of FRC files retired by other FCOs.

This task is complete when files have been received to the correct RPC in NFTS using the correct NFTS transaction. Production counts are obtained from NFTS reports by adding the total files for the four transactions in NFTS for the period of time.

4.1.2 - NRC Shelving Files

All files are compacted daily into file shelf space within the four stack rooms. Compacting files consists of adding files to loose areas of shelf space that was vacated by outgoing files. Shelf space within the stack rooms, including open shelving, will be utilized according to the direction of the On-site COTR.

The contractor shall complete the following tasks:

- Place files on shelving with tabs facing same direction. (Right tabs go on one side of the shelves and left tabs go on the other side of the shelves.)
- Place files onto open shelving or compact in loose areas of shelving using a Portable Bar Code Scanner (PBCS) within five business days of transferring files into NFTS in Task 4.1.1 or picking files up from internal USCIS units in Task 4.1.4.
- Download PBCS into NFTS and accurately reconcile Audit Verification Reports (Audited and Unaudited) generated from NFTS with manual reports within one business day of PBCS download.

Shelving of files is complete when NFTS is updated correctly with the new shelf RPC and all reports are reconciled. Production counts are obtained from the download of the PBCS into NFTS for all files shelved (compaction and open shelving).

4.1.3 - NRC Processing External File Requests

External requests for files located at the NRC or at the FRC (co-located within the cave complex) are received through NFTS, special file pick lists (i.e. spreadsheets), and occasionally via e-mail. This task includes all activities required from pulling the file through shipping. NFTS generates file request "pull tickets" which are printed in accordance with USCIS policies and procedures and used for location of the files and identifying the requesting FCO for shipment.

The contractor shall complete the following tasks:

- Regular Request pull tickets are printed once a day from NFTS and processed within three business days from print date.
- Priority Request pull tickets are printed twice a day from NFTS and processed within one business day of print date.
- Special File Pick Lists are spreadsheets containing information (file number and RPC) for multiple files going to the same location and are processed as directed by the On-site COTR. These are mainly used for special projects.
- All requested files are located, retrieved, and delivered to a designated area for processing.
- All requested files with multiple related files (A-Files, W-Files, T-Files or S-Files) will be matched and routed to the designated unit for merge under Task 4.1.5 prior to shipment. (Approximately 13% of total file pulls have multiple files.)
- All files are sorted by FCO, updated in NFTS using the appropriate transaction (Transfer-Out, Bulk Transfer Forward, Batch Transfer Out, or Batch Transfer Forward) and packaged in appropriate containers using the appropriate shipping system and correct account numbers. Special shipping instructions are followed as required.
- For routine requests for an FRC file, files are retrieved from the FRC twice a day (includes files for external and internal file requests), transferred into NFTS (FRC Return or Migrate In Retired) and delivered to the designated location the same day the file is received. (No less than once in AM & once in PM.)
- For emergency requests for FRC files, OF-11s are handwritten, data entered or printed, and faxed to the FRC. A special run to the FRC will be conducted to retrieve the file upon notification that the file is ready for pick-up. (Frequency of emergency FRC runs is approximately 4-5 times per month.)
- For requested files that are located in USCIS NRC units, an email is prepared and sent to the appropriate person requesting that the file be released. Daily follow-ups are completed until the file is released or additional guidance is provided by the On-site COTR.
- Requested files are updated in CIS with the correct file status indicator (i.e. lost file or in operating unit), as needed.
- All outgoing files are entered into a Government-provided Outgoing File Tracking Database, which includes the file number and the shipping company's tracking number.

External file requests are considered complete when NFTS has been updated using the correct FCO and NFTS transaction and entered into the Outgoing File Tracking Database with the

correct tracking number. Production counts are obtained by totaling the NFTS transactions using the NFTS transaction completed report.

4.1.4 - NRC Processing Internal File Requests

Internal requests for files located at the NRC or at the FRC (co-located within the cave complex) are received through NFTS, special file pick lists (i.e. spreadsheets), and occasionally via e-mail. NFTS generates file request "pull tickets" which are printed in accordance with USCIS policies and procedures.

NOTE: Files pulled for file retirement preparation under Task 4.1.12 or 4.1.13 or retirements under Task 4.4.1 are not included within this task.

The contractor shall complete the following tasks:

- Internal requests for files located at other FCOs are received via email or spreadsheet. The file is requested via Central Index System (CIS) (9501 transaction) and/or NFTS. File requests received by 3:00pm local time will be requested on the same business day. Cancel CIS or NFTS requests electronically as requested by On-Site COTR.
- Emergency Requests for files are received from designated printer or by phone. The file is requested via NFTS, located, retrieved, updated in NFTS (Receive), and delivered to a designated area within one hour.
- Priority Request pull tickets are printed from NFTS twice a day or at the direction of the On-site COTR for special projects. FOIA responsive records are requested via spreadsheet daily. Files are located, retrieved, updated in NFTS (Receive) and delivered to a designated area within one business day from print date.
- Regular Request pull tickets are printed from NFTS twice a day or at the direction of the On-site COTR for special projects. Files are located, retrieved, updated in NFTS (using the Receive transaction), and delivered to a designated area within three business days from print date.
- For routine requests for an FRC file, an OF-11 is handwritten, data entered, or printed and faxed to the FRC. Files are retrieved from the FRC twice a day (includes files for external and internal file requests), transferred into NFTS (FRC Return or Migrate In Retired) and delivered to the designated location the same day the file is received. (No less than once in AM & once in PM.)
- For emergency requests for FRC files, OF-11s are handwritten, data entered or printed, and faxed to the FRC. A special run to the FRC will be conducted to retrieve the file upon receiving notification that the file is ready for pick-up. (Frequency of emergency FRC runs is approximately 4-5 times per month.)
- All requested files with multiple related files (A-Files, W-Files, T-Files or S-Files) will be matched and routed to the designated unit for merge under Task 4.1.5 prior to delivery. (Approximately 15% of total file pulls have multiple files.)
- Files are retrieved from internal USCIS units once in the AM and once in the PM or occasionally as directed by the On-site COTR.

Internal file Requests are considered complete when received to the correct RPC in NFTS and the file is delivered to the correct location. Internal requests for files located at another FCO are complete when the request is made in CIS/NFTS. Production counts are manually separated and totaled by the type of internal request.

4.1.5 - NRC Merging Files

Merging files is the process of adding the contents of two or more files with the same number into one file. This could be combining/merging S-Files, T-Files, W-Files, or duplicate A-Files. Additional file merges required to be performed can be identified by running the NFTS reports.

NOTE: Files merged during file retirement preparation under Task 4.1.12 or 4.1.13 or retirements under Task 4.4.1 are not included within this task. Files banded together under Task 4.1.15, Digitization File pulls, are not included in this task.

The contractor shall complete the following tasks:

- All multiple files retrieved in Tasks 4.1.3 and 4.1.4 are physically and electronically combined in NFTS according to ROH and USCIS/NRC guidelines and policies prior to shipment or delivery.
- This task is considered a “step” of Tasks 4.1.3 and 4.1.4 and must be completed as part of the timelines under Tasks 4.1.3 and 4.1.4 or as directed by the On-site COTR.

Merging of files is complete when NFTS is updated correctly. Production counts are obtained by totaling the number of “Combination of Like Suffixes” transactions utilizing the NFTS Transaction Completed Report minus the number of “Combination of Like Suffixes” performed for retirement files. Every relating file combined into the parent file is a count of one combination.

4.1.6 - NRC Interfiling

Interfiling consists of loose documents received from field offices that must be triaged to determine the proper disposition. Documents related to NRC records are physically placed in the relating A-file, T-file, W-File, or S-File.

The contractor shall complete the following tasks:

- Date stamp all incoming interfiling with date received at the NRC.
- Search CIS for A-number and date of birth if not identified on document.
- Triage all incoming documents to determine proper disposition as provided by USCIS guidance and ROH.
- Package for delivery and return documents to appropriate office, as applicable.
- If unable to determine disposition, route for further review to USCIS NRC unit as designated by On-site COTR.
- Locate files at NRC and place material in file.

- If NRC does not have related file, create T-File (physically and electronically).
- Update Government-provided database with information on work counts and disposition.
- Placed in the correct file within 15 business days of receipt in the facility.

Interfiling is considered completed when the material is: placed in the correct file; a T-file is created, or the document is routed to the appropriate office for disposition. Production counts are obtained by using the interfiling database. A piece of interfiling to be placed in a particular file may include one or more pages, but is counted as one piece of interfiling because it involves placing material in only one file.

4.1.7 - NRC File Maintenance

Maintenance of the file consists of replacing damaged file jackets; creating or replacing barcode labels; and processing over-sized files.

NOTE: File maintenance actions completed during file retirement preparation under Task 4.1.12 or 4.1.13 or retirements under Task 4.4.1 are not included within this task.

The contractor shall complete the following tasks:

- Create and replace A-number labels or barcodes that are missing, erroneous, or damaged.
- Replace torn or worn file jackets and return documents to file on the correct side of the file and in proper order.
- For files larger than 3 1/4 – 4 inches, create multiple part files when appropriate and in accordance with ROH guidelines and band with banding machine.
- File maintenance actions are completed within three business days of identification of the required action.
- Update Government-provided database with information on work counts and actions.

File maintenance actions are considered complete when the file jacket has been repaired, multiple part files have been created, and correct barcodes are attached to the file jacket. Production counts are produced from the Government-provided database.

4.1.8 - NRC Problem Files

Problem files are identified from various processes or from USCIS NRC units and are defined as files/systems that contain erroneous documents/data. Examples include, incorrect material within the file, misspelling of names, and incorrect consolidations.

NOTE: Problem File corrections completed during file retirement preparation under Task 4.1.12 or 4.1.13 or retirements under Task 4.4.1 are not included within this task.

The contractor shall complete the following tasks:

- Conduct research and compare file and electronic information to determine corrective action needed.

- Remove incorrect documents (i.e. other A-number) and route to correct file.
- Update inaccurate or erroneous information contained in CIS or NFTS based upon file documentation.
- Problems that cannot be resolved by the contractor after exhausting all research tools will be taken to the appropriate USCIS contact as directed by the On-site COTR.
- Consolidate/unconsolidate files as requested by On-site COTR.
- Perform special searches for lost files to include researching NFTS/CIS as needed.
- Request "Manual Searches" for historical records (pre-dating A-Files) according to ROH guidelines when deemed necessary.
- Problem files must be corrected within 15 business days of identifying the file as a problem file or receiving guidance from the On-site COTR to correct a file.
- Maintain a log of all files identified as problem files. Update log when completed with corrective action taken. Update database with actual work counts daily.

Problem files are considered complete when the appropriate system has been updated and all unrelated file material has been removed and routed to the correct file. Production counts are produced using work count database.

4.1.9 - NRC A-File Create

A-File material is received from foreign offices and Consulates or from interfiling and requires creating the file physically and/or electronically in CIS.

Note: A-files created as part of the retirement process under Tasks 4.1.12 or 4.1.13 are not included in this task.

The contractor shall complete the following tasks:

- A-File Creates consist of:
 - Documents received from foreign offices or consulates with coversheets or G-361s attached identifying key data elements.
 - A-Files that have been physically created, but are not in CIS.
 - Documents received in interfiling that are A-File material, but an A-File does not exist.
- Perform all related research, including a thorough systems search, as defined in the ROH prior to creating A-files that are not in CIS. Assign new A-numbers as needed.
- A-Files are created within five business days of being identified as A-file creates.
- Create electronic record in CIS using the coversheet, G-361, or data from the A-File. This includes, but is not limited to: A-File number, first and last names, date of birth, country of birth, and class of admission. If the coversheet does not contain all the key information, a search of the file is required.
- For US Citizens, Naturalization certificate data will be entered into CIS.
- Maintain all empty A-File jackets at an approved location and in a locked container.
- Maintain a log of all empty A-file jacket movement and disposition.
- Provide On-site COTR with daily work counts.

A-file creates are considered complete when all the correct information has been input and verified in CIS. Production counts are obtained from the daily work counts.

4.1.10 - NRC File Audits

Audits consist of continuous validation of file location in the stack rooms against the electronic location within NFTS. It also includes a monthly audit of all files located within USCIS and contractor work units throughout the building. The purpose of the audits is to ensure file accountability and minimize lost files. For on-going audits of the stack rooms, a complete audit of all four stack rooms must be finished before starting over. It is expected that this task shall be performed at regular monthly intervals throughout the period of performance.

The contractor shall complete the following tasks:

- Maintain monthly audit schedule of RPC's to ensure no duplication of audits on the same population of RPC's. Monthly audit schedules will be provided to On-site COTR for approval.
- Create and delete RPC's in NFTS as needed for Contractor and USCIS NRC internal units and future stack rooms.
- Conduct monthly audit of files in USCIS and contractor work units using PBCS to ensure files are assigned to the correct RPC.
- Download PBCS into NFTS and print NFTS Audit Reports (Audited and Unaudited) immediately following audit.
- Reconcile all NFTS Audit Reports within three business days of the audit.
- Conduct special audits as needed at the direction of the On-site COTR.
- Update NFTS/CIS systems accordingly.
- Maintain log of the results of the completed audits.

Audits are complete when the reconciliation of Audit Reports is completed and NFTS reflects the correct location of the audited files. Production counts are obtained using the electronic count of the number of files audited from the download of the PBCS into NFTS.

4.1.11 - NRC Request Intake

The NRC responds to telephonic requests for information from files 24 hours a day, 7-days a week, including all holidays except Thanksgiving Day and Christmas Day. The contractor is responsible for answering incoming phone calls Monday-Thursday from 10:15pm until 6:45am and weekend coverage from Friday at 10:15pm until Monday at 6:45am. The Government Information Liaison Division (ILD) staff will be in charge of answering the incoming calls during the other hours.

The contractor shall complete the following tasks:

- Answer incoming phone calls requesting information with no wait times over one minute.

- Request and input specific information pertaining to the request into a Government furnished database, i.e., caller name, phone/fax number, agency, file number, and requested documents/information.
- Print database record of call and forward to designated area for action.

A case is considered complete when the file request is sent to the printer for further processing. Production counts are accumulated by user ID and/or total call volume in the government's call center software called BCMSVu. Average call wait time is obtained from BCMSVu.

4.1.12 - NRC Retirement Preparation

In order to manage shelf space, the NRC routinely prepares files for retirement to the FRC. All costs for file pulls, merges, problem files, A-File creates, and file maintenance are included in this task. The on-site COTR will direct which files to pull from the NRC shelves for NRC retirement preparation. It is expected that this task shall be performed at regular monthly intervals throughout the period of performance.

The contractor shall complete the following tasks:

- Special file pick lists or instructions by the On-site COTR are used to identify file populations for retirement. The contractor is required to perform a cursory review of the top documents in order to determine retirement eligibility. Files meeting ROH or USCIS instruction criteria are removed from shelf for processing.
- Pull and merge any relating like-numbered files housed at the NRC. (Approximately 10% of the retirement eligible files will have multiple files requiring a merge.)
- Verify key data elements in CIS match the file documents and update accordingly, to include Naturalization certificate data. (Approximately 25% of the files require these actions.)
- Perform file maintenance activities, including verify number and barcode labels, repair/replace torn file jackets, process oversized files, and create files electronically in CIS if needed.
- Sort files by year of birth (YOB) and place in retirement staging area by YOB.

Note: During the sorting stage, the NRC files from this Task may be mixed with the Field Retirement files under Task 4.1.13 and FRC retirement files under Task 4.4.1 unless directed by the On-site COTR. Digitized files may not be mixed with this file population when sorting and retiring.

NRC files are considered completed when files are placed in the retirement staging area. Production counts are manually tabulated when all preparation steps are completed.

4.1.13 - Field and Digitized Retirement Preparation

The NRC retires A-files for specific field offices after Naturalization and after digitization. All system updates are completed prior to receiving files for retirement preparation, therefore, only a sample of files are checked against CIS to ensure files are ready for retirement. It is expected

that this task shall be performed at regular monthly intervals throughout the period of performance.

The contractor shall complete the following tasks:

- Conduct a cursory review of approximately two-three files per box to ensure the files are retirement eligible. This includes verification that CIS electronic data matches file data for the five key data elements and naturalization information.
- Maintain Field and Digitized records separately throughout the retirement process, to include boxing and transferring to the FRC.
- For Field Files Only - Pull and merge any relating like-numbered files housed at the NRC electronically and physically. (Approximately 2% of the files have related like files at the NRC.)
- Sort digitized files by YOB and place in boxes within YOB groupings. Stage boxes in a separate retirement staging area designated for digitized records (not mixed with other retirement populations). Mark boxes as digitized to distinguish digitized files from other files.
- Sort field retirement files by YOB and place in boxes within YOB groupings. Stage boxes in a separate retirement staging area designated for Field/NRC files.
- Files are prepared for retirement in accordance with special USCIS issued guidance and ROH Part II Chapter 15.
- Update Government-provided database with work counts by YOB.

Note: During the sorting stage, the Field office files from this Task may be mixed with the NRC Retirement files under Task 4.1.12 and FRC retirement files under Task 4.4.1 unless directed by the On-site COTR. Digitized files may not be mixed with this file population when sorting and retiring.

Files are considered complete when the files are placed in the retirement staging area by “type” (field or digitized). Production counts come from field/digitized file database.

4.1.14 - NRC File Retirements

Files staged for retirement must be prepared for accession to the FRC. It is expected that this task shall be performed at regular monthly intervals throughout the period of performance.

The contractor shall complete the following tasks:

- Pull boxes of files prepared in task 4.1.12 and 4.1.13 by “type” based on a specified YOB range. All boxes within an accession must be for the same YOB range. There are two types: Field/NRC/FRC retirement files or Digitized retirement files.
- Sort each box of files into Terminal Digit Order (TDO).
- Update each file electronically in NFTS with the FRC accession information.
- Label each box with the correct accession and box number furnished by the On-site COTR.

- Digitized files will be retired within specified YOB range with separate accession information furnished by the On-site COTR.
- Files are staged on pallets for delivery to the FRC. Files shall be delivered using the government furnished vehicle.
- Update the Government provided database with accurate completion counts.
- Retire files in accordance with On-site COTR issued guidance and ROH Part II Chapter 15.

A file retirement is considered completed when NFTS is updated with the new retirement accession information and the files are delivered to the FRC. Production counts come from the NFTS transaction completed report.

4.1.15 - NRC Digitization File Pulls

Files are located, retrieved, and palletized for delivery to the Records Digitization Facility.

The contractor shall complete the following tasks:

- Special Pick lists are used to locate, retrieve, stage, and prepare for shipment via truck to the Records Digitization Facility (RDF) according to USCIS instructions.
- Multiple relating files are rubber banded with the A-file, but not physically or electronically merged. Approximately 10% of all A-files have one or more related files.
- Files will be boxed and staged on pallets pending shipment. Each pallet will be assigned an RPC and updated in NFTS (Receive).
- Electronic manifests of each shipment (truckload) will be prepared using NFTS data and sent to the RDF POC prior to departure of the shipment.
- Files are updated in NFTS (Bulk Transfer Forward) the day prior to arrival of the truck. (Bulk Transfer Forward access is limited to contractor supervisors.)

RDF file pulls are completed when NFTS has been updated using the correct transaction to the correct FCO. Production counts are obtained by NFTS RPC Range Reports.

4.2 CLIN 0002 - NRC Non-Indexed Scanning of Requests & Files

4.2.1 - NRC Non-Indexed Scanning of Request

The NRC receives and processes requests for information under the guidelines of the Freedom of Information Act (FOIA) and Privacy Act (PA). These requests are scanned into the Freedom of Information Processing System (FIPS) or other designated system.

The contractor shall complete the following tasks:

- Bundles of 25 each of FOIA requests are retrieved from the FOIA unit. Each bundle of requests will be maintained as bundled. (Average four pages per request.)
- Scan incoming FOIA request, including the envelope, into FIPS or other designated system.

- Correctly annotate the system generated control number onto each request.
- Place requests back into the bundles, fill out routing sheets as required and return the bundles to the FOIA unit.
- FOIA requests are scanned within two business days of receipt from the FOIA unit.

A case is considered complete when the entire request and/or documents are scanned into FIPS or other designated system. Completed counts can be obtained using FIPS or other designated system.

4.2.2 – NRC Non-Indexed Scanning of Files

Files in response to FOIA and PA requests are scanned into the FIPS or a designated system.

The contractor shall complete the following tasks:

- Prepare file for scanning by removing all fasteners (i.e. staples/clips), removing all documents, and affixing smaller documents to standard size paper.
- Scan all documents using the Government provided scanners and software.
- Scanned documents are legible and completely scanned in the correct order.
- Files are scanned according to priority level:
 - Priority cases are files that have internal/external file requests or which have been designated to be returned to the FCO by express mail. These are designated with a coversheet with special instructions or a pull ticket. Priority files must be scanned in within two business days of receipt.
 - Routine cases are all other files, including files designated with a coversheet that must be returned to the FCO via regular mail. Routine cases must be scanned within five business days of receipt.
- Reassemble file with all documents returned to the original left or right side.
- Files designated for return to FCO or with pull tickets attached are routed to the records distribution area or designated area for action.

Note: The average page count per file is 180 pages. Approximately 3% of the cases each month are "Priority" cases.

A case is considered completed when the entire file, including the jacket and all of the contents are scanned into the designated system. Completed counts are obtained using FIPS or other designated system.

4.3 – CLIN 0003 - NRC Indexed Scanning

The contractor shall complete the following tasks:

Case Resolution, System Verification, and Metadata.

- Correct inaccurate information in CIS for the five key data elements. The five elements include A-number, first name, last name, date of birth, and country of birth.
- Update CIS with missing information for the five key data elements.

- When CIS data does relate to person in the A-file, the case is reviewed and data discrepancies are resolved prior to the file being eligible to be scanned. Less than 1% of files would have a data mismatch.
- Metadata is data entered into scanning software using the five key data elements.
- Complete necessary CIS, NFTS and system searches.
- Handwrite year of birth on the front/center of the file jacket.
- Problems that cannot be resolved are delivered to the USCIS Case Resolution Unit.

Physical Preparation of A-file

- Remove clips, tags, staples, fasteners, rubber-bands, and staples.
- Arrange documents in sequence for scanning.
- Identify and stabilize damaged pages with clear sleeves.
- Insert separation sheets or patch sheets to identify individual documents or groups of documents within the file per USCIS instruction.
- Prepare oversized items and other media according to USCIS instructions.
- File Jackets containing information are photocopied and scanned.
- Photos and fingerprints will be processed according to USCIS special instruction.
- Photocopies must be made of items that cannot be scanned.
- Photocopies are made to enhance very dull images or lighten very dark images of the original document found in the A-file. Photocopies are also made of all pages of passports, booklets, etc.
- Items smaller than ½ sheet of paper must be attached to a full sized piece of paper.

Scanning

- Scan all documents contained in incoming requested A-files, including file jacket, into USCIS provided software using USCIS provided scanners.
- Convert images to PDF format.
- Scan large sized documents as needed.
- Scan all fingerprint cards and photos at a higher resolution per USCIS instruction.
- Scan all pages front and back.

A-file Indexing

- Data-enter the form type or document description for all document groups based upon the separation or patch sheets found in the electronic record.

Quality Control (QC)

- Verify that all pages of every file are prepared, scanned, and indexed correctly.
- Verify that Metadata is complete and correct.
- Rework defective products to correct the error prior to making batches of A-file available for the Quality Assurance (QA) process.
- Notify On-Site COTR of any error trends.
- Files are not reassembled after QC is complete. The original left side of the file and right side of the file are kept separate and simply placed back into the file folder.
- External e-mail requests have all scanning processes verified by QC and ready for ingestion into EDMS in eight business days from the receipt of the file in the unit.
- External phone requests have all scanning processes verified by QC and ready for ingestion into EDMS in three business days from the receipt of the file in the unit.

- External Priority (expedited) requests have all scanning processes verified by QC and ready for ingestion into EDMS in two business days from the receipt of the file in the unit.
- FOIA priority requests have all scanning processes verified by QC and ready for ingestion into EDMS in two business days from the receipt of the file in the unit.
- Files are staged for the QA process.

Reworks

- Rejected batches of scanned files by the QA Unit shall be reworked to correct and resolve all deficiencies within the rejected batch.
- Corrections to rejected files are reworked at no cost to the government.
- Reworks have all areas corrected ready for ingestion into EDMS within 12 hours from the return of the file to the unit.

The task is considered complete when files are ingested into EDMS. Completed counts are obtained using reports generated by EDMS.

4.4 - CLIN 0004 - NRC FRC File Re-Retirement

FRC compaction and cleanup is the retrieval of retired files from the FRC in order to perform file maintenance and systems update tasks and then re-retire them to the FRC as an NRC accession. The on-site COTR will direct what accessions will be pulled for the FRC re-retirement process. It is expected that these tasks shall be performed at regular monthly intervals throughout the period of performance.

The Government provides a truck for the purpose of moving the files back and forth between the FRC and NRC (co-located within the cave complex).

4.4.1 – NRC FRC Re-Retirement Preparation

The contractor shall complete the following tasks:

- Pickup and deliver files on pallets to/from the FRC.
- Receive files into NFTS (Migrate-in Retire) within 10 days of receipt at the NRC.
- Perform file maintenance functions:
 - Create and adhere file number and barcode labels as necessary.
 - Replace file jackets as necessary.
- Conduct a CIS system search for each file and verify the A-file information matches CIS information. Update CIS as needed to include Naturalization certificate information.
- Create file in CIS, if needed, with key data elements: first and last name, date of birth, country of birth, and class of admission.
- Pull and merge any related like-numbered files housed at the NRC.
- Sort files by YOB and place in boxes within YOB groupings. Stage boxes in a separate retirement staging area designated for Field/NRC/FRC files.
- Update Government-provided database with work counts.

Note: During the sorting stage, the FRC retirement files from this Task may be mixed with the NRC Retirement files under Task 4.1.12 and Field retirement files under Task 4.1.13 unless directed by the On-site COTR. Digitized files may not be mixed with this file population when sorting and retiring.

Files are considered complete when the files are placed in the retirement staging area. Production counts come from the database.

4.4.2 - NRC FRC File Retirements

Files staged for retirement must be prepared for accession to the FRC.

The contractor shall complete the following tasks:

- Pull boxes of files prepared in task 4.4.1 by “type” based on a specified YOB range. All boxes within an accession must be for the same YOB range. There are two types: Field/NRC/FRC retirement files or Digitized retirement files.
- Sort each box of files into Terminal Digit Order (TDO).
- Update each file electronically in NFTS with the FRC accession information.
- Label each box with the correct accession and box number furnished by the On-site COTR.
- Digitized files will be retired within specified YOB range with separate accession information furnished by the On-site COTR.
- Files are staged on pallets for delivery to the FRC. Files shall be delivered using the government furnished vehicle.
- Update the Government provided database with accurate completion counts.
- Retire files in accordance with On-site COTR issued guidance and ROH Part II Chapter 15.

A file retirement is considered completed when NFTS is updated with the new retirement accession information and the files are delivered to the FRC. Production counts come from the NFTS transaction completed report.

4.5 CLIN 0005 - NRC General Support Services

4.5.1 - NRC Internal Support & Warehouse Functions

The contractor shall complete the following tasks:

- Load and unload files, supplies, and records distribution bins onto carts, flatbeds, incoming trucks, or other records distribution equipment.
- Compare the goods or pallets of files with the Commercial Bill of Lading (CBL).
- Maintain a log or filing system of all incoming CBL shipments.
- Deliver large bulk items throughout office as required (i.e., boxes/paper to work units).

- Use appropriate Government furnished equipment, i.e., forklifts, scissor lifts, pallet jacks, utility carts and truck, to move files as required.
- Ensure forklift, scissor lift, and/or vehicle operators are licensed in accordance with current laws.
- Perform minor maintenance or preventive maintenance on equipment as necessary to facilitate proper use of provided equipment. (i.e., electrical equipment remains charged, batteries have adequate water; replace workhorse wheels as necessary, etc.). This does not include regular service maintenance or repairs.
- Pick up shred and recycling material monthly from designated areas.
- Assemble and disassemble boxes.
- Maintain and track adequate inventory of consumable supplies and replenishes supplies by submitting a G-514 to the On-site COTR for approval.

4.5.2 NRC System Generated Error Reports

The NRC receives daily interface error reports after uploads/downloads between NFTS and CIS.

The contractor shall complete the following tasks:

- Print and reconcile the following NFTS/CIS error reports daily:
 - 350 Retirement Report.
 - 350 CIS Error Report.
 - Unsuccessful Transfer Report.
 - 3-day Pending Report.
- Files listed on the 350 CIS error report listed as “error-7(s)” will be pulled and delivered to the designated area to create A-files in CIS within one business day.
- Update NFTS and CIS as needed.
- Update government-furnished database with work counts and corrective actions.

Reports are completed when the correct system is updated and entered into the tracking system. Production counts are manual based upon number of reports reconciled.

4.5.3 - NRC Records Distribution Mail Management Support

The contractor shall perform all tasks necessary for the receipt, processing, and delivery of incoming and outgoing records packages for all components at the NRC.

4.5.3.1 NRC Incoming Records Packages

Records packages are delivered Monday – Friday. Delivery service will not take place on holidays or weekends.

The contractor shall complete the following tasks:

- Records packages are processed in accordance with USCIS policies, procedures, and guidelines.

- Records packages are received and sorted in a secured environment with two people present at all times. One of the two individuals must possess a secret clearance. In the event classified records packages are received, the individual having the secret clearance will take possession of the classified records package and hand deliver it to the USCIS authorized person who will sign for and accept custody of the classified records package.
- Incoming records packages are received, x-rayed; date stamped, controlled, sorted, processed, and logged accurately the day it is received.
- A separate manual log for receipt of classified records packages shall be maintained and shall include: date package received, tracking number, addressee, date and time of delivery. Records packages shall be hand delivered immediately to the USCIS authorized person present who will sign for receipt of the package. USCIS will provide the contractor a list of personnel authorized to receive classified records packages.
- Suspicious records packages are handled in accordance with USCIS procedures.
- All incoming files and general other records packages are correctly delivered throughout the facility to internal USCIS units and/or employees.
- Records packages received via express mail service (DHL, Federal Express, etc) are delivered to the appropriate office the same business day it is received.
- Records packages addressed to USCIS units or to a specific person will be delivered unopened.
- Regular incoming records packages are opened, and/or delivered to the correct location by 2:00pm local time the next day after receipt at the NRC.
- Boxes addressed to FOIA will be dispersed per direction of the On-site COTR.
- All Registered and Certified records packages will be properly handled and secured in accordance with USCIS guidance and policies.
- Envelopes addressed to FOIA will be delivered to FOIA unopened.

One piece of incoming records mail is defined as one pallet of incoming boxes, one individual incoming box and one incoming envelope. One pallet, one box, or one envelope requires one incoming process decision.

Records distribution is considered complete when the boxes, envelopes and pallets, etc. are delivered to the correct location.

4.5.3.2 NRC Outgoing Records Packages (Other than Files)

All outgoing records packages are picked up at the NRC by various mail delivery services. Outgoing records packages are only picked up Monday through Friday. Pick-up services will not take place on holidays or weekends. At all times the contractor needs to have staff available to turn over outgoing records packages to the couriers. On occasion trucks will pick-up palletized records/boxes for delivery to a specific office under a bill of lading.

Note: This Task does not include shipment of files. File shipment is in Task 4.1.3.

The contractor shall complete the following tasks:

- Records packages are processed in accordance with USCIS policies, procedures, and guidelines.
- Pick up and deliver internal outgoing records packages/files twice a day throughout the facility (once in the AM and once in the PM according to USCIS instructions.)
- Maintain appropriate records package logs relating to certified/registered records packages.
- Maintain and update electronic mailing systems with correct addresses as well as account codes for priority/express delivery mail.
- Records packages identified as requiring priority, certified, and registered mail services will be prepared and distributed the same day it is picked up from internal units. All Registered and Certified records packages will be properly handled and secured in accordance with USCIS guidance and policies.
- All outgoing records packages (other than files) are correctly addressed, properly packaged, correct postage requirements are used and ready for delivery to mail couriers according to daily scheduled pick-up times.
- Postage meter is electronically secured when not in use.
- Outgoing records packages are held in a secure environment with two people present at all times until the records packages are picked up by courier services.

Outgoing records packages are considered complete when ready for pick-up by courier service. One piece of outgoing records mail is defined as one package or envelope.

4.5.3.3 NRC File Tracking Desk Inquiries

Inquiries are received for information on delivery status of specific files or shipments. The electronic tracking database updated in Task 4.1.3 is used to respond to these inquiries.

The contractor shall complete the following tasks:

- Respond to telephonic inquiries about the status of file requests on the same day the request is received.
- Research the A-number in the file tracking database and provide customers with the correct tracking number.
- Forward inquiries not under the purview of the Tracking Desk to the correct USCIS NRC unit for action as directed by the On-site COTR.
- Maintain a log of inquiries.

One completed piece is considered as responding to one phone inquiry. Production counts are taken from the log.

4.5.3.4 NRC File Inquiry / Special Process Desk

The contractor is responsible for researching and responding to requests received in the "NRC, Shipping Desk" e-mail box.

The contractor shall complete the following tasks:

- Respond to inquiries with USCIS approved "standard response" to e-mail requests from field offices for A/T/W/S-files.
- Follow USCIS special mailing instructions, to include validating 9506/priority requestors prior to granting priority file requests.
- Respond to e-mail inquiries about the status of file requests.
- Complete electronic updates relating to the location of S-Files as requested by the field offices.
- Forward inquiries not under the purview of the Shipping Desk to the correct USCIS unit as directed by the On-site COTR.
- All responses are completed within one business day of receipt of the request.

Inquiries are considered completed when requested information is provided, or requester is informed that the request has been forwarded to another unit within the NRC for action.

Production counts are manually counted from the email box. One response to a customer is counted as one completed action.

4.6 CLIN 0006 - FSF Records Mail Operations

4.6.1 – FSF Shipping Files

The contractor shall perform all tasks necessary for the receipt, processing, and delivery of outgoing records packages for all components at the FSF. All outgoing records packages are picked up Monday through Friday at the FSF by various postal delivery services, generally in the afternoon between the hours of 2:00 and 4:00pm. Pick-up services will not take place on holidays. Occasionally, trucks will pick-up palletized boxes of files for delivery to a specific office under a bill of lading.

The contractor shall complete all of the following tasks:

- Transfer out/transfer forward routine and priority file requests to the correct requesting office using NFTS.
- Files are shipped out within the following required timeframes:
 - Priority Receipt File Request – One business day from receipt of request.
 - Routine Receipt File Request– Three business days from receipt of request.
- Ship miscellaneous packages received from internal units. Packages may contain one or more files and miscellaneous correspondence.
- Files are sorted and packaged together by requesting FCO. Consequently, many individual files may be packaged in the same container.

- Place files in appropriate containers, use appropriate mailing system and correct account numbers, and ship to the correct FCO.
- Track outgoing files and containers in appropriate tracking system.

This task is considered complete when files have been transferred out in NFTS to the correct FCO using the correct method of shipment. Production counts are obtained using the NFTS transaction summary report.

4.6.2 - FSF Records Distribution Mail Processing

The contractor shall perform all tasks necessary for the receipt, processing, and delivery of incoming records packages for all components at the FSF. Records packages are delivered throughout the day, Monday through Friday, between the hours of 7:00am and 3:00pm. Delivery service will not take place on holidays.

The contractor shall complete all of the following tasks:

- Incoming records packages includes all types of documents, files, correspondence and parcels delivered to the site (other than equipment, consumables, and incoming palletized shipments of receipt files), regardless of carrier, which may include information classified up to the secret level. The contractor shall be held responsible for all records packages while in the possession of contractor employees.
- Special Handling records packages (registered and certified) are delivered within 2 hours of receipt.
- Maintain a manual log indicating date and number of records packages received each day. Records packages that are addressed to a specific individual shall not be opened. All other records packages are to be opened and processed. The records package shall be opened in an area that is designated as secure and records packages shall be secured at all times. There shall always be two people present during the opening of the records package. One person must have a secret clearance.
- All incoming records packages shall be date stamped. Incoming records packages are stamped with the current date unless it is received after 1:00pm local time. Records packages received after 1:00pm shall be stamped with the following workday's date and delivered no later than the following workday from receipt. Records packages shall be placed in a secure location until delivery.
- A separate manual log for receipt of classified records packages shall be maintained and shall include: date package received, tracking number, addressee, date and time of delivery. Records packages shall be hand delivered immediately to the USCIS authorized person present who will sign for receipt of the package. USCIS will provide the contractor a list of personnel authorized to receive classified records packages.
- Records packages received prior to 1:00pm local time shall be distributed to all internal units by 2:00pm that business day or other time as determined by the On-Site COTR.
- Pick up records packages from internal units, once in AM and once in PM each business day. Specific times will be designated by On-Site COTR.

This task is considered complete when the records package has been date stamped and delivered to the correct location. The production counts are obtained from manual counts. Records packages are counted as individual letters or boxes delivered to or received from internal units.

4.7 CLIN 0007 - FSF File Operations and Maintenance

4.7.1 – FSF Incoming Files

FSF receives receipt files from the five Service/Benefit Centers. Files are sorted by application type and stored on shelving awaiting destruction. NFTS is used to track location and movement of all files using specific NFTS transactions and RPC's.

The contractor shall complete all of the following tasks:

- Record the date that the shipment is received on all pallets of incoming files.
- Segregate duplicate receipt files or multiple part files on line.
- Sort receipt files by year of destruction based upon application/document type and Records Retention and Disposition Schedule.
- Transfer in or receive all files by oldest date to newest date into a specific RPC in NFTS.
- Update NFTS with appropriate transaction.
- Create RPC barcodes.
- Update shelf location and disposition in NFTS.
- Locate shelving space; scan boxes and RPC's.
- Receipt files are received, sorted, and shelved within 12 business days of receipt.

This task is considered complete when files have been received to the correct RPC, boxes placed on the shelf, and disposition updated in NFTS. Production counts are obtained using NFTS summary transaction reports.

4.7.2 - FSF I-90 Sort

I-90 application files are received from the National Benefits Center. The year received is used to determine the disposition date.

The contractor shall complete all of the following tasks:

- Transfer In and shelve all incoming I-90 files from NBC within 12 days of receipt. The date/year received shall be used to determine the 10-year disposition date.
- Barcodes shall be scanned or manually entered into NFTS.
- Create RPC barcodes.
- Update shelf location and disposition in NFTS.
- Locate shelving space; scan boxes and RPC's.

This task is considered complete when files have been received to the correct RPC, boxes placed on the shelf, and disposition updated in NFTS. Production counts are obtained using NFTS summary transaction reports.

4.7.3 – FSF File Requests

External and Internal requests for files located at the FSF are received primarily through e-mail, faxes, and telephone requests and special file pick lists (spreadsheets). The requests are entered into NFTS by the contractor to generate a pull ticket. This task includes pulling all requested files, matching multiple files and delivering to designated area, sorting, packaging, and shipping.

4.7.3.1 - FSF File Pulls (priority)

The files shall be pulled within two hours for a file inquiry and within one business day from receipt of request for a file requiring shipment.

4.7.3.2 - FSF File Pulls (routine)

The files shall be pulled in a manner to meet the processing criteria of 24 hours for a file inquiry and/or shipping criteria of 3 business days from receipt of the request.

The contractor shall complete all of the following tasks:

- Create pull tickets for receipt files (routine and priority) in NFTS from external requests or from pick lists and print pull tickets.
- Pull requested files from shelves/boxes and deliver to the appropriate internal location (e.g. shipping, office, USCIS).
- Audit files in NFTS to correct RPC and forward external requested files to designated area for shipping to other FCO.

This task is considered completed when files are delivered to the shipping area. The production counts are obtained using NFTS summary reports.

4.7.4 – FSF Interfiling

Interfiling consists of loose documents received from field offices that must be triaged to determine the proper disposition. Documents are then placed in related receipt file or forwarded to the appropriate FCO in possession of the associated file.

The contractor shall complete all of the following tasks:

- Process interfiling in accordance with ROH Part 5.
- Date stamp all incoming interfiling with date of the next business day following delivery to the Interfiling Area.

- Triage all incoming documents to determine the disposition. The government will supply the Contractor with a disposition list to assist in determining if the document(s) meets interfiling criteria. Perform NFTS and CIS inquiries to verify the existence and location of the file. Place interfiling documents in related receipt file on correct side of the file.
- Forward A-file interfiling material to the appropriate FCO.
- Some interfiling shall be designated as non-record material and shall be destroyed.

Interfiling is considered complete when material is filed in the correct file or forwarded to the correct FCO. Production counts are obtained from manual counts. Interfiling is counted by each unique file number associated with the paper material. A piece of interfiling to be placed in a particular file may include one or more pages, but is counted as one piece of interfiling because it involves placing material in only one file.

4.7.5 - FSF File Inquiries – Look up

External inquiries to identify existence of a file's location or to obtain verbal information from files located within FSF are received through e-mail, faxes and telephone calls.

4.7.6 - FSF File Inquiries – Transmit Data

This task includes copying material from a file and transmitting the information to a requestor.

The contractor shall complete all of the following tasks:

- All requested internal files are located, retrieved, audited in NFTS to the correct RPC, and delivered to the requester within the following timeframes:
 - Priority Request - two hours from receipt.
 - Routine Request - one business day from receipt.
- Respond to routine and priority electronic or telephonic requests for information from files stored at FSF. Respond to offices requesting special mailing instructions or inquiries regarding availability of a file. Respond to inquiries concerning status of file requests or shipments of requested files. Responses shall be processed within the established timeframes.

This task is considered complete when information has been relayed to the requester. The production count is obtained from email records and phone logs.

4.7.7 – FSF File Destruction

Files eligible for destruction are destroyed annually.

4.7.7.1 – FSF File Destruction Preparation

This task includes correct accountability for destruction eligible files using NTFS and delivering the files to USCIS Quality Assurance personnel.

The contractor shall complete all of the following tasks:

- Deliver all files eligible for destruction to a designated location for Quality Assurance (QA) review. The COTR and the contractor will jointly develop a schedule for file delivery to USCIS at regular intervals throughout the year to allow sufficient time for QA processing. The contractor shall deliver the files in accordance with the agreed upon schedule.

This task is considered complete when files are delivered for Quality Assurance review. Production counts are obtained from manual counts. Destruction is counted by box regardless of the number of files contained within the box. All boxes are a standard 3.1 cubic feet.

4.7.7.2 – FSF Physical File Destruction

This task includes delivering the files to the designated destruction area, assisting in the physical delivery of the files to the shredder, and the breakdown/removal of empty boxes following destruction.

The contractor shall complete all of the following tasks:

- Files are destroyed using mobile shredding services, normally during the first quarter of each calendar year, i.e. January - March.
- Deliver a sufficient number of boxes eligible for destruction to the designated shredding area that shall allow mobile shredding vehicles to operate at maximum capacity.
- Load boxes from pallet to Nestaflex conveyor system, open boxes, and retrieve empty boxes from shredding vendor.
- Empty boxes are evaluated for re-use unless otherwise directed by the USCIS personnel. If reusable, boxes are broken down flat and banded. If unusable, boxes are discarded or recycled.

This task is considered complete when contents of a box are destroyed by shredding vendor. Production counts are obtained from manual counts.

4.8 - CLIN 0008 - FSF Warehouse Functions

The contractor shall complete all of the following tasks:

- Load and unload files, supplies, and records packages from incoming trucks and deliver to the designated location.
- Assemble and disassemble boxes.
- Contractor work areas are to be maintained free of dirt and debris and all trash removed daily. Non-reusable boxes are to be broken down and placed in designated dumpster daily.
- Compare the goods or pallets of files received with the Commercial Bill of Lading (CBL) to ensure accuracy and completeness of delivery.

- Maintain a log or filing system of all incoming CBL shipments.
- Provide and operate contractor provided forklifts, scissor lifts, and pallet jacks, along with associated fuel and maintenance. Use appropriate equipment to move files or boxes as required.
- Maintain and track adequate inventory of consumable supplies. Replenish supplies by submitting a G-514 to the designated USCIS individual for approval.

5. POST AWARD CONFERENCE

The contractor shall participate in a meeting with the USCIS Contracting Officer, COTR(s), and Program Manager within 10 business days after award. The purpose of the meeting is to identify primary points of contact and discuss scope and tasks in order to achieve a clear and mutual understanding of all contract requirements and to identify and resolve potential problems.

6. DELIVERABLES

Report deliverables are associated with the actual PWS tasks. The costs for the report deliverables shall be burdened in the associated CLINs for the related report tasking. The table provided in Section III, Exhibit No. 1, is a listing of the deliverables for this requirement provided as a help to the contractor in identifying required reports. The list is not meant to be all inclusive.

6.1 Standard Operating Procedures

The contractor is required to produce standard operating procedures (SOP's) in order to document their process and provide reference information to their employees. The COTR will review the SOP's and/or require USCIS approval at their discretion. Additionally, the COTR will require the implementation of an SOP Attachment process, whereby a new direction can be "attached" to an existing SOP, until said SOP is formally updated. The process for developing and maintaining standard operating procedures shall be described by the Contractor in the Project Management Plan created for this contract.

6.2 NRC Workload Activity Reports

In support of the NRC reporting requirements, there are various types of statistical information necessary to be submitted. This information is used in the completion of the monthly NRC Workload Activity Reports and other numerous reports. The statistical information required will need to be provided in a variety of formats, such as databases, spreadsheets, or e-mails. Depending on the type of requirement, the data could be needed on a daily, weekly, or monthly basis. Both frequency and method may be adjusted according to the needs of the CIS.

NRC Data Collection & Reporting	Frequency	Method
Number of pallets of files on dock pending transfer-in	Daily	Spreadsheet
Number of files placed on open shelves	Daily	E-mail
Number of files compacted on shelves	Daily	E-mail
Number of files batch audited to the shelves	Daily	E-mail
Number of priority pull tickets, internal and external	Daily	E-mail
Number of regular pull tickets, internal and external	Daily	E-mail
Number of pulls pending and oldest date pending	Daily	E-mail
Files scanned previous day by 5-day and 2-day	Daily	E-mail
FOIA request letters scanned and number of pages	Daily	E-mail
Files remaining to be pulled from NRC request pick list & oldest date	Daily	E-mail
Spreadsheet pick list files to pull and oldest date	Daily	E-mail
Routine files created and pending from error reports, G-361's, Create worksheets, etc.	Daily	E-mail
Number of T-files created	Daily	E-mail
Number of overseas A-files created and pending	Daily	E-mail
Liaison daily activity report	Daily	Database
Count of retired files prepared data, (Field, NRC, FRC)	Daily	Database
File maintenance data	Daily	Database
Mailroom Data In / Outbound, Special processing, etc.	Daily	Database
Tracking desk log	Daily	Log
Completed / Corrections data by type	Daily	Database
Interfiling data by date, FCO, Type, Quantity	Daily	Database
Interfiling production report	Daily	Spreadsheet
Outgoing accession information / counts	Daily	Spreadsheet
Incoming accession information / counts	Daily	Spreadsheet
Accession data (box counts before/after, bar-codes replaced, files created, etc.)	Daily	Spreadsheet
Incoming FIELD retirement shipments / counts	Daily	Spreadsheet
Number of file mergers for all retirements	Weekly / Monthly	E-Mail
QC Schedule	Monthly	E-Mail
QC results	Monthly	E-Mail
Audit Schedule	Monthly	E-Mail
Number of files modified during batch audits	Monthly	E-Mail
Number of files added during batch audits	Monthly	E-Mail
Number of files found missing during batch audits	Monthly	E-Mail
Workload Measures Report on production counts	Weekly / Monthly	E-mail

6.2.1 NRC Daily Workload Activity Report

The table in paragraph 6.2 identifies the types of information that may be required on a daily basis. Most of the information provided is entered into pre-developed/formatted e-mails or spread sheets. The daily information is due to the COTR by 10:00am on the day following the workload activity. The contractor is welcome to create their own data reporting mechanism in coordination with USCIS staff at the NRC.

6.2.2 NRC Weekly Workload Activity Report

The Weekly Workload Activity Report shall be formatted and include the same information as the daily reports and as indicated in the paragraph 6.2 table. It is to be a weekly consolidated report. It is to be submitted electronically to the COTR no later than the close of business on the first business day of each week. The report will include a summary narrative to explain weekly trends, progress, backlogs, accomplishments, issues/problems, proposed/implemented solutions, continuous improvement and upcoming plans.

6.2.3 NRC Monthly Workload Activity Report

The Monthly Workload Activity Report shall be formatted to include a consolidation summary of the information from all weekly reports for the month. The report will include a summary narrative to explain monthly trends, progress, backlogs, accomplishments, issues/problems, proposed/implemented solutions, continuous improvements and upcoming plans. The report shall be submitted electronically to the CO and COTR no later than close of business on the third business day of the following month.

6.3 FSF Reporting Requirements

- Periodic oral briefings during weekly COTR/Site Manager meeting.
- Ad Hoc reports as requested, estimated to be 6 annually.
- Production reports shall be submitted weekly and monthly. Production reports shall display data by specific task as defined in the Performance Work Statement (PWS) for CLIN's 0006-0008, and include the number of items received, items completed/processed, and items pending processing. Additionally, the monthly production report shall include the cumulative number of items completed during a specific contract period.
- Monthly status report shall outline accomplishments for the month for each task identified in the PWS for CLIN's 0006-0008, significant problems encountered and actions taken to resolve them and shall identify percent of task completed to date. The report shall identify such items as; number of files received/shipped, tasks completed during the reporting period, issues/problems encountered, resolution and/or recommendations to resolve said issues/problems, and plans for the following reporting period and any other information as directed by the COTR.
- An Excel listing of all responsible party codes eligible for destruction in the upcoming year shall be provided no later than November 15th. Upon receipt of NFTS generated

Disposition report, reconcile discrepancies and return corrected listing to COTR no later than 15 business days from receipt.

- Provide and maintain a current listing of all contractor personnel licensed and authorized to operate warehouse equipment such as scissor lifts and forklifts.

6.4 Monthly Records Operations Workload Report

The purpose of the report is for preservation of the agency's historical records, management of electronic files, life cycle of paper files, data entries, fee, and records package processing, oversight and evaluation of contracted services, certification of records and verification of information from those records; in other words, for statistical purposes reported in the Workload Activity Report. The Report captures figures and data from both government and contractor operations. All reported data must be performed in accordance with the Records Operation Handbook (ROH), and USCIS policies and procedures (See Attachment 7).

Contractor Records Operations Workload Reports are required to be submitted to the On-Site COTR at the NRC and FSF by the 5th work day of each new month.

See paragraph 17 for detailed instructions regarding the Monthly Records Workload Activity Report requirements.

6.5 Quality Control Reports

The contractor is responsible for the quality of services and or deliverables furnished. The contractor must ensure that all work performed under the contract conforms to the government requirements. The contractor shall be required to submit monthly reports within 10 business days of each new month, to the COTR, which will include a detailed list of the QC reviews conducted, results/findings, and measures taken to correct any defects discovered.

6.6 Report of Accident, Theft, or Robbery

The contractor shall report each incident as soon as discovered to the COTR and provide a written report to the COTR and CO no later than the close of business on the next business day. Continuous status of the incident from inception through resolution shall be provided on request of the COTR.

6.7 Postage Transaction Report

The contractor shall notify the NRC or FSF COTR of the need to replenish postage meters whenever the balance falls below \$25,000. All postage meter transactions for the prior month shall be reported to the COTR on the first business day of the following month.

6.8 Project Management Plan (PMP)

The contractor shall provide a Project Management Plan (PMP) to manage all contract tasks. The PMP shall explain how the contractor will balance resources to fully support USCIS requirements if there is an unusual workload surge. The contractor shall be prepared to submit

updates to the PMP when required. The PMP will be submitted to the NRC COTR, within 30 days of contract award, for approval during the transition period of the contract. The PMP will address, at a minimum, the following topics:

- Project Organization and Communications Plan
- Security Plan
- Quality Control Plan
- Quality Improvement Plan
- Emergency Plan
- Reporting Notices and Invoices Plan
- Transition Plan
- Personnel Plan
- Training Plan
- Daily Operations Plan
- Backlog Avoidance/Reduction Plan

6.8.1 PMP Updates

The government or the contractor may initiate a PMP update. When a change to the PMP is required, the contractor shall prepare dated change pages detailing the change, for approval by the NRC COTR. Change pages shall be submitted not later than 30 business days following direction of the NRC COTR. The contractor shall include with each change page a brief summary of the background and circumstances leading to the change described.

7. HOURS OF OPERATIONS AND HOLIDAYS

The contractor duties are broad and multi-faceted. While the bulk of the duties are similar in nature, each office has inherent operational variances in how work is processed. The contractor is expected to accomplish the required tasks in each functional category during normal hours of operation, Monday–Friday.

Most of the work at the FSF is performed during the normal hours of operation of 7:00am.to 7:30pm, Monday through Friday, except Federal holidays.

The NRC operates 24 hours a day, 7 days a week. Most of the work at the NRC is performed during the normal hours of operation of 6:00am to 11:30pm, Monday through Friday, except Federal holidays. However, onsite contract support is required for third shift and weekends for internal file requests and to respond to telephonic requests for information from files (CLIN 0001 – Tasks 4.1.4 and 4.1.11). These tasks require the contractor at the NRC to answer phones and provide file pulls for the ILD. The contractor staff picks up the phone answering at 10:15 p.m. until 6:45 a.m. the following day Monday through Friday morning; Friday 10:15 p.m. through the weekend until Monday at 6:45 a.m.; and for 24 hours during all holidays except as otherwise directed by the COTR.

The Federal Government observes the following days as holidays:

New Year's Day	M.L. King's Birthday
Presidents Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Christmas

Observance of such days by Government personnel shall not be reason for the contractor to request an additional period of performance, or entitlement of compensation except as set forth within this contract. When USCIS grants its employees "Liberal Leave," the contractor's employees are expected to work their normal hours. If a site is closed because of inclement weather or other reasons that prohibit contractor personnel from being on site, the contractor shall not be paid for this non-work period.

8. TRAVEL

Contractor travel is not anticipated on this contract. In the event travel is required, it shall be approved by the COTR, in advance. All travel shall be governed and performed in accordance with the Federal Travel Regulation (FTR) and will be reimbursed in accordance with FAR 31.205-46, *Travel Costs*, and the Federal Travel Regulations prescribed by the General Services Administration. No reimbursement for local travel within the facilities' commuting area is authorized.

9. GOVERNMENT FURNISHED INFORMATION/PROPERTY

Government-provided office space will be equipped with a desk, computer and telephone and will have convenient access to a printer, fax machine and photocopier. All government property will remain in government control and the government will continue to maintain the property records. The government will provide remedial maintenance and repair or replacement as necessary for all property and standard office equipment. The contractor must exercise reasonable care in the use of the equipment provided. As approved by the COTR, the government will provide standard office supplies such as paper, pens, notebooks, etc. that are required to operate efficiently. The contractor shall account for any government furnished property that needs to be returned from terminated employees including building ID passes and office keys.

The government will not provide computer equipment, items, or supplies supporting contractor efforts not in support of this contract. Contractor provided information technology equipment shall not be connected to any USCIS network, system, or equipment without the written authorization of the On-site COTR and shall conform to the DHS Information Security requirements set forth in DHS Management Directive 4300.

The contractor shall require onsite personnel to utilize USCIS electronic mail (e-mail), the telephone system, application software, and other networks to communicate within the NRC & FSF. All these systems are government provided and subject to audits and monitoring by the

government. The contractor shall notify its personnel that there shall be no expectation of privacy on any USCIS provided systems.

For the NRC the government will provide file warehousing equipment such as fork lift, electric cart, motorized pallet jacks, and flatbed truck with side railings, for file movement to/from NARA.

The contractor shall operate government provided equipment in accordance with USCIS procedures and manufacturer's specifications to include appropriate licensed/certified staff to operate equipment.

A list of Government provided property is found in Section III, Attachment No. 3.

10. CONTRACTOR FURNISHED EQUIPMENT

For the FSF, the contractor shall provide the file warehousing equipment, such as forklifts, scissors lifts, etc., deemed necessary by the contractor to fulfill the government's requirements.

11. GOVERNMENT QUALITY ASSURANCE SURVEILLANCE - PERFORMANCE REQUIREMENTS

- Acceptable Quality Levels (AQL's) are defined for each task item within the Performance Requirements Summary (PRS). The PRS is located in Section III, Attachment No. 4.
- The Quality Assurance Surveillance Plan (QASP) will be used by the government to monitor and rate the contractor's performance. The contractor shall correct all deficiencies, at no additional cost to the government, and provide resolution and/or plan of actions to the COTR when government QA evaluations identify deficiencies in processes or work products.
- Customer Service Reports (CSR's) are reports that may be completed by the internal customer indicating contractor errors and/or good performance that will also be used to monitor contract performance. The validated CSR will be used to record those areas where the contractor failed to meet a specific required performance requirement.
- Error Transmittal Sheets (ETS) are reports that will be completed by the QA staff to record errors found during the review and sampling processes of the PRS tasks.
- In the event of a "surge in workload," timeliness requirements may be waived at the COTR's discretion. A surge is generally defined as being a minimum of 10% above the average workload defined in the Schedule and the PWS.

12. DEDUCTION METHODOLOGY FOR MISSING AN AQL

Under performance-based services contracting the government may employ incentives and/or disincentives based on the contractor's performance. Deductions for failing to meet agreed upon acceptable quality levels can be taken by the government from the contractor's invoice amount for a billing period. These deductions are permitted under FAR 52.246-4 Inspection of Services – Fixed Price and are taken from the invoiced amount.

If the contractor fails to meet an AQL identified in the PRS, a deduction will be applied as follows:

- The onsite COTR will provide the contractor the CSR by the 1st business day of each month, which will only include all instances of an AQL not being met.
- The contractor shall subsequently submit their invoice and response to the CSR within the 7th business day of the month.
- The onsite COTR will review the CSR and invoice and submit to the HQ COTR with any attached recommended deduction in accordance with the deduction methodology detailed below. The contracting officer will decide the amount of deduction, if any, to be taken from the invoice.
- Additional information regarding invoice deductions include:
 - The contractor shall invoice the government in accordance with the pricing schedule. Line items in the pricing schedule shall match the task/deliverable line items in the PWS and PRS. This will correlate the value of the services performed to specific task/deliverable line items.
 - The deduct percentage identified for the task/deliverable identified in the PRS will be deducted when an AQL is not met. This PRS deduct percentage will be applied for each percentage point the contractor's performance fell below the AQL for the particular task/deliverable line item.
 - The government uses statistically proven sampling techniques based on ANS Standard ANSI/ASQ Z1.4 in conducting quality assurance. If a sample size for a given lot scores 96% for quality the government will conclude the quality for the entire lot is 96% and any percentage deducts will apply to the total invoiced for the task.
 - In accordance with FAR 52.246-4 Inspection of Services-Fixed Price clause the total deduction for a task/deliverable line item will be taken off of the invoiced amount for that particular task/deliverable line item for the month the AQL was not met.
 - Example: If an AQL in the PRS for a task/deliverable is 98% accuracy and the deduct percentage is 1%, and the contractor scores 96%, there will be a 2% deduction taken from the total amount invoiced for that task/deliverable line item for the month.
- The amount of deduction for the task/deliverable line item shall be limited to the reduced value of the services performed in accordance with FAR 52.246-4.

13. CONSUMABLE SUPPLIES/ADMINISTRATIVE SUPPLIES

The government will supply all consumable and administrative supplies in a reasonable amount necessary to perform required tasks for this contract. The contractor shall maintain and manage a sufficient level of identified supplies to perform job tasks. The contractor shall be required to complete a G-514 supply requisition to replenish supplies. Lack of supplies will not exempt the contractor from performing tasks unless a work surge or other issues occur.

14. WORK AREA

The contractor shall keep assigned work area floors and file room floors clear of debris such as

paper clips, binder clips, acco-fasteners, rubber bands, routing slips, buck slips, paper, etc. The contractor shall also be responsible for maintaining clean desktop surfaces and/or other work surfaces.

15. REFERENCES

DHS publications, handbooks, manuals, or regulations direct the performance of specific job duties and functions. These documents will be referenced throughout this document. See Attachment 7 to request these references.

15.1 Records Operation Handbook: All procedures and processes performed at the NRC and FSF must comply with the most current revision of the USCIS Records Operation Handbook (ROH) unless otherwise directed by the COTR. This includes all contractor functions, processes and procedures. The ROH does not include deliverables expected from the contractor.

15.2 National File Tracking System Users Manual: Contains instructions on the use and functions of the Web based version of the National Files Tracking System (NFTS).

15.3 Central Index System Users Manual: Contains instructions on the use and functions of the mainframe based Central Index System (CIS).

15.4 Glossary of Terms: Defines terms that were used by legacy Immigration and Naturalization Service (INS), commonly used forms and many other areas of interest.

16. SECURITY REQUIREMENTS

16.1 GENERAL

U.S. Citizenship & 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 classified National Security Information (herein known as classified information). Classified information is Government information which requires protection in accordance with Executive Order 12958, Classified National Security Information, and supplementing directives.

The Contractor shall abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, and the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service. If the Contractor has access to classified information at a USCIS or other Government Facility, it shall abide by the requirements set by the agency.

16.2 SUITABILITY DETERMINATION

USCIS will 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 employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Office of Security & Integrity (OSI).

16.3 BACKGROUND INVESTIGATIONS

Contract 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, 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 COTR no less than 30 days before the starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. DHS Form 11000-6, "Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement"
3. FD Form 258, "Fingerprint Card" (2 copies)
4. Form DHS-11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Position Designation Determination for Contract Personnel Form
6. 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 but unclassified information has resided in the US for three of the past five years, OSI 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 IT system. USCIS will consider only U.S. Citizens 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.

16.4 EMPLOYMENT ELIGIBILITY

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to USCIS for acts and omissions of his own employees and for any Subcontractor(s) and their employees to include financial responsibility for all damage or injury to persons or property resulting from the acts or omissions of the contractor's employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor shall ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

16.5 CONTINUED ELIGIBILITY

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

The Security Office may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

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, 5 CFR 2635 and 5 CFR 3801, or whom USCIS determines to present a risk of compromising sensitive but unclassified information to which he or she would have access under this contract.

The Contractor shall report any adverse information coming to their attention concerning contract employees under the contract to USCIS OSI. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

OSI must be notified of all terminations/ resignations within five days of occurrence. The Contractor shall return any expired USCIS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card.

16.6 SECURITY MANAGEMENT

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office through the COTR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COTR and the Security Office 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.

16.7 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.
 - DHS *National Security Systems Policy Publication 4300B* v2.1, July 26, 2004.
- 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.

16.8 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 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).

16.9 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.

16.10 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 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:

- *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 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.
- *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.

16.11 SECURITY ASSURANCES

DHS Management Directive 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:

- *User Identification and Authentication (I&A)* – 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 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.

- *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.

16.12 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:

- *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.
- *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.
- *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.
- *Data Labeling*. – The contractor shall ensure that documents and media are labeled consistent with the DHS *Sensitive Systems Handbook*.

17. WORKLOAD ACTIVITY REPORT

The Workload Activity Report categories include: (Modifications to these reporting requirements may occur based on the needs of the office or CIS Headquarters directives)

17.1 FILES CREATED

The creations are required when: a benefit is sought or a Service action is required; data was not key entered into the USCIS data base at the time the file was initially opened; a file is required to temporarily track original documents or pending actions until receipt of the primary file and files designated as lost are then recreated for Service use.

The types of Files Created are:

- Alien File (A-file) Creations and Verifications
- Temporary File (T-file) Creations
- Receipt File Creations
- Substitute (S-file) Creations

A-FILES CREATED

Functions included in the Alien File (A-File) Created process are:

- Searching systems for existing A-File
- Obtaining a pre-numbered jacket or an available A-Number
- Performing a QA review of the file jacket to ensure the integrity of the jacket and the agreement of the pre-numbered bar code and A-File number
- Attaching appropriate application barcodes to the outer jacket (if applicable)
- Key entering the New File data in CIS
- Verifying the New File data within the prescribed timeframe
- Assembling the materials in prescribed order
- Securing the material to the jacket with an Acco-Fastner
- Key entering appropriate codes in PC /NFTS
- Routing file for pickup and/or delivery

Completed

Equal to the number of A-files created during the period. This includes performing all the functions mentioned above. Count as completed after the file has been routed for pickup and/or delivery. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated reports (PC /TRKS/ NFTS), logs or manual counts if appropriate.

Pending End of Period

Equal to the total number of applications or documents designated for A-File creation. The material has: been staged for physical assembly, electronic creation; **not** entered in, NFTS or the local tracking system; has **not** been routed for pickup or for delivery to a newly designated responsible party. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

TEMPORARY FILES CREATED

Functions included in the Temporary File (T-File) Created process are:

- Searching systems for the related A-File and locating the FCO of record
- Ensuring that file is requested from the responsible party or the FCO of record
- Obtaining a jacket/folder
- Creating a barcode
- Performing a QA review of the file jacket to ensure the integrity of the jacket and agreement of the barcode and Temporary File numbers
- Placing barcode(s) and file number on the jacket/folder
- Attaching appropriate application barcodes to the outer jacket (if applicable)
- Assembling the materials in prescribed order
- Securing the materials to the jacket with an Acco-Fastner
- Performing the appropriate electronic transactions
- Routing file for pick-up and/or delivery

Completed

Equal to the number of Temporary Files created during the period. This includes performing all the functions mentioned above. Count as completed after the file has been routed for pickup and/or delivery. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated reports (PC RPT 100/NFTS), logs or manual counts if appropriate.

Pending End of Period

Equal to the total number of applications or documents designated for a Temporary File creation. The material has: been staged for physical assembly and key entry; has **not** been entered in, NFTS or the local tracking system; and has **not** been routed for pickup and/or delivery to a newly designated responsible party. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

SUBSTITUTE FILES CREATED

Unless the field has authorization to create a Substitute-File (Sub-File), only the HQREC and NRC components will report statistics for this function. For processes related to the requesting of a SUB-File creation see 700.15 (a).

Functions included in the Substitute File Created process are:

- Reviewing request for creation of a Substitute File (Sub File) to ensure the request meets the criterion in the ROH
- Obtaining a jacket/folder
- Placing barcode and file number on the jacket/folder
- Attaching appropriate application barcodes to the outer jacket (if applicable)
- Performing a QA review of the file jacket to ensure the integrity of the jacket and agreement of the barcode and written Sub-File number
- Securing the materials to the jacket with an Acco-Fastner

- Performing the appropriate electronic transactions
- Routing file for pickup and/or delivery

Completed

Equal to the number of Sub-Files created during the period. This includes performing all the functions mentioned above. Count as completed when the appropriate systems have been updated **and** the file has been routed for pickup and/or delivery to a newly designated responsible party. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated reports (PC /TRKS), logs or manual count if appropriate.

Pending End of Period

Equal to the total number of requests awaiting decision to create or deny and the number of Sub-Files created electronically but **not** updated in, NFTS or the local tracking system **and not** staged for pickup and/or delivery to a newly designated responsible party. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.2 FILE MOVEMENT

This is the process of physically moving designate groups of files within the District or the Service and requires the electronic transfer of the files to a newly designated responsible party or parties in the local file tracking system.

Functions included in the File Movement process are:

- Physically moving files (in bulk) to a responsible party location (i.e. shelf, rack, storage area, loading dock, etc.)
- Performing the appropriate transaction in NFTS to track the file to its new responsible party location

Completed

Equal to the number of bulk file movements performed during the period. This includes performing all the functions mentioned above. Count as completed when all the electronic transactions are completed **and** the files have been moved to a newly designated PC /NFTS location **or** staged for delivery and/or pickup. The actual counts are to be taken on the last workday of each month. Statistical sources are computer generated reports (PC /RPT 070/080/090/170/TRKS), logs or manual count if appropriate

Pending End of Period

Equal to the total number of grouped or bulk type files designated for movement within a physical location but **not** moved to a newly designated PC /NFTS location **or** not staged for delivery and/or pickup. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.3 FILE REQUESTS

This is the process of responding to a file transfer request. The file may be moved within the physical plant's area of jurisdiction (i.e. an office/center) or transferred to a location outside the

physical plant. File requests are categorized as routine (non-emergency need) and expedite (emergency need) for tracking purposes.

FILE REQUESTS – ROUTINE

Functions included in the File Requests-Routine process are:

- Reviewing/sorting pull tickets/pick lists
- Reviewing internal routing sheets with requests to transfer file
- Retrieving the file from its storage location
- Attaching the pull ticket to the file jacket or attaching the pick list to a group of files
- Routing initial request and/or subsequent request(s) to a responsible party component
- Sorting and flagging files by destination (i.e.-FCO, internal operating unit, or responsible party)
- Performing the appropriate electronic transaction
- Contacting (telephonic or electronic) an operating unit, FCO of record, NRC or the FRC for the file or
- Staging files for pickup or delivery

Completed

Equal to the number of routine file requests completed during the period. This includes performing all the functions mentioned above. Count as completed when all the electronic transactions are completed and the files have been moved to a newly designated NFTS/ PC location or staged for delivery and/or pickup. The actual counts are to be taken on the last workday of each month. Statistical sources are computer generated reports (PC RPT 070/ 080/ 090/TRKS), logs and/or manual count if appropriate.

Pending End of Period

Equal to the total number of routine file requests **not** updated in the appropriate system **and** the file has **not** moved to its newly designated PC /NFTS location. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

FILE REQUESTS – EXPEDITED

This is responding to an office's or a component's immediate need for a file.

Functions included in the File Requests-Expedited process are:

- Logging the request
- Contacting (telephonic or electronic) an operating unit, FCO of record, NRC or the FRC for the file or
- Retrieving the file from its location
- Attaching the pull ticket, the routing sheet or the pick list to the file
- Sorting and flagging files by destination (i.e.-FCO, Operating Unit, or responsible party)
- Providing status update to requester
- Performing the appropriate electronic transaction to track the file to its new responsible party location
- Staging files at the appropriate drop point

Completed

Equal to the number of expedited file requests completed during the period. This includes performing all the functions mentioned above. Count as completed when all the electronic transactions are completed and the files have been staged for pickup and/or delivery to a newly designated PC /NFTS location. The actual counts are to be taken on the last workday of each month. Statistical sources are computer generated reports (TRKS/automated log(s)) telephone log or a manual count if appropriate.

Pending End of Period

Equal to the total number of expedited file requests awaiting electronic actions. The files have not been staged for pickup or delivery to the newly designated NFTS/PC location. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.4 INTERACTION WITH THE FEDERAL RECORDS CENTER (FRC)

The process involves the interaction between field offices and the Federal Records Center (FRC) with regards to retiring inactive files and calling back those retired files.

Functions included in the Interaction with the Federal Records Center are:

Retiring Files – A file to be retired is one which has been identified as having no further Service action and is to be forwarded to the FRC.

Requesting a Retired File – An A-File can be retrieved from the FRC when there is a pending action related to the retired file. If the A-File was not returned to the office that retired the file when the initial return request was initiated, then it is necessary for that office to follow-up with the FRC by executing an OF-11. The process is unique from other transfer requests, deeming it necessary to track it separately.

RETIRE FILES

Functions included in the Retire Files process are:

- Preparing and submitting an SF-135 to the FRC requesting an accession number
- Placing files in TDO, boxing and/or labeling containers
- Screening the files for pending actions, for retrieval of active T-Files, work folders, etc.
- Performing a QA review for jacket maintenance
- Routing deficient file jackets for maintenance, if appropriate
- Conducting system searches for duplicate records and to ensure files/cases are closed
- Resolving discrepancies with the records designated for retirement
- Performing the electronic transactions in PC/NFTS to execute the retirement

Completed

Equal to the number of files electronically forwarded to the FRC during the period. This includes performing all the functions mentioned above. Count as completed after performing the electronic transactions to relocate the files to the FRC. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated reports (PC RPT 410/RPT 930/NFTS) or manual counts if appropriate.

Pending End of Period

Equal to the number of files designated for retirement but not electronically forwarded to the FRC during the period. Statistical sources are computer-generated reports (PC RPT 410/RPT 930/NFTS) or manual counts if appropriate. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

REQUEST A RETIRED FILE

This is the second or any additional requests submitted to the FRC for the return of a retired file.

Functions included in the Request a Retired File processes are:

- Resubmitting a follow-up request to the FRC for a previously requested retired file
- Preparing and forwarding/transmitting a hard copy of the OF-11
- Following-up with a telephone call to the FRC and the requester
- Performing the appropriate electronic transactions upon receipt of the retired file
- Routing the file to the staging area or requester

Completed

Equal to the number of previously retired files returned from the FRC, as a result of the OF-11 forms submitted during the period. This includes performing all the functions mentioned above. Count as completed after the returned file has been FRC returned in the local tracking system **and** the file been staged for pickup or delivery to a newly designated PC / NFTS location. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated reports (PC /RPT620/990/ NFTS) or manual counts if appropriate.

Pending End of Period

Equal to the number of Form OF-11s that the FRC has **not** responded to or the file has not been FRC returned in the local tracking system **and** the file has **not** been staged for pickup or delivery to the newly designated NFTS/PC location. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.5 DATA ENTRY

This is the process of key entering data, updating and modifying various fields in USCIS computer systems.

Functions included in the Data Entry process are:

- Maintenance of electronic record
- Receiving/Shipping records packages requiring special handling into an automated logging system
- Key entering postage into meter
- Key entering data onto the Form I-181
- Key entering data into systems not captured elsewhere

Completed

Equal to the number of records corrected in data systems during the period. When an individual record, file, log or system is updated for an individual, regardless of the number field update, all updates, additions, creations are counted as one completion. Count the action after the update, correction, added record or modification has been completed. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated reports (CLAIMS/TRKS/PC /NFTS) logs or manual counts if appropriate.

Pending End of Period

Equal to the number of records designated for corrective action in Service systems during the period. Count the number of identified records, files or logs to be corrected. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.6 PERFORM RECONCILIATION OF CIS DATA

This reporting line is designated for all activities associated with the CIS Reconciliation Project at the National Records Center.

Functions included in the Perform Reconciliation of CIS Data process are:

- Reviewing the file to ensure the need for corrective action by comparing the 14 core data elements (subject to change) in the subject's CIS record against the information in the subject's file to ascertain if the information is consistent
- Resolving discrepancies between electronic records and the paper records (i.e. names, dates of birth, countries of birth, etc.)
- Performing electronic transactions in NFTS
- Ensuring that a Record Quality Indicator (RQI) has been added to the CIS record
- Recycling or destroying file jackets if appropriate
- Routing the file to the staging area or requester

Completed

Equal to the number of files completed in the data reconciliation process during the period. This includes performing all the functions mentioned above. Count as completed after the file has been staged for pickup or delivery to a newly designated PC / NFTS location. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated reports (NFTS/TRKS) or manual counts if applicable.

Pending End of Period

Equal to the number of files staged for data reconciliation but **not** processed during the period. Count as pending if the (RQI) has been **not** been added to the CIS record. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.7 RECORDS DISTRIBUTION MANAGEMENT

Is the universe of records distribution operations for all incoming and all outgoing records packages (i.e. requiring routine or special processing) and teletypes.

PROCESS SPECIAL HANDLING INCOMING RECORDS PACKAGES

Functions included in the Process Special Handling Incoming Records Packages are:

- Accepting records packages, which requires signed return-receipts, delivered by the USPS or bonded carriers at a designated receiving area
- Screening of parcels with an X-ray machine
- Confirming receipt of USPS Certified records packages
- Forwarding Certified lists to USPS
- Filing "Return Receipt" cards or forwarding to sender's component
- Maintaining relevant logs

Completed

Equal to the total pieces of incoming records packages that required special handling (certified, registered, FedEx, UPS Overnight, etc.) processed during the period. This includes performing all the functions mentioned above. Count as completed after the special handling incoming records packages have been moved to a designated area for delivery or delivered to the addressee. The actual counts are to be taken on the last workday of each month. Statistical sources are computer generated reports (e.g. software provided by commercial carriers, automated logs, USPS records) and/or manual counts if applicable.

Pending End of Period

Equal to the total pieces of incoming records packages that required special handling (certified, registered, FedEx, UPS Overnight, etc.) **and** was **not** processed during the period. Count all pieces of special handling records packages that have not been logged and staged for delivery. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

RECORDS DISTRIBUTION MANAGEMENT

Functions included in Records Distribution Management are:

- Accepting records packages delivered by the USPS at a designated receiving area
- Screening of the containers with an X-ray machine
- Sorting of General Records Mail, Correspondence, and File Materials
- Opening and Time/Date stamping of envelopes and packages
- Sorting of records packages for proper routing (e.g., segregation of files, applications with fees, inter-filing, correspondence, etc.)
- Maintaining relevant logs
- Tracking the receipt, the transmission and the delivery of teletypes
- Transmitting and/or delivering teletypes
- Staging rejected records packages (e.g., no signature, incorrect fee, wrong address)
- Processing the rejected records packages
- Staging for delivery or pickup

Completed

Equal to the number of pieces of incoming records packages processed during the period. This includes performing all the functions mentioned above. Count as completed after the

incoming records packages have been moved to a designated area for delivery or returned to customer. The actual counts are to be taken on the last workday of each month. Statistical sources are date stamped counting meters, United States Postal Service (USPS) counts, logs or manual count if appropriate.

PROCESS SPECIAL HANDLING OUTGOING RECORDS PACKAGES

Functions included in the Process Special Handling Outgoing Records Packages are:

- Preparing records packages for the USPS or bonded carriers, which requires signed return-receipts or other special handling, by packaging (as appropriate), sealing (as appropriate), weighing, metering stamping & staging
- Maintaining relevant logs
- Palletizing and wrapping boxes for shipment
- Logging incoming/outgoing teletypes
- Key entering teletypes
- Filing teletypes
- Storing or staging for delivery or pickup

Completed

Equal to the number of pieces of special handling outgoing records packages processed during the period. This includes performing all the functions mentioned above. Count as completed after the pallets have been staged, the special outgoing records packages have been moved to a designated area for delivery or delivered to the USPS/commercial carrier. Count teletypes as complete after the teletype has been filed or routed to the addressee. The actual counts are to be taken on the last workday of each month. Statistical sources are computer generated report (vendor's shipping software program), manual count, logs, USPS counts if appropriate.

Pending End of Period

Equal to the total pieces of outgoing special handling records packages and teletypes not processed during the period. Count all pieces of special handling records packages that have not been logged and staged for delivery also count the total number of teletypes that were not logged and transmitted or delivered to the addressee. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

PROCESS OUTGOING RECORDS PACKAGES

Functions included in Process Outgoing Records Packages are:

- Sorting outgoing records package items for the USPS and bonded carriers
- Preparing records packages by packaging (as appropriate), sealing (as appropriate), weighing, metering stamping & staging
- Maintaining relevant logs
- Staging records packages for delivery

Completed

Equal to the number of pieces of outgoing records packages processed during the period. This includes performing all the functions mentioned above. Count as completed after the

outgoing records package has been moved to a designated area for delivery. The actual counts are to be taken on the last workday of each month. Statistical sources are computer generated/postage meter/date stamp meter/USPS reports and manual counts if appropriate.

Pending End of Period

Equal to the total pieces of outgoing records packages **not** processed during the period. Count all pieces of special handling records packages that have not been logged **and** staged for delivery. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

ROUTING AND DELIVERING RECORDS PACKAGES

Functions included in the Routing and Delivering Records Packages are:

- Picking-up incoming records packages at the USPS or other designated vendor sites
- Loading records packages in carts and/or vehicles
- Delivering records packages to USCIS components, the USPS or other designated sites within and/or outside the physical plant

Completed

Equal to the number of pieces of records packages delivered during the period. This includes performing all the functions mentioned above. Count as completed after the records packages have been delivered to its destination. The actual counts are to be taken on the last workday of each month. Statistical sources are computer generated logs, courier logs and/or manual count if appropriate.

Pending End of Period

Equal to the total pieces of records packages located in areas where records packages are staged for delivery. Count all undelivered records packages in the staged records distribution area. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.8 SEARCHES

This process (a.k.a. special search) is the activities associated with the physical search for a file or files that are pending actions but cannot be located through normal search procedures within an office. Additionally, the searches for files listed on the Missing File Circular and reported results of the search on Form G-1001 are captured in this reporting element.

ROUTINE SEARCHES

The functions included in a Routine Search performed in the **field** are:

- Accessing tracking systems to determine the location of a file
- Physically searching for misplaced file, searching local and national systems
- Contacting other offices
- Updating systems as appropriate
- Staging for delivery or pickup

Completed

Equal to the number of routine file searches performed during the period. This includes

performing all the functions mentioned above. Count as completed whether the file(s) has been found or not **and after** the appropriate electronic transactions have been performed. Statistical sources are logs or manual counts if applicable. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

Pending End of Period

Equal to the number of routine file searches received or identified in reports **not** performed during the period. Count all searches not completed if a physical search was not performed **and** the appropriate systems were not completed. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

LOST FILE CIRCULAR SEARCHES

The **field** performs the following functions:

- Locating a file that appears on the Lost File Circular by:
- Identifying A-Files, which appear on the reports, that are located in the local FCO
- Verifying that the A-File is physically present, barcode is correct, A-Number is correct
- Updating electronic systems to reflect the status of the file, as required
- Maintaining relevant logs and reports
- Documenting Form G-1001 and routing results to the Region and HQ designated coordinators
- Staging for delivery or pickup if applicable

Completed

Equal to the number of files located that were listed on the Lost File Circular which were located as a part of a Circular search during the period. This includes performing all the functions mentioned above. Count as completed after the file has been located and the electronic data systems have been updated and reported on the G-1001. The actual counts are to be taken on the last workday of each month. Statistical sources are computer-generated counts (PC /RPT 920/TRKS) and/or manual counts if applicable.

Pending End of Period

Equal to the number of files listed on the Lost File Circular **and not** located as a part of the Lost File Circular search during the period. The file counts reported on the Form G-1001 are reported here. If there is a total of zero pending then a "0" must be entered on this line.

17.9 REPORT RECONCILIATION

Functions included in Report Reconciliation process are:

- Reviewing file related reports (i.e. PC/CIS Interface reports) including error reports
- Researching the results
- Updating erroneous records in systems

Completed

Equal to the number of reports reconciled during the period. This includes performing all the functions mentioned above. Count as completed after updating the erroneous records and the

report was reconciled. The actual counts are to be taken on the last workday of each month. Statistical sources are the totals on the reports reconciled or a manual counts if appropriate.

Pending End of Period

Equal to the number of reports not reconciled during the period. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.10 INTER-FILING

This is accomplished when any correspondence, form or documentation related to a Service file is matched with the related file. The material is secured within the file, the systems are updated (if warranted) and the file is routed to the appropriate responsible party, FCO, shelf or FRC.

Functions included in the Inter-Filing process are:

- Sorting, screening, and prioritizing materials for appropriate filing disposition
- Performing system inquiries to determine the location of the parent file
- Flagging the material with the location of the parent file or other prescribed disposition
- Arranging the materials for placement in the file or other disposition
- Updating of systems as required
- Securing the material to the file jacket **or**
- Placing the material in an Alpha File **or**
- Batching, packaging and labeling material to be forwarded to another unit, FCO or FRC **or**
- Forwarding the material to the responsible party, FCO of record or the FRC **or**
- Staging for delivery or pickup

NOTE: File requests processed in conjunction with INTER-FILING are captured in File Requests and the T-File(s) created in conjunction INTER-FILING is captured in File Created.

Completed

Equal to the number of pieces of material inter-filed during the period. This includes performing all the functions mentioned above. Count as completed after the piece of material is placed in the file or forwarded to another location for inter-filing. The actual counts are to be taken on the last workday of each month. Statistical sources are logs or manual counts.

Pending End of Period

Equal to the pieces of inter-file material not incorporated into the file **or not** forwarded to another location as designated for inter-filing during the period. Count all materials in the areas where inter-filing material is staged or processed. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.11 UNITE RELATED FILES

This is the uniting of files and/or materials with a related Service file. The materials are then combined into a single or (primary) file.

Functions included in Unite Related Files are:

- Reviewing A and T-File Reports
- Retrieving related files
- Requesting a related file from another FCO
- Forwarding related materials/file to appropriate responsible party/FCO
- Physically consolidating the contents of two or more A-Files (with like or unlike A-Numbers) into a single file jacket
- Physically merging the contents of two or more files with the same number into a single jacket (e.g., T with A, S with A, etc.)
- Disposing or destroying the secondary file jacket(s) in accordance with ROH guidelines
- Updating CIS/NFTS with the appropriate information on the related files
- Staging for delivery or pickup

Completed

Equal to the number of files united during the period. This includes performing all the functions mentioned above. Count as completed after all of the related files have been united into a single file. The actual counts are to be taken on the last workday of each month. Statistical sources are manual counts or computer-generated count. (TRKS, PC 080, 100).

Pending End of Period

Equal to the number of related files not processed during the period. Count the files that were not united into a single file. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.12 FILE AUDIT PROCESS

This process is a manual or electronic accounting for all files housed at a component, in an office or in a responsible party. This report item will be used only when the office conducts a files audit. Offices are encouraged to report statistics each reporting period.

Functions included in the File Audit Process are:

- Planning the audit for: locking down affected sections, assigning and scheduling clerks to perform the audit, examining the results of audit reports and taking corrective action, removing lockdown, maintaining relevant logs
- Implementing the plan
- Scanning a responsible party location barcode that bears the Audit Transaction code and scanning the barcode labels on the files that are located in the responsible party
- Reconciling problems flagged by Audit Exception Report and Unaudited Files Report (i.e. locate the unaudited files)
- Traveling back and forth to off-site and remote locations that are involved in the file audit

Completed

Equal to the number of files audited during the period. This includes performing all the functions mentioned above. Count as completed after the file has been audited and the data has been entered into NFTS. The actual counts are to be taken on the last workday of each month. Statistical source is computer-generated count (RPT 210, 270) if applicable.

Pending End of Period

Equal to the number of files not audited during the period. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

17.13 MAINTAIN FILE JACKETS

This is the inspection and/or replacement a file jacket. Processes are performed in accordance with the Records Operation Handbook and Service guidelines.

Functions included to Maintain File Jackets are:

- Inspecting the jacket for integrity and quality of materials
- Replacing barcodes and jackets
- Adding color coded tapes and bar coded labels to jackets
- Reconstructing the jacket contents in Record of Proceeding order
- Destroying or recycling file jacket

Completed

Enter the number of files that required file jacket maintenance during the period. This includes performing all the functions mentioned above. Count as completed the file maintenance has been completed and the file has been moved to an area for re-filing or transfer to another FCO. The actual counts are to be taken on the last workday of each month. Statistical source is a manual count.

Pending End of Period

Equal to the number of file jackets staged for maintenance and were **not** repaired and/or restored. The actual counts are to be taken on the last workday of each month. If there is a total of zero pending then a "0" must be entered on this line.

SECTION II
Contract Clauses

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses:

<http://www.acquisition.gov/far> and <http://www.dhs.gov/xopnbiz/>

(End of clause)

**A. FAR 52.212-4 Contract Terms and Conditions - Commercial Items (OCT 2008) -
Alternate I (OCT 2008)**

B. Addendum-Contract Terms and Conditions-Commercial Items

FAR 52.204-2 Security Requirements (AUG 1996)

FAR 52.204-9 Personal Identity Verification of Contractor Personnel (SEP 2007)

FAR 52.227-17 Rights in Data—Special Works (DEC 2007)

FAR 52.232-18 Availability of Funds (APR 1984)

FAR 52.237-1 Site Visit (APR 1984)

FAR 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)

FAR 52.237-3 Continuity of Services (JAN 1991)

FAR 52.246-4 Inspection of Services—Fixed-Price (AUG 1996) (Waive 52.212-4(a) clause)

1. FAR 52.217-8 Option to Extend Services (NOV 1999)

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 60 calendar days prior to the expiration of the performance period.

(End of clause)

2. 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 calendar days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 calendar 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 60 Months.

(End of clause)

3. Performance Reporting

For active contracts valued in excess of simplified acquisition threshold, the Federal Acquisition Regulation (FAR) 42.1502 requires federal agencies to prepare Contractor performance evaluations (report cards). Report cards 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.

4. Invoicing Requirements

The contract shall be invoiced on a monthly basis in the amount of the contractual monthly firm fixed price per CLIN and the monthly firm fixed price total. The invoice shall be sent via e-mail to the USCIS COTR and the USCIS Contracting Officer. The payment office address is as follows:

Dallas Finance Center
PO Box 561547
Dallas, TX 75356-1547

5. 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.

6. Contractor's Proposal

Inclusion of specific elements of the Contractor's proposal may be incorporated into the contract. Contractor's Representations & Certifications are herein incorporated by reference.

7. Homeland Security Acquisition Regulation (HSAR) clauses and provisions incorporated by reference and in full text.

HSAR 3052.242-71 - Dissemination of Contract Information (DEC 2003)

HSAR 3052.242-72 - Contracting Officer's Technical Representative (DEC 2003)

HSAR 3052.204-71 - Contractor Employee Access (JUN 2006) - Alternate I (JUN 2006)

(a) *Sensitive Information*, as used in this Chapter, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

(1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those contractor employees authorized access to sensitive information, the contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(g) Before receiving access to IT resources under this contract the individual must receive a security briefing, which the Contracting Officer's Technical Representative (COTR) will arrange, and complete any nondisclosure agreement furnished by DHS.

(h) The contractor shall have access only to those areas of DHS information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.

(i) Contractor access to DHS networks from a remote location is a temporary privilege for mutual convenience while the contractor performs business for the DHS Component. It is not a right, a guarantee of access, a condition of the contract, or Government Furnished Equipment (GFE).

(j) Contractor access will be terminated for unauthorized use. The contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.

(k) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has been granted by the Head of the Component or designee, with the concurrence of both the Department's Chief Security Officer (CSO) and the Chief Information Officer (CIO) or their designees. Within DHS Headquarters, the waiver may be granted only with the approval of both the CSO and the CIO or their designees. In order for a waiver to be granted:

- (1) The individual must be a legal permanent resident of the U. S. or a citizen of Ireland, Israel, the Republic of the Philippines, or any nation on the Allied Nations List maintained by the Department of State;
- (2) There must be a compelling reason for using this individual as opposed to a U. S. citizen; and
- (3) The waiver must be in the best interest of the Government.

(l) Contractors shall identify in their proposals the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of non-U.S. citizens after contract award shall also be reported to the contracting officer.

(End of clause)

HSAR 3052.215-70 - 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:

(b)(6)

- Program Manager
- Site Project Manager
- Site Project Manager
- Safety/Facilities Manager

(End of clause)

8. Section 8(a) Partnership Agreement

This contract is entered into between the U.S. Small Business Administration (SBA) (Prime Contractor) and the 8(a) Participant (subcontractor) and the Department of Homeland Security (DHS), U.S. Citizenship & Immigration Services (USCIS).

The 8(a) Partnership Agreement (PA), dated January 31, 2007, issued between the SBA and DHS delegates the authority to make direct award of the contract to the 8(a) participant once the requirement has been offered and accepted by the SBA. The DHS USCIS Contracting Officer will retain contract administration.

9. FAR 52.219-18 Notification of Competition Limited to Eligible 8(a) Concerns (Jun 2003) – Alternate III (Nov 2005)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer—

- (1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) if this clause.

(c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d) (1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction of service contracts.

(2) The Contractor will notify the USCIS Contracting Office Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

10. FAR 52.219-71 Section 8(a) Direct Award (Deviation) (Nov 2005)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Partnership Agreement between the Small Business Administration (SBA) and the Department of Homeland Security (DHS). SBA retains responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

U. S. Small Business Administration
Colorado District Office
721 19th Street, Suite 426
Denver, CO 80202

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract. However, the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.

(c) The contractor agrees:

(1) to notify the Contracting Officer, simultaneously with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637(a)(21), transfer of ownership or control shall result in termination of the contract for

convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership or control.

(2) to adhere to the requirements of FAR 52.219-14, Limitations on Subcontracting.
(End of Clause)

11. FAR 52.222-42 Statement of Equivalent Rates For Federal Hires (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

<u>Employee Classification</u>	<u>Monetary Wage (hourly)</u>	<u>Fringe Benefits</u>
Program Analyst GS-343-11 Step 4	\$28.72	36.25%
Supply Technician GS-2005-7 Step 4	\$19.41	36.25%
Mail & File Clerk GS-305-5 Step 4	\$15.67	36.25%

12. Organizational Conflict of Interest

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) Prior to commencement of any work, the Contractor agrees to notify the CO immediately that to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the CO any actual or potential conflict of interest the firm may have. In emergency situations, however, work may begin but notification shall be made within five (5) working days.

(c) The contractor agrees that if an actual or potential organizational conflict of interest is identified during performance, the Contractor shall immediately make a full disclosure in writing to the CO. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the CO, to avoid, mitigate, or neutralize the actual or potential conflict of interest. The Contractor shall continue performance until notified by the CO of any contrary action to be taken.

(d) Remedies - USCIS may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose it or misrepresented relevant information to the CO, the Government may terminate the contract for cause, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

C. FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (JAN 2009)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: Contracting Officer check as appropriate.

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

(2) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(3) 52.219-3, Notice of Total HUBZone Set-Aside (JAN 1999) (15 U.S.C. 657a).

(4) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

(5) Reserved.

(6)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).

(ii) Alternate I (OCT 1995) of 52.219-6.

(iii) Alternate II (MAR 2004) of 52.219-6.

(7)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).

(ii) Alternate I (OCT 1995) of 52.219-7.

(iii) Alternate II (MAR 2004) of 52.219-7.

(8) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

(9)(i) 52.219-9, Small Business Subcontracting Plan (NOV 2007) (15 U.S.C. 637(d)(4).

(ii) Alternate I (OCT 2001) of 52.219-9.

(iii) Alternate II (OCT 2001) of 52.219-9.

(10) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

(11) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C.

637(d)(4)(F)(i)).

(12)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

(ii) Alternate I (JUN 2003) of 52.219-23.

(13) 52.219-25, Small Disadvantaged Business Participation Program - Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(14) 52.219-26, Small Disadvantaged Business Participation Program - Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(15) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (MAY 2004)(15 U.S.C. 657 f).

(16) 52.219-28, Post Award Small Business Program Representation (JUN 2007) (15 U.S.C. 632(a)(2)).

(17) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).

(18) 52.222-19, Child Labor - Cooperation with Authorities and Remedies (AUG 2007) (E.O. 13126).

(19) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

(20) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(21) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(22) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(23) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(24) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(25)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) (Applies to all contracts).

(ii) Alternate I (AUG 2007) of 52.222-50.

(26) Reserved.

(27) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-

Designated Products (AUG 2000) (42 U.S.C. 6962c(3)(A)(ii)).

(ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

(28) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

(29)(i) 52.223-16, IEEE1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).

(ii) Alternate I (DEC 2007) of 52.223-16.

(30) 52.225-1, Buy American Act - Supplies (JUN 2003) (41 U.S.C. 10a-10d).

(31)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (AUG 2007) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

(ii) Alternate I (JAN 2004) of 52.225-3.

(iii) Alternate II (JAN 2004) of 52.225-3.

(32) 52.225-5, Trade Agreements (NOV 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

(33) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(34) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).

(35) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

(36) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

(37) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

(38) 52.232-33, Payment by Electronic Funds Transfer - Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

(39) 52.232-34, Payment by Electronic Funds Transfer - Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

(40) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

(41) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

(42)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

(ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

(1) 52.222-41, Service Contract Act of 1965 (NOV 2007) (41 U.S.C. 351, et seq.).

(2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (FEB 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(7) 52.237-11, Accepting and Dispensing of \$1 Coin (AUG 2007)(31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records - Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iv) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(v) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(vi) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vii) 52.222-41, Service Contract Act of 1965 (NOV 2007) (41 U.S.C. 351, et seq.).

(viii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(ix) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(x) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(xi) Reserved.

(xii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

SECTION III

List of Contract Documents, Exhibits or Attachments

- A. Attachment 1 – Service Contract Act Wage Determinations**
- B. Attachment 2 – Contract Security Classification Specification (DD254)(attached after award)**
- C. Attachment 3 – Government Provided Property**
- D. Attachment 4 – Performance Requirements Summary**
- E. Attachment 5 – Definitions and Acronyms**
- F. Attachment 6 – Removed**
- G. Attachment 7 – Removed**
- H. Exhibit 1 – List of Deliverables**

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
			1 12

2. AMENDMENT/MODIFICATION NO. P00011	3. EFFECTIVE DATE 02/18/2011	4. REQUISITION/PURCHASE REQ. NO. NRC110029	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) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865	(x)	9A. AMENDMENT OF SOLICITATION NO.
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		9B. DATED (SEE ITEM 11)
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	x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
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CODE [redacted]	FACILITY CODE	10B. DATED (SEE ITEM 13) 08/21/2009
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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. (b)(4)

12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule	Net Increase:	[redacted]
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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) By mutual agreement

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Completed by UCF section headings, including solicitation/contract subject matter where feasible.)
DUNS Number: [redacted] (b)(4)
AAP Number: 54894 DO/DPAS Rating: NONE
Firm-fixed prices are revised to reflect new wage determinations incorporated by Modification P00009.

LIST OF CHANGES:
Total Amount for this Modification [redacted]
New Total Amount for this Version [redacted] (b)(4)
New Total Amount for this Award: \$94,273,012.92
Obligated Amount for this Modification [redacted]
New Total Obligated Amount for this Award: [redacted]
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) [redacted] Contracts Specialist	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter
15C. DATE SIGNED 1 March, 2011	16B. UNITED STATES OF AMERICA [Signature]
(Signature of person authorized to sign)	16C. DATE SIGNED 03/15/11

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1001</p> <p>Unit Price changed from [redacted] to [redacted]</p> <p>[redacted] (b)(4)</p> <p>Total Amount changed from [redacted] to [redacted]</p> <p>Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC</p> <p>Amount changed from [redacted] to [redacted]</p> <p>[redacted] (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>NRCROSS 000 EX 20-04-00-000</p> <p>07-60-0100-00-00-00-00 GE-25-37-00 000000</p> <p>Quantity changed from 12 to 11.84774</p> <p>Amount changed from [redacted] to [redacted]</p> <p>Percent changed from [redacted] (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>FEREC11 000 EX 20-04-00-000</p> <p>07-60-0100-00-00-00-00 GE-25-37-00 000000</p> <p>Quantity: [redacted]</p> <p>Amount: [redacted]</p> <p>Percent [redacted] (b)(4)</p> <p>Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 1002</p> <p>Unit Price changed from [redacted] to [redacted]</p> <p>[redacted] (b)(4)</p> <p>Total Amount changed from [redacted] to [redacted]</p> <p>Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC</p> <p>Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: (b)(4)</p> <p>NRCROSS 000 EX 20-04-00-000</p> <p>07-60-0100-00-00-00-00 GE-25-37-00 000000</p> <p>Quantity changed from [redacted]</p> <p>Amount changed from [redacted]</p> <p>Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>FEREC11 000 EX 20-04-00-000</p> <p>07-60-0100-00-00-00-00 GE-25-37-00 000000</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00011

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3 12

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 1003 Unit Price changed from [redacted] to [redacted] [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Amount changed from [redacted] Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 1004 Unit Price changed from [redacted] to [redacted] [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Amount changed from [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1005 Unit Price changed from [redacted] to [redacted] [redacted] Total Amount changed . Continued ...</p> <p>(b)(4)</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00011

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4 12

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>from [redacted] Obligated Amount for this modification [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Amount changed from [redacted] Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 1006 Unit Price changed from [redacted] [redacted]</p> <p>Total Amount changed from [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: REME Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Amount changed from [redacted] Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 1007 Unit Price changed from [redacted] to [redacted] Continued ...</p> <p>(b)(4)</p>				

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ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount changed from [redacted] Obligated Amount for this modification [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: BEME Amount changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: HBGCONT 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Amount changed from [redacted] Percent changed from [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1008 Unit Price changed from [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: BEME Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: HBGCONT 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Amount changed from [redacted] Percent changed from [redacted]</p> <p>(b)(4) Continued ...</p>				

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ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2001 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED] to [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED] to [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 2002 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 2003 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]</p> <p>Continued ... (b)(4)</p>				

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	<p>CHANGES FOR LINE ITEM NUMBER: 2004 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 2005 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 2006 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 2007 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Continued ... (b)(4)</p>				

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	Amount changed from	[REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 2008					
	Unit Price changed from	[REDACTED]				
	Total Amount changed from	[REDACTED]				
	CHANGES FOR DELIVERY LOCATION: REMF					
	Amount changed from	[REDACTED]				
	CHANGES FOR ACCOUNTING CODE:					
	TBD					
	Amount changed from	[REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 3001					
	Unit Price changed from	[REDACTED]		to	[REDACTED]	
	Total Amount changed from	[REDACTED]				
	CHANGES FOR DELIVERY LOCATION: NRC					
	Amount changed from	[REDACTED]		to	[REDACTED]	
	CHANGES FOR ACCOUNTING CODE:					
	TBD					
	Amount changed from	[REDACTED]		to	[REDACTED]	
	CHANGES FOR LINE ITEM NUMBER: 3002					
	Unit Price changed from	[REDACTED]		to	[REDACTED]	
	Total Amount changed from	[REDACTED]				
	CHANGES FOR DELIVERY LOCATION: NRC					
	Amount changed from	[REDACTED]				
	CHANGES FOR ACCOUNTING CODE:					
	TBD					
	Amount changed from	[REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 3003					
	Unit Price changed from	[REDACTED]		to	[REDACTED]	
	Total Amount changed from	[REDACTED]				
	CHANGES FOR DELIVERY LOCATION: NRC					
	Amount changed from	[REDACTED]				
	Continued ...					
	(b)(4)					

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3004 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3005 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3006 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: REME Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3007 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED]</p> <p>Continued ...</p> <p>(b)(4)</p>				

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ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [redacted]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted]				
	CHANGES FOR LINE ITEM NUMBER: 3008 Unit Price changed from [redacted] Total Amount changed from [redacted]				
	CHANGES FOR DELIVERY LOCATION: REMF Amount changed from [redacted]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted]				
	CHANGES FOR LINE ITEM NUMBER: 4001 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted]				
	CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted]				
	CHANGES FOR LINE ITEM NUMBER: 4002 Unit Price changed from [redacted] Total Amount changed from [redacted]				
	CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted]				
	CHANGES FOR LINE ITEM NUMBER: 4003 Unit Price changed from [redacted]				
	Continued ... (b)(4)				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Total Amount changed from [REDACTED]				
	CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 4004 Unit Price changed from [REDACTED]				
	Total Amount changed from [REDACTED]				
	CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 4005 Unit Price changed from [REDACTED]				
	Total Amount changed from [REDACTED]				
	CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 4006 Unit Price changed from [REDACTED]				
	Total Amount changed from [REDACTED]				
	CHANGES FOR DELIVERY LOCATION: REMF Amount changed from [REDACTED]				
	CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 4007 Continued ...				
	(b)(4)				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4)</p> <p>Unit Price changed from [redacted] to [redacted]</p> <p>Total Amount changed from [redacted] to [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [redacted] to [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted] to [redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 4008 Unit Price changed from [redacted] to [redacted]</p> <p>Total Amount changed from [redacted] to [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [redacted] to [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: TBD Amount changed from [redacted] to [redacted]</p> <p>Discount Terms: Net 30 (b)(4)</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00012	3. EFFECTIVE DATE 02/24/2011	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)	
(b)(4)		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009	
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 16, 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 CONTRACT/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) By mutual agreement

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: (b)(4)
AAP Number: 54894 DO/DEAS Rating: NONE

The performance of this contract has been determined to have the potential of allowing contractor employees to have access 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 that all employees having access to information protected under the Privacy Act complete mandatory annual 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. Employees without access to the EdVantage system shall take the training via a DVD, which will be provided by USCIS. The Contractor shall certify to both the Contracting Officer Technical Representative (COTR)
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) Contracts Specialist	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) PAUL A. SHANNON
15C. DATE SIGNED 2/25/11	16B. UNITED STATES OF AMERICA <i>Paul A. Shannon</i> (Signature of Contracting Officer)
	16C. DATE SIGNED 2/28/11

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>and Contracting Officer (CO) all training within 30 days of its completion. Training is to be completed within 60 days of this modification and annually thereafter.</p> <p>All other terms and conditions remain unchanged. Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE	PAGE OF PAGES
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2 AMENDMENT/MODIFICATION NO.	3 EFFECTIVE DATE	4 REQUISITION/PURCHASE REQ NO.	5 PROJECT NO. (If applicable)
P00013	04/12/2011		
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	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.	
SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		9B DATED (SEE ITEM 11)	
(b)(4)		X 10A MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
COD [REDACTED] FACILITY CODE		10B DATED (SEE ITEM 13)	
		08/21/2009	

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. (b)(4)

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: [REDACTED]
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) By mutual agreement

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] (b)(4)
AAP Number: 54894 DO/DPAS Rating: NONE
By this modification, CLIN 1003 Index Scanning of Pages volume is reduced from 40,522,267 (b)(4) to 2,950,000. CLIN 1003 monthly firm-fixed-price is reduced from [REDACTED]

By this modification Paragraph 4.9: (attached) is added to the contract Performance Work Statement (PWS). Attached page III-55 is added to PWS attachment 4.

By this modification a second accounting string is added to CLIN 1007, for reimbursable purposes and funding is moved from the original accounting string to the second one:

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)	15C DATE SIGNED	16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	16C DATE SIGNED
[REDACTED] Specialist	4/12/11	Heidi M. Salter	4/13/11
		(Signature of Contracting Officer)	

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>From (b)(4)</p> <p>HBGCONT-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 [REDACTED] (FFMS Item #15, MDL #2)</p> <p>To</p> <p>RCBP11-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 [REDACTED]</p> <p>LIST OF CHANGES: Total Amount for this Modification: [REDACTED] New Total Amount for this Version: [REDACTED] New Total Amount for this Award: \$93,166,930.17 Obligated Amount for this Modification: [REDACTED] New Total Obligated Amount for this Award: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1003 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification: [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>Discount Terms: Net 30 (b)(4)</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p> <p>Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1009	AR-11 (Change of Address Processing) (b)(4) Obligated Amount [REDACTED] Delivery: 11/30/2011 Delivery Location Code: RFMF Department of Homeland Security Remote File Maintenance Facility 790 Pleasants Drive Harrisonburg VA 22801 Accounting Info: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Funded [REDACTED] (b)(4)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

4.9 – CLIN 0009 FSF AR-11 FORM (CHANGE OF ADDRESS PROCESSING)

The contractor shall complete all of the following tasks:

- Processing up to 300,000 AR-11 forms per year. Over the course of the year, the month to month volume of the AR-11 forms submitted to the contractor for processing may vary considerably. AR-11 forms will be received by the contractor through surface, registered, or return receipt USPS mail and by other express mail services. The contractor shall date stamp the AR-11 form with the date the document was received. The envelope shall be attached to the AR-11 form as it may be needed to clarify information for data entry. AR-11 address information must be processed and available to governmental entities within 72 hours of receipt of the initial AR-11 form. The AR-11 SR form must be data entered within 48 hours of receipt (approximately 5 % of the total AR-11s received are AR-11 SRs). Attachment A provides the most current versions of the AR-11 forms used.
- Tracking all AR-11 forms submitted for processing at each stage in the production process using the National File Tracking System (NFTS). Documents determined to be “non-processable” or identified as “no process” forms, as defined below, shall also be tracked using NFTS.
- Returning forms to the customer when the contractor determines that the forms are illegible or lack information that enables the contractor to process the change of address request. These documents are classified as “non-processable” AR-11 forms. The contractor shall use the system generated form letter to inform the customer and return the documents. An example is contained in Attachment B. Documents shall be returned to the customer within 5 working days of receipt. It is estimated that approximately 5 % of AR-11 forms received will need to be returned to the customer. The postage transaction report required by paragraph 6.7 shall include all elements required for input into the Mail Management Business Intelligence Tool (MBIT).
- Forwarding “no process” documents to the on-site COTR for review within 1 working day of receipt. “No process” documents are materials that are attached to AR-11 forms that may be of important documentary and/or monetary value, or need to be processed as claims for immigration benefits. Examples may also include foreign passports, identification cards, and birth certificates. The on-site government personnel will be responsible for making determinations of the value or importance of the materials in question and for returning these materials to the customer. It is estimated that approximately 16% of the AR-11 forms received will require on-site government personnel to review “no process” materials.
- Transcribing data entered on the AR-11 or AR-11 SR paper forms into a government provided AR-11 data system. Mandatory fields from the AR-11 forms that must be captured include : last name, first name, date of birth, and current address (street, city, state, and zip code). Attachment C is a screen print of the AR-11 database system to be used, and provides more information on the types and number of mandatory fields. The

contractor shall also enter into the database the Responsible Party Code (RPC) for the box the paper AR-11 form is stored in. Each AR-11 form will not contain a preprinted tracking number. Most of the documents to be processed by the contractor are handwritten, generally in ink of various colors. Although standard forms provide blocks or segments designated to hold specific text or numeric data, some data entry discretion will be necessary in interpreting or validating the material as provided by the customer.

- Retaining/destroying AR-11 forms once they meet their retention period as defined below:
 - a. Processable AR-11s forms – Stage hard copy for destruction 180 days from date processed. Destroy annually.
 - b. Non-Processable AR-11 forms and Return Letters – Delete the return letter from the share drive 180 days from the date of the letter. A copy of the AR-11 form would not be retained because the information would be available in the AR-11 archive.
 - c. No-Process Documents – Documents and items returned to the customer that are subsequently returned by the mail delivery service to HBG as undeliverable shall be destroyed as described below.
 - d. Undeliverable Documents – Returned “no-process” documents not eligible for processing and non-processable AR-11 forms that fail to reach the customer at the address stated in the form/document. Destroy one (1) year from the date on which the original AR-11 form was received.

- Retrieving AR-11 forms upon request by USCIS. USCIS will supply the necessary data elements to identify the required form. In some cases, special handling of the document may be necessary to protect forensics. For example, the contractor may be required to use gloves and place the requested document in a plastic bag before shipping. It is estimated that the contractor shall be requested to retrieve less than 10 documents annually. The contractor shall place a record in the box showing that the document was removed. The record shall include all pertinent information such as name and date of birth as shown on the AR-11 form, name and address where the document was shipped, and the date of the shipment. Requested forms will be shipped within one working day of receipt of the request.

- All incoming and outgoing mail related to the AR-11 process at the FSF is to be tracked and reported as part of this CLIN 9.

Note: All equipment and materials to perform this task will be government furnished. The term AR-11s as used in above paragraphs includes both regular AR-11 and AR-11 SR forms except as otherwise specified.

4.9 FSF AR-11 (CHANGE OF ADDRESS PROCESSING)

Tasks	Standards	PRS ACCURACY	PRS TIME	Surveillance Method	Deduct for Non-performance
The contractor shall complete all of the following tasks:					
• Incoming AR-11s will be received from USPS and other express carriers.	Incoming AR-11s shall be date stamped with the date received and the original envelope attached to the AR-11 form.	98.5%	98.5%	Random Sampling,	1% off for each percentage point under each AQL.
• Illegible AR-11s or ones lacking information are considered "Non-Processable" forms.	"Non-Processable" forms are returned to the customer within 5 working days. Information entered into AR-11 database is accurate.	98.5%	98.5%	Random Sampling Computer generated	Same
• "No Process" documents attached to the AR-11 are documents that may have importance or monetary value.	"No process" documents are forwarded to COTR for review within 1 working day of receipt.	98.5%	98.5%	Random Sampling	Same
• Transcribe data from the AR-11 forms into the government provided database.	All mandatory fields are accurately entered into the AR-11 database within 72 hours of receipt. AR-11 SRs mandatory fields are entered accurately into the AR-11 database within 48 hours of receipt.	98.5%	98.5%	Random Sampling Computer Generated	Same
• AR-11 Document Requests	Form will be located, pulled and shipped within one working day of receipt of request.	98.5%	98.5%	Monitoring	Same

NOTE: TERM AR-11 INCLUDES BOTH THE AR-11 AND AR-11 SR FORMS (AND REVISIONS) UNLESS OTHERWISE SPECIFIED.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00014	3. EFFECTIVE DATE 05/31/2011	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
(b)(4)		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009
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)

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] (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE
 For CLIN 1001: funding from NRCROSS-000 EX 20-04-00-000 07-60-0100-00-00-00 GE-25-37-00 000000 is reduced by [redacted] funding from R600311-000 EX 20-04-00-000 07-60-0100-00-00-00 GE-25-37-00 000000 is increased by [redacted]
 For CLIN 1007: funding from HBGCONT-000 EX 20-04-00-000 07-60-0100-00-00-00 GE-25-37-00 000000 is reduced by [redacted] funding from RCBPA11-000 EX 20-04-00-000 07-60-0100-00-00-00 GE-25-37-00 000000 is increased by [redacted]
 Period of Performance: 12/01/2009 to 11/30/2014

(b)(4)

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) Gale C. Bonnett
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
(Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA Gale C. Bonnett (Signature of Contracting Officer)
	16C. DATE SIGNED 5/31/2011

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. P00015		3. EFFECTIVE DATE 07/07/2011	4. REQUISITION/PURCHASE REQ. NO. NRC110065	PAGE OF PAGES 1 2	
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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		(b)(4)	9A. AMENDMENT OF SOLICITATION NO.
CODE		FACILITY CODE	9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
			10B. DATED (SEE ITEM 13) 08/21/2009

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: _____ (b)(4)
NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 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).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	By mutual agreement

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: _____ (b)(4)
AAP Number: 54894 DO/DPAS Rating: NONE
CLIN 0002 quantities are revised for Option Year 1: Non-indexed Scanning of Requests (PWS Section 4.2.1) is increased by 67,000 (from 72,000 to 139,000); Non-Indexed Scanning of Files (PWS Section 4.2.2) is increased by 19,000 (from 56,400 to 75,400).

LIST OF CHANGES:

Total Amount for this Modification: _____ (b)(4)
New Total Amount for this Version: _____ (b)(4)
New Total Amount for this Award: \$93,683,033.11
Obligated Amount for this Modification: _____
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) Contracts Specialist		15C. DATE SIGNED		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gale C. Bonnett, Contracting Officer	
[Redacted]		[Redacted]		16B. UNITED STATES OF AMERICA Gale C. Bonnett (Signature of Contracting Officer)	
				16C. DATE SIGNED 7/12/2011	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. P00016		3. EFFECTIVE DATE 09/08/2011	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable) 1 1
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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		(x) 9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
(b)(4)		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
CODE [] FACILITY CODE []		10B. DATED (SEE ITEM 13) 08/21/2009

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

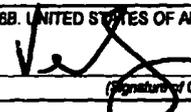
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

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.
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: []
AAP Number: 54894 DO/DPAS Rating: NONE (b)(4)
Funding streams are revised as specified on page 2.
Period of Performance: 12/01/2009 to 11/30/2014

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.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vernon Hadley	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 9-7-11

Modification P00016							Page 2 of 2
HSSCCG-10-C-00001							
	1001	1002	1003	1004	1005	Total	
P00016	(b)(4)						
NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000							
FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000							
R600311 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000							

(b)(4)

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)
 P00017 11/30/2011 NRC120020.2

6. ISSUED BY CODE CIS 7. ADMINISTERED BY (If other than Item 6) CODE CIS
 USCIS Contracting Office USCIS Contracting Office
 Department of Homeland Security Department of Homeland Security
 70 Kimball Avenue 70 Kimball Avenue
 South Burlington VT 05403 South Burlington VT 05403

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 9A. AMENDMENT OF SOLICITATION NO.
 SUMMIT TECHNICAL SOLUTIONS LLC (x)
 405 S CASCADE AVE SUITE 201
 COLORADO SPRINGS CO 809033865
 9B DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO.
 HSSCCG-10-C-00001 (x)
 10B. DATED (SEE ITEM 13)
 08/21/2009
 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
 COD [redacted] FACILITY CODE

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. (b)(4)

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: [redacted]
 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:
 D. OTHER (Specify type of modification and authority)
 X FAR 52.243-1, FAR 52.217-9

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] (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE
 CLIN 2002 quantities are revised as follows: non-indexed scanning of requests is increased from 72,000 to 139,000; non-indexed scanning of files is increased from 56,400 to 75,400.
 CLIN 2003 indexed scanning of pages quantity is reduced from 53,839,489 to 2,950,000.
 CLIN 2009 is added with a quantity of 210,000 forms.
 Performance Work Statement is revised as specified on page 6 of this modification.

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)
 [redacted] President & CEO Vernon Hadley
 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED
 Digitally signed by [redacted] (b)(6) 29 Nov 11 [Signature] 11-30-11
 Date: 2011.11.29 11:21:22 -0700 (Signature of Contractor/Offeror) (Signature of Contracting Officer)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00017

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The Government exercises its second option, for services from 12/1/11 through 11/30/12.</p> <p>Wage Determinations 2005-2307, Rev No. 11 and 2005-2249, Rev No. 10 are replaced by 2005-2307, Rev No. 12 (dated 6/13/2011) and 2005-2249, Rev No. 11 (dated 6/13/2011). The contractor shall notify the Contracting Officer of any increase claimed within 30 days of this modification (FAR 52.222-43 (f)).</p> <p>LIST OF CHANGES:</p> <p>CHANGES FOR LINE ITEM NUMBER: 2001 Obligated Amount for this modification: [Redacted] (b)(4) Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: 12 Amount: [Redacted] Percent: [Redacted] Subject to Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2002 Unit Price changed from [Redacted] [Redacted] Total Amount changed from [Redacted] Obligated Amount for this modification: [Redacted] Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [Redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCFOIA 000 EX 20-04-00-000 07-60-0100-40-00-00-00 GE-25-37-00 000000 Quantity: [Redacted] Amount: [Redacted] Percent: [Redacted] Subject to Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2003 Unit Price changed from [Redacted] to [Redacted] Continued ...</p> <p>(b)(4)</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00017

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3 6

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount changed from [redacted] Obligated Amount for this modification: [redacted] Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRC SODA 000 EX 20-04-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2004 Obligated Amount for this modification: [redacted] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2005 Obligated Amount for this modification: [redacted] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2006 Obligated Amount for this modification: [redacted]</p> <p>Continued ...</p> <p>(b)(4)</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00017

PAGE OF
4 6

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2009	<p>Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2007 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 2008 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>Discount Terms: Net 30</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p> <p>AR-11 (Change of Address Processing) Obligated Amount: [REDACTED]</p> <p>Delivery: 11/30/2012 Delivery Location Code: RFMF Department of Homeland Security Remote File Maintenance Facility Continued ...</p> <p>(b)(4)</p>	12	MO	[REDACTED]	[REDACTED]

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00017

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>790 Pleasants Drive Harrisonburg VA 22801 Accounting Info: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Funded: \$0.00 Accounting Info: HBGAR11 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Funded </p> <p style="text-align: center;">(b)(4)</p>				

Revise Performance Work Statement, para 4.9 AR-11, Change of Address, to include the following:

Various types of cash (currency, check, money order) may be erroneously sent to HBG through the AR-11 mailing address. The Contractor shall ensure that all cash received is recorded and tracked, and hand delivered to the appropriate DHS personnel on the same date it is received. Cash shall not be left unattended. The chain of custody is to be maintained and documented.

Revise PRS for Task 4.9 to include:

Task:	Standard:	Accuracy	Time	Surveillance Method	Deduct for non-performance
Receipt of Currency	Cash is not left unattended, is <u>recorded</u> in chain of custody log, <u>and</u> delivered to DHS personnel daily.	100%	100%	observation	1% off for each percentage point <u>under</u> the AQL.

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (if applicable)
 P00018 12/20/2011

6. ISSUED BY CODE CIS 7. ADMINISTERED BY (if other than Item 6) CODE CIS
 USCIS Contracting Office USCIS Contracting Office
 Department of Homeland Security Department of Homeland Security
 70 Kimball Avenue 70 Kimball Avenue
 South Burlington VT 05403 South Burlington VT 05403

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) 9A. AMENDMENT OF SOLICITATION NO.
 SUMMIT TECHNICAL SOLUTIONS LLC (x)
 405 S CASCADE AVE SUITE 201 9B. DATED (SEE ITEM 11)
 COLORADO SPRINGS CO 809033865
 (b)(4) 10A. MODIFICATION OF CONTRACT/ORDER NO.
 X HSSCCG-10-C-00001
 10B. DATED (SEE ITEM 13)
 08/21/2009

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 data, 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 52.243-1

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: 54894 DO/DPAS Rating: NONE
 For CLIN 2007: (b)(4)
 reduce funding stream HBGCONT-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000
 b [redacted] and,
 add [redacted] from new funding stream RSSAR12-000 EX 20-04-00-000 07-60-0100-00-00-00-00
 GE-25-37-00 000000 .

All other terms and conditions remain unchanged.

Period of Performance: 12/01/2009 to 11/30/2014

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.

15A. NAME AND TITLE OF SIGNER (Type or print) 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 15D. UNITED STATES OF AMERICA 15E. DATE SIGNED
 Gale C. Bonnett
 (Signature of person authorized to sign) Gale C. Bonnett 12/20/2011
 (Signature of Contracting Officer)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00019	3. EFFECTIVE DATE 01/11/2012	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 (fio., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)		(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009
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)

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 data, 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 _____ 0 _____ copies to the issuing office.

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

DUNS Number: _____ (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE
 Funding stream for CLIN 2007 is corrected: funding stream RSSAR12-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 is reduced by _____ funding stream RCBPA12-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-14-00 000000 _____ is added.
 Period of Performance: 12/01/2009 to 11/30/2014

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.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gale C. Bonnett	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Gale C. Bonnett (Signature of Contracting Officer)	16C. DATE SIGNED 1/12/12

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. P00020	3. EFFECTIVE DATE 04/03/2012	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		(x) 9A. AMENDMENT OF SOLICITATION NO.	
(b)(4)		9B. DATED (SEE ITEM 11)	
CODE [redacted] FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
		10B. DATED (SEE ITEM 13) 08/21/2009	

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.
	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 52.243-1

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] (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE
 Bullet 5 of paragraph 4.9 is replaced by the following text:

Transcribing all available data on the AR-11 or AR-11 SR paper forms into a government provided AR-11 data system. Attachment A provides samples of the forms that the contractor shall use to transcribe the data from. Minimum data required to create a record in the AR-11 database is:

Last Name
 First Name
 Date of Birth
 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) [redacted] Specialist		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vernon Hadley	
15C. DATE SIGNED 06 APR 12	15B. UNITED STATES OF AMERICA	15C. DATE SIGNED 6 Apr 12	

Previous edition unusable

(b)(6)

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

Form Received on
Form Receive by
RPC

These fields are considered mandatory and critical to proper identification of the individual. All other available data shall be entered and is considered non-critical to the record for identification purposes. The RPC will be used to identify the location that the paper copy is stored in. Most of the documents to be processed by the contractor are handwritten, generally in ink of various colors. Although standard forms provide blocks or segments designated to hold specific text or numeric data, some data entry discretion will be necessary in interpreting or validating the material as provided by the customer.

The standards on the fourth bullet of the PRS related to transcribing data are revised to read as follows:

All critical fields necessary to create a record in the database for an AR-11 form are entered accurately within 72 hours of receipt of an AR-11 form.

All critical fields necessary to create a record in the database for an AR-11 SR form are entered accurately within 48 hours of receipt of an AR-11 SR form.

Time and Accuracy for above tasks remain at 98.5%

A new bullet under transcribing data is added that reads as follows:

All available non-critical data (not necessary for creation of a minimum record in the database) shall be entered accurately.

AQL for this task should be set at 96% (accuracy only) since this data does not require the same level of accuracy as the critical elements and does not prevent a user of the AR-11 mainframe from being able to locate the record. But establishing a separate AQL for non-critical
Continued ...

All other terms and conditions remain unchanged.
Period of Performance: 12/01/2009 to 11/30/2014

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 10/27/2009	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)	
(b)(4)		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009	
CODE	FACILITY CODE	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 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.
	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)
X	By mutual agreement

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: (b)(4)
 FAR Clause 52.232-23 Assignment of Claims (Jan 1986) is added to the contract.

(a) The Contractor, under the Assignment of Claims Act, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 (hereafter referred to as the Act), may assign its rights to be paid amounts due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency. The assignee under such an assignment may thereafter further assign or reassign its right under the original assignment to any type of financing institution described in the preceding sentence.

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.

(b)(6)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter	
	15C. DATE SIGNED 10/27/09	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
	16C. DATE SIGNED 10/30/09	

NSN 7540-01-132-8070
Previous edition unusable

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00001

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2 2

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b) Any assignment or reassignment authorized under the Act and this clause shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party, except that an assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in the financing of this contract.</p> <p>(c) The Contractor, shall not furnish or disclose to any assignee under this contract any classified document (including this contract) or information related to work under this contract until the Contracting Officer authorizes such action in writing.</p> <p>All other terms and conditions remain unchanged.</p> <p>Period of Performance: 12/01/2009 to 11/30/2014</p>				

2. AMENDMENT/MODIFICATION NO. P00002
 3. EFFECTIVE DATE 11/29/2009
 4. REQUISITION/PURCHASE REQ. NO. see page 6
 5. PROJECT NO. (If applicable)
 6. ISSUED BY CODE CIS
 7. ADMINISTERED BY (If other than Item 6) CODE CIS

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)
 SUMMIT TECHNICAL SOLUTIONS LLC
 405 S CASCADE AVE SUITE 201
 COLORADO SPRINGS CO 809033865

9A. AMENDMENT OF SOLICITATION NO. (x)
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. X HSSCCG-10-C-00001
 10B. DATED (SEE ITEM 13) 08/21/2009

(b)(4)
 CODE [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 Net Increase: (b)(4) [redacted]

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:
 D OTHER (Specify type of modification and authority)
 X By mutual agreement

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] (b)(4)
 New Total Amount for this Version: [redacted]
 New Total Amount for this Award: \$90,661,028.40
 Obligated Amount for this Modification: [redacted]
 New Total Obligated Amount for this Award: [redacted]

In accordance with FAR 32.8, the government acknowledges receipt of the attached documents: Notice of Assignment; Certification of Signing Authority; and, Assignment of Contract Payments. Payments due or to become due to Summit Technical Solutions, LLC under the terms of the contract will be made payable to Great Western Bank and remitted as specified below:

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]	(b)(6)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter	
	15C. DATE SIGNED 11/30/09	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 11/30/09

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00002

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(6)	<p>Great Western Bank CAGE #:4BBT7</p> <p>Mailing Address for checks: Great Western Bank Attn: [REDACTED]</p> <p>Wire Instructions: Great Western Bank (b)(4) Customer Account [REDACTED] ABA # [REDACTED] Ref: Summit Technical Solutions, LLC</p> <p>Attached is DD Form 254, Attachment 2 to the Contract.</p> <p>Wage Determinations 2005-2307 (R7) and 2005-2249 (R7) are replaced by Wage Determinations 2005-2307 (R8) and 2005-2249 (R8). The contractor shall notify the Contracting Officer of any increase claimed within 30 days of this modification (FAR 52.222-43 (f)).</p> <p>Prices are revised and accounting information is provided as shown below:</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed: [REDACTED] (b)(4) from [REDACTED] Obligated Amount for this modification: [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED] to [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity [REDACTED] Amount: [REDACTED] (b)(4) Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00002

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3 12

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Unit Price changed from [redacted] to [redacted]					
	Total Amount changed from [redacted]					
	Obligated Amount for this modification: [redacted]					
	CHANGES FOR DELIVERY LOCATION: NRC					
	Amount changed from [redacted]					
	NEW ACCOUNTING CODE ADDED:					
	Account code:					
	NRCROSS 000 EX 20-04-00-000					
	07-50-0000-00-00-00-00 GE-25-37-00 000000					
	Quantity: [redacted]					
	Amount: [redacted]					
	Percent: [redacted]					
	CHANGES FOR LINE ITEM NUMBER: 3					
	Unit Price changed from [redacted] to [redacted]					
	Total Amount changed from [redacted]					
	Obligated Amount for this modification: [redacted]					
	CHANGES FOR DELIVERY LOCATION: NRC					
	Amount changed from [redacted]					
	NEW ACCOUNTING CODE ADDED:					
	Account code:					
	IDDMP00 001 EX 20-05-00-000					
	01-01-0000-00-00-00-00 GE-25-14-00 000000					
	Quantity: [redacted]					
	Amount: [redacted]					
	Percent: [redacted]					
	CHANGES FOR LINE ITEM NUMBER: 4					
	Unit Price changed from [redacted] to [redacted]					
	Total Amount changed from [redacted]					
	Obligated Amount for this modification: [redacted]					
	CHANGES FOR DELIVERY LOCATION: NRC					
	Amount changed from [redacted]					
	NEW ACCOUNTING CODE ADDED:					
	Account code:					
	Continued ... (b)(4)					

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00002

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>FEREC11 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 5 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification: [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 6 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification: [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 7 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification: [REDACTED] Continued ...</p> <p>(b)(4)</p>				

(b)(4)

CHANGES FOR DELIVERY LOCATION: BEME

Amount changed from [REDACTED]

NEW ACCOUNTING CODE ADDED:

Account code:

HBGCONT 000 EX 20-04-00-000

07-50-0000-00-00-00-00 GE-25-37-00 000000

Quantity: [REDACTED]

Amount:

Percent: [REDACTED]

CHANGES FOR LINE ITEM NUMBER: B

Unit Price changed from [REDACTED]

Total Amount changed

from [REDACTED]

Obligated Amount for this modification: [REDACTED]

CHANGES FOR DELIVERY LOCATION: BEME

Amount changed from [REDACTED]

NEW ACCOUNTING CODE ADDED:

Account code:

HBGCONT 000 EX 20-04-00-000

07-50-0000-00-00-00-00 GE-25-37-00 000000

Quantity: [REDACTED]

Amount:

Percent: [REDACTED]

(b)(4)

Discount Terms:

Net 30

FOB: Destination

Period of Performance: 12/01/2009 to 11/30/2014

Modification P00002				Page 6 of 12			
HSSCCG-10-C-00001							
Requisition No.							
CLIN	NRC100015	NRC100018	TEM100020	Accounting Data amount			
0001	(b)(4)			NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0002				NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0003				IDDMP00 001 EX 20-05-00-000 01-01-0000-00-00-00-00 GE-25-14-00 000000			
0004				FEREC11 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0004				FEREC11 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0005				NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0005				NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0006				HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0007				HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
0008				HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000			
Total							

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 4
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2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 01/01/2010	4. REQUISITION/PURCHASE REQ. NO. see page 4	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) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865	(x) 9A. AMENDMENT OF SOLICITATION NO.
---	---------------------------------------

(b)(4)	9B. DATED (SEE ITEM 11)
CODE [redacted]	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
FACILITY CODE	10B. DATED (SEE ITEM 13) 08/21/2009

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 page 4	Net Increase: [redacted]	(b)(4)
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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) By mutual agreement

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]
Firm-fixed prices are revised to reflect new wage determinations (incorporated by modification P00002); see page 3 for new firm-fixed prices.

(b)(4)

LIST OF CHANGES:
Total Amount for this Modification: [redacted]
New Total Amount for this Version: [redacted]
New Total Amount for this Award: \$91,041,087.00
Obligated Amount for this Modification: [redacted]
New Total Obligated Amount for this Award: [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] of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter
15C. DATE SIGNED 1/8/10	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
	16C. DATE SIGNED 01/11/2010

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00003

PAGE OF
2 4

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Discount Terms: Net 30 FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014				

CLIN	Mod P00003	increase	Mod P00003
0001			
0002			
0003			
0004			
0005			
0006			
0007			
0008			
Total: Base Year			
1001			
1002			
1003			
1004			
1005			
1006			
1007			
1008			
Total: Option Year One			
2001			
2002			
2003			
2004			
2005			
2006			
2007			
2008			
Total: Option Year Two			
3001			
3002			
3003			
3004			
3005			
3006			
3007			
3008			
Total: Option Year Three			
4001			
4002			
4003			
4004			
4005			
4006			
4007			
4008			
Total: Option Year Four			
CONTRACT GRAND TOTAL			

(b)(4)

Modification P00003				Page 4 of 4
HSSCCG-10-C-00001				
	Requisition No.			
CLIN	NRC100021	TFM100033	Accounting Data	amount
0001	(b)(4)		NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000	(b)(4)
0002			NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000	
0003			DDMP00 001 EX 20-05-00-000 01-01-0000-00-00-00-00 GE-25-37-00 000000	
0004			FEREC11 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000	
0005			NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000	
0006			HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000	
0007			HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000	
0008			HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000	
Total				

(b)(4)

(b)(4)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
PAGE OF PAGES
1 1

2. AMENDMENT/MODIFICATION NO. P00004
3. EFFECTIVE DATE 01/19/2010
4. REQUISITION/PURCHASE REQ. NO.
5. PROJECT NO. (If applicable)

6. ISSUED BY CODE CIS
7. ADMINISTERED BY (If other than Item 6) CODE CIS
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)
SUMMIT TECHNICAL SOLUTIONS LLC
405 S CASCADE AVE SUITE 201
COLORADO SPRINGS CO 809033865

(x) 9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)

(b)(4)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
HSSCCG-10-C-00001
10B. DATED (SEE ITEM 13)
08/21/2009

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)

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:
D. OTHER (Specify type of modification and authority)
X By mutual agreement

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: (b)(4)
The purpose of this modification is to incorporate FAR Clause 52.222-54 Employment Eligibility Verification (JAN 2009) in this contract.

Period of Performance: 12/01/2009 to 11/30/2014

(b)(6)

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)
15C. DATE SIGNED 1/20/10
16B. UNITED STATES OF AMERICA
16C. DATE SIGNED 01/21/2010
Heidi M. Salter
(Signature of Contracting Officer)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
			1 2
2. AMENDMENT/MODIFICATION NO. P00005	3. EFFECTIVE DATE 03/10/2010	4. REQUISITION/PURCHASE REQ. NO. NRC100033.1	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
		10B. DATED (SEE ITEM 13) 08/21/2009	
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.
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 _____ 0 _____ copies to the issuing office

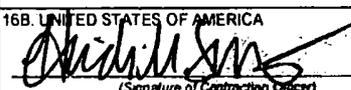
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
DUNS Number: [Redacted]
Funding/accounting data is revised as specified below:

LIST OF CHANGES:
Total Amount for this Modification [Redacted]
New Total Amount for this Version: [Redacted]
New Total Amount for this Award: \$91,041,087.00

CHANGES FOR LINE ITEM NUMBER: 1

CHANGES FOR ACCOUNTING CODE:
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) Heidi M. Salter
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 03/11/10

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00005

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2 | 2

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4)</p> <p>NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: R600310 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: Percent:</p> <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: R600310 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: Percent: [REDACTED] (b)(4)</p> <p>Delivery: 370 Days After Notice to Proceed Discount Terms: Net 30 Delivery Location Code: NRC National Records Center Department of Homeland Security Citizenship & Immigration Services 150 Space Center Loop Lees Summit MO 64064 US</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>				

2. AMENDMENT/MODIFICATION NO. P00006
 3. EFFECTIVE DATE 04/12/2010
 4. REQUISITION/PURCHASE REQ. NO. NRC100034
 5. PROJECT NO. (if applicable)
 6. ISSUED BY CODE CIS
 7. ADMINISTERED BY (if other than Item 6) CODE CIS

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)
 SUMMIT TECHNICAL SOLUTIONS LLC
 405 S CASCADE AVE SUITE 201
 COLORADO SPRINGS CO 809033865
 (b)(4)
 CODE [redacted] FACILITY CODE
 9A. AMENDMENT OF SOLICITATION NO. (X)
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. X
 HSSCCG-10-C-00001
 10B. DATED (SEE ITEM 13)
 08/21/2009

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. (b)(4)

12. ACCOUNTING AND APPROPRIATION DATA (if required) Net Increase: [redacted]
 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:
 D. OTHER (Specify type of modification and authority)
 X By mutual agreement

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] (b)(4)
 DO/DPAS Rating: NONE
 By this modification CLIN 0004 quantities are increased by [redacted]

See page 3 for summary of Task Order quantities for all CLINs.
 Total Amount for this Modification [redacted]
 New Total Amount for this Version: [redacted] (b)(4)
 New Total Amount for this Award: \$91,813,548.00
 Obligated Amount for this Modification: [redacted]
 New Total Obligated Amount for this Award: [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]
 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) PAUL A. SHANNON
 15C. DATE SIGNED 4/14/10
 16B. UNITED STATES OF AMERICA
 16C. DATE SIGNED 4/20/10
 (Signature of Contracting Officer)

(b)(6)

CLIN #	PRODUCT & SERVICES Base Year (12/1/09 - 11/30/10)	Estimated Annual Quantity Per Work Item	Total Estimated Annual Quantity	Total Price
0001	NRC FILE OPERATIONS AND MAINTENANCE		20,853,108	
	Incoming Files	4,450,008		
	Shelving Files	4,650,000		
	Processing External File Request	2,076,000		
	Processing Internal File request	193,200		
	Merging Files	320,400		
	Interfiling	828,000		
	Routine File Maintenance	96,000		
	Problem Files	24,000		
	A-File Creates	36,000		
	File Audits	4,800,000		
	NC Request Intake	18,000		
	NRC Retirement Preparation	1,140,000		
	Field / Digitized Retirement Preparations	540,000		
	File Retirements (Field, NRC, & Digitized)	1,680,000		
	Digitization File Pulls	1,500		
0002	NRC NON-INDEX Scanning of Request and Files		128,400	
	Non Indexed Scanning of Request	72,000		
	Non-Indexed Scanning of Files	56,400		
0003	NRC INDEX SCANNING		2,950,000	
	Indexed Scanning of Pages	2,950,000		
0004	NRC FRC RE-RETIREMENTS		2,234,000	
	FRC Re-Retirement Preparation	1,117,000		
	File Retirement (FRC)	1,117,000		
0005	NRC GENERAL SUPPORT SERVICES		12-Months	
	NRC Internal Support & Warehouse Functions	12-Months		
	NRC System Generated Error Reports	12-Months		
	NRC Mail Operations Support	12-Months		
0006	FSF MAIL OPERATIONS		80,000	
	Shipping Files	70,000		
	Mail Processing	10,000		
0007	FSF FILE OPERATION / MAINTENANCE		2,852,900	
	Incoming Files	2,438,000		
	I-90 Sort	210,000		
	File Pulls (Priority)	8,900		
	File Pulls (Routine)	47,000		
	Interfiling	66,000		
	File Inquiries Look Up	20,000		
	File Inquiries Transmit Data	12,000		
	Destruction Preparation	27,000		
	Physical Destruction	24,000		
0008	FSF WAREHOUSE FUNCTION		12 - Months	
	Warehouse Boxes	12-Months		
	Equipment Rental	12-Months		

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)
P00007 05/19/2010 NRC100039

6. ISSUED BY CODE CIS 7. ADMINISTERED BY (If other than Item 6) CODE CIS
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)
SUMMIT TECHNICAL SOLUTIONS LLC
405 S CASCADE AVE SUITE 201
COLORADO SPRINGS CO 809033865
(b)(4)

9A. AMENDMENT OF SOLICITATION NO. (x)
9B. DATED (SEE ITEM 11)
10A. MODIFICATION OF CONTRACT/ORDER NO. x
HSSCCG-10-C-00001
10B. DATED (SEE ITEM 13)
08/21/2009

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.
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: (b)(4)
DO/DPAS Rating: NONE
Accounting Data is revised as specified below.

LIST OF CHANGES:
Total Amount for this Modification: (b)(4)
New Total Amount for this Version: (b)(4)
New Total Amount for this Award: \$91,813,548.00
CHANGES FOR LINE ITEM NUMBER: 7

CHANGES FOR ACCOUNTING CODE:
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) Gale C. Bonnett
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 16B. UNITED STATES OF AMERICA Gale C. Bonnett (Signature of Contracting Officer)
	16C. DATE SIGNED 5/19/10

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00007

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2 2

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>HBGCONT 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed fro [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: (b)(4) Account code: RCBPA10 000 EX 20-04-00-000 07-50-0000-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N Payment Address:</p> <p>Delivery: 370 Days After Notice to Proceed Discount Terms: Net 30 Delivery Location Code: RFMF Department of Homeland Security Remote File Maintenance Facility 790 Pleasants Drive Harrisonburg VA 22801</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES		
2. AMENDMENT/MODIFICATION NO. P00008		3. EFFECTIVE DATE 09/20/2010	4. REQUISITION/PURCHASE REQ. NO. NRC100124	1 2	
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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865		(x)	9A. AMENDMENT OF SOLICITATION NO.		
(b)(4)			9B. DATED (SEE ITEM 11)		
		x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001		
			10B. DATED (SEE ITEM 13) 08/21/2009		
CODE		FACILITY CODE	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 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:		(b)(4)	
NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00 GE-25-37-00 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).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
	D. OTHER (Specify type of modification and authority)				
X	By mutual agreement				
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 (Completed by UCF section headings, including solicitation/contract subject matter, where feasible)					
DUNS Number: _____		(b)(4)			
DO/DPAS Rating: NONE		(b)(4)			
LIST OF CHANGES:					
Total Amount for this Modification: _____		_____			
New Total Amount for this Version: _____		_____			
New Total Amount for this Award: \$92,039,943.00		_____			
Obligated Amount for this Modification: _____		_____			
New Total Obligated Amount for this Award: _____		_____			
Delivery: 11/30/2010					
Discount Terms: Net 30					
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.					

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter	
15C. DATE SIGNED 9/20/10	18B. UNITED STATES OF AMERICA <i>Heidi M. Salter</i> (Signature of Contracting Officer)
16C. DATE SIGNED 09/20/10	

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 63.243

(b)(6)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00008

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002A	Delivery Location Code: NRC National Records Center Department of Homeland Security U.S. Citizenship & Immigration Serv 150 NW Space Center Loop, Ste 100 Lees Summit MO 64064-2138 FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014 Non-Indexed scanning - additional quantities: additional [redacted] scanning of requests; additional [redacted] scanning of files Obligated Amount: [redacted] (b)(4)	1	LO	[redacted]	[redacted]

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE	PAGE OF PAGES 1 4
2. AMENDMENT/MODIFICATION NO. P00009	3. EFFECTIVE DATE 11/22/2010	4. REQUISITION/PURCHASE REQ. NO. NRC110020	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)		(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE	FACILITY CODE	X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009

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. (b)(4)

12 ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: [Redacted]
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 52.217-9, Option to Extend the Term of the Contract (Mar 2000)

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] (b)(4)
DO/DPAS Rating: NONE
By this modification, the government exercises its option for services from 12/1/10 through 11/30/11.

Wage Determinations 2005-2307, Rev No. 8 and 2005-2249, Rev No. 8 are replaced by 2005-2307, Rev No. 11 (dated 9/28/2010) and 2005-2249, Rev No. 10 (dated 6/15/2010). The contractor shall notify the Contracting Officer of any increase claimed within 30 days of this modification (FAR 52.222-43 (f)).

LIST OF CHANGES:
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) Paul A. Shannon
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA Paul A. Shannon (Signature of Contracting Officer)	16C. DATE SIGNED 11/30/10

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00009

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2 1 4

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount for this Modification: \$0.00 New Total Amount for this Version: [REDACTED] New Total Amount for this Award: \$92,039,943.00 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] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1002 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1003 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1004 Obligated Amount for this modification: [REDACTED] Continued ...</p> <p>(b)(4)</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00009

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3 4

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1005 Obligated Amount for this modification: [REDACTED]</p> <p>Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1006 Obligated Amount for this modification: [REDACTED]</p> <p>Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1007 Obligated Amount for this modification: [REDACTED]</p> <p>Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Continued ...</p> <p>(b)(4)</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00009

PAGE OF
4 4

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 1008 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>(b)(4)</p> <p>Delivery: 11/30/2011 Discount Terms: Net 30 FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00010	3. EFFECTIVE DATE 02/11/2011	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)	(X) 9A. AMENDMENT OF SOLICITATION NO.
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9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO HSSCCG-10-C-00001
10B. DATED (SEE ITEM 13) 08/21/2009

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 _____ 0 _____ 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] (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE (b)(4)
 Accounting data for CLIN 1001 is revised from:
 NRCROSS-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000
 to:
 NRCROSS-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000
 R600311-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 000000
 Period of Performance: 12/01/2009 to 11/30/2014

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.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 02/11/11

2. AMENDMENT/MODIFICATION NO. P00021 3. EFFECTIVE DATE 05/23/2012 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)

6. ISSUED BY CODE CIS 7. ADMINISTERED BY (If other than Item 6) CODE CIS
 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) 9A. AMENDMENT OF SOLICITATION NO.
 SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865

9B. DATED (SEE ITEM 11) 9C. MODIFICATION OF CONTRACT ORDER NO. HSSCCG-10-C-00001 9D. DATED (SEE ITEM 13) 08/21/2009
 (b)(4)

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 16, 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.
 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).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 D. OTHER (Specify type of modification and authority)
 X HSAR 3052.215-70

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Controlled by UCF section headings, including solicitation/contract subject matter where feasible.)
 DUNS Number: [Redacted]
 AAP Number: 54894 DO/DPAS Rating: NONE
 The following individuals are specified as Key Personnel:
 [Redacted] ROSS Program Manager
 [Redacted] ROSS NRC Operations Manager (b)(4)
 [Redacted] ROSS Safety Manager
 [Redacted] ROSS NRC Facilities Manager
 [Redacted] ROSS FSF Project Manager
 [Redacted] ROSS FSF Operations Manager
 Period of Performance: 12/01/2009 to 11/30/2014

(b)(6)
 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) 15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 [Redacted] Contract Specialist Vernon Bailey
 15C. DATE SIGNED 15D. UNITED STATES OF AMERICA 15E. DATE SIGNED
 24 MAY 12 [Signature] 5-24-12
 (Signature of Contracting Officer)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES	
			1	2
2. AMENDMENT/MODIFICATION NO. P00022	3. EFFECTIVE DATE 06/13/2012	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001		
		10B. DATED (SEE ITEM 13) 08/21/2009		
CODE		FACILITY CODE		
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 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 data, 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 <input checked="" type="checkbox"/> is not <input type="checkbox"/> 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: 54894 DO/DPAS Rating: NONE (b)(4)				
Accounting data is revised as follows:				
CLIN 2001				
NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 [REDACTED]				
Add				
R600312 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 [REDACTED]				
CLIN 2007				
HBGCONT-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 [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)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		Vernon Hadley		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
(Signature of person authorized to sign)		[Signature]	6-13-12	
		(Signature of Contracting Officer)		

CONFIDENTIAL SOURCE: [REDACTED] 10-C-00001/P00022

2 2

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	<p>Add RCBPA12-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 [REDACTED]</p> <p>Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00023	3. EFFECTIVE DATE 07/03/2012	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)		(x)	9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
		x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
			10B. DATED (SEE ITEM 13) 08/21/2009	
CODE		FACILITY CODE		
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 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 CONTRACT/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 data, 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 <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)				
DUNS Number: _____ (b)(4)				
AAP Number: 54894 DO/DPAS Rating: NONE				
Accounting data for CLIN 2001 is revised: funding stream NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 is reduced by _____ funding stream RSSAR12 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 is added in the amount of _____				
All other terms and conditions remain unchanged.				
Period of Performance: 12/01/2009 to 11/30/2014				
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.				
15A. NAME AND TITLE OF SIGNER (Type or print)		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		Arthur J. Nestle		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	15B. UNITED STATES OF AMERICA	15C. DATE SIGNED	
(Signature of person authorized to sign)			7.3.2012	
		(Signature of Contracting Officer)		

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00024	3. EFFECTIVE DATE 09/04/2012	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) SUMMIT TECHNICAL SOLUTIONS, LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)		(x)	8A. AMENDMENT OF SOLICITATION NO.	
			8B. DATED (SEE ITEM 11)	
		x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
			10B. DATED (SEE ITEM 13) 08/21/2009	
CODE		FACILITY CODE		
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 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 data, 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 <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ 0 _____ 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: 54894 DO/DPAS Rating: NONE				
Funding/accounting data for CLIN 2002 is revised: (b)(4)				
NRCFOIA 000 EX 20-04-00-000 07-60-0100-40-00-00-00-00 GE-25-37-00 000000 [REDACTED]				
Add RFIAI12 000 EX 20-04-00-000 07-60-0100-40-00-00-00-00 GE-25-37-00 000000 [REDACTED]				
Period of Performance: 12/01/2009 to 11/30/2014				
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)		
		Vernon Hadley		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Officer)	9-4-2012	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 16	
2. AMENDMENT/MODIFICATION NO. P00025	3. EFFECTIVE DATE 10/01/2012	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) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)	
CODE [REDACTED] FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009	
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 X	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. FAR Clause 52.243-1 Changes - Fixed Price (AUG 1987)
	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).
	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 _____ 0 _____ 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]
(b)(4)

The purpose of this modification is to add the following clause from the Code of Federal Regulations which references "OUTSOURCING NONCRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS", inserted herein verbatim:

USCIS, referred to as the Authorized Recipient, is outsourcing to the Contractor the performance of noncriminal justice administrative functions involving the handling of criminal history record information (CHRI) pursuant to Title 28, Code of Federal Regulations, Part 906 and the relevant Security and Management Control Outsourcing Standard 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) Arthur J. Nestle
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 9.26.2012

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSSCCG-10-C-00001/P00025	2	16

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>for Non-Channelers (Outsourcing Standard). The most current version of the Outsourcing Standard is incorporated into this contract and included as Attachment A.</p> <p>The Authorized Recipient's authority to submit fingerprints for noncriminal justice purposes and obtain the results of the fingerprint search, which may contain CHRI, is provided below:</p> <p>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 (NISPO), February 2001 DHS Sensitive Systems Policy Publication 4300A v2.1, July 26, 2004 DHS Sensitive Systems Policy Publication 4300B v2.1, July 26 2004 http://www.fbi.gov/about-us/cjis/cc/library/11032010_nonchanneler_os.pdf Criminal Justice Information Services (CJIS) Security Policy, Version 5.0, 02/09/2011, CJISD-ITS-DOC-08140-5.0</p> <p>This authority requires or authorizes fingerprint-based background checks of all applicants as required by the USCIS benefit desired and for potential USCIS employees as part of their background determination/adjudication prior to "entry on duty". The contractor agrees to keep all CHRI information private and not publish, use or disclose to any other individual or entity, either directly or indirectly.</p> <p>The specific noncriminal justice administrative function to be performed by the Contractor that involves access to CHRI on behalf of the Authorized Recipient is direct or indirect access to files or data (via systems access) that may include CHRI. The contractor shall comply with the Outsourcing Standard requirements and other legal authorities to ensure adequate privacy and security of personally identifiable information Continued ...</p>				

CONTINUATION SHEETREFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00025PAGE OF
3 16NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(PII) and CHRI results related to this contract, and will ensure that all such data is returned to the Authorized Recipient as soon as no longer needed for the performance of contractual duties.</p> <p>The contractor must utilize the "Statement of Understanding" (Attachment B) for all employees that are determined to have CHRI access as described above and maintain accurate/complete records to demonstrate compliance. The signed Statement of Understanding must be completed prior to the employee's entry on duty and annual thereafter. The contractor must certify annually no later than December 31st that they have complied with requirements as stated above and is subject to audit/review to ensure full compliance.</p> <p>AAP Number: 54894 DO/DPAS Rating: NONE Period of Performance: 12/01/2009 to 11/30/2014</p>				

Attachment A

**SECURITY and MANAGEMENT CONTROL OUTSOURCING STANDARD for
NON-CHANNELERS**

The goal of this document is to provide adequate security and integrity for criminal history record information (CHRI) while under the control or management of an outsourced third party, the Contractor. Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security and Management Control Outsourcing Standard (Outsourcing Standard) is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the FBI Criminal Justice Information Services (CJIS) Security Policy) as well as with rules, procedures, and standards established by the Compact Council and the United States Attorney General.

This Outsourcing Standard identifies the duties and responsibilities with respect to adequate internal controls within the contractual relationship so that the security and integrity of the Interstate Identification Index (III) System and CHRI are not compromised. The standard security program shall include consideration of site security, dissemination restrictions, personnel security, system security, and data security.

The provisions of this Outsourcing Standard are established by the Compact Council pursuant to 28 CFR Part 906 and are subject to the scope of that rule. They apply to all personnel, systems, networks, and facilities supporting and/or acting on behalf of the Authorized Recipient to perform noncriminal justice administrative functions requiring access to CHRI without a direct connection to the FBI CJIS Wide Area Network (WAN).

1.0 Definitions

1.01 *Access to CHRI* means to view or make use of CHRI obtained from the III System but excludes direct access to the III System by computer terminal or other automated means by Contractors other than those that may be contracted by the FBI or state criminal history record repositories or as provided by title 42, United States Code, section 14614(b).

1.02 *Authorized Recipient* means (1) a nongovernmental entity authorized by federal statute or federal executive order to receive CHRI for noncriminal justice purposes, or (2) a government agency authorized by federal statute, federal executive order, or state statute which has been approved by the United States Attorney General to receive CHRI for noncriminal justice purposes.

1.03 *Chief Administrator*, as referred to in Article I(2)(B) of the Compact, means

4. Other authorized activities relating to the general handling, use, and

refresher training was completed for those Contractor personnel with access

sanitizing all fixed storage media (e.g., disks, tapes, CD-ROMs)

Recipient;

4. **The Contractor's personnel are subject to the same criminal history record checks as the Authorized Recipient's personnel;**
5. **The criminal history record checks of the Contractor personnel are completed prior to work on the contract or agreement;**
6. **The Authorized Recipient retains all other duties and responsibilities for the performance of its authorized noncriminal justice administrative functions, unless it executes a separate contract to perform such noncriminal justice administrative functions, subject to all applicable requirements, including the Outsourcing Standard; and**
7. **The Contractor stores the CHRI in a physically secure location.**

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT 1. CONTRACT ID CODE PAGE OF PAGES
 1 6

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)
 P00026 11/27/2012 NRC130026

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

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)
 SUMMIT TECHNICAL SOLUTIONS LLC
 405 S CASCADE AVE SUITE 201
 COLORADO SPRINGS CO 809033865

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT ORDER NO.
 HSSCCG-10-C-00001

10B. DATED (SEE ITEM 13)
 08/21/2009

CODE (b)(4) 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 16, 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 decide 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. (b)(4)

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 See Schedule Net Increase: (b)(4)

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(d).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 D. OTHER (Specify type of modification and authority)
 X FAR Clauses 52.243-1, 52.217-9

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

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

DUNS Number: (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE

LIST OF CHANGES: (b)(4)

Reason for Modification : Exercise an Option; revise quantities; add CLIN; and, incorporate new SCA Wage Determinations

CLIN 3002 quantities are revised as follows: non-indexed scanning of requests is increased from (b)(4) non-indexed scanning of files is increased from (b)(4)

CLIN 3003 indexed scanning of pages quantity is reduced from (b)(4)
 Continued ...

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

	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Specialist Arthur J. Nestle
	15B. UNITED STATES OF AMERICA
15C. DATE SIGNED 29 NOV 12	15D. DATE SIGNED 11-29-2012

STANDARD FORM 90 (REV. 10-83)
 Prescribed by GSA
 FAR (48 CFR) 53.243

(b)(6)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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2 6

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Wage Determinations 2005-2307, Rev No. 12 and 2005-2249, Rev No. 11 (dated 6/13/2011) are replaced by: Wage Determination 2005-2307, RevNo. 13 (dated 6/13/12) http://www.wdol.gov/wdol/scafiles/std/05-2307.txt?v=13 and Wage Determination 2005-2249, RevNo. 12 (dated 6/13/12). http://www.wdol.gov/wdol/scafiles/std/05-2249.txt?v=12</p> <p>The contractor shall notify the Contracting Officer of any increase claimed within 30 days of this modification (FAR 52.222-43 (f)).</p> <p>Total Amount for this Modification: [REDACTED] New Total Amount for this Version: [REDACTED] New Total Amount for this Award: \$92,977,704.02 Obligated Amount for this Modification: [REDACTED] New Total Obligated Amount for this Award: [REDACTED] CHANGES FOR LINE ITEM NUMBER: 3001 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 3002 Unit Price changed from [REDACTED] to Continued ...</p> <p>(b)(4)</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00026

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3 6

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
		<p>[Redacted]</p> <p>Total Amount changed from [Redacted]</p> <p>Obligated Amount for this modification: [Redacted]</p> <p>Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC</p> <p>Amount changed from [Redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCFOIA 000 EX 20-04-00-000 07-60-0100-40-00-00-00 GE-25-37-00 000000 Quantity [Redacted] Amount: [Redacted] Percent: [Redacted] Subject To Funding: N</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCFOIA 000 EX 20-01-00-000 07-60-0100-40-00-00-00 GE-25-37-00 000000 Quantity [Redacted] Amount: [Redacted] Percent: [Redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 3003 Unit Price changed from [Redacted] to [Redacted]</p> <p>Total Amount changed from [Redacted]</p> <p>Obligated Amount for this modification: [Redacted]</p> <p>Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC</p> <p>Amount changed from [Redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCSODA 000 EX 20-04-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 Quantity [Redacted] Amount: [Redacted] Percent: [Redacted] Subject To Funding: N</p> <p>NEW ACCOUNTING CODE ADDED: Continued ...</p> <p>(b)(4)</p>				

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ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Account code: NRCSODA 000 EX 20-01-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 3004 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 3005 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 3006 Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>Continued ... (b)(4)</p>				

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ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 3007 Obligated Amount for this modification: [Redacted] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [Redacted] Amount: [Redacted] Percent: [Redacted] Subject To Funding: N</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [Redacted] Amount: [Redacted] Percent: [Redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 3008 Obligated Amount for this modification: [Redacted] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [Redacted] Amount: [Redacted] Percent: [Redacted] Subject To Funding: N</p> <p>Discount Terms: Net 30</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>					
3009		<p>AR-11 (Change of Address Processing) Quantity: [Redacted] Obligated Amount: [Redacted]</p> <p>Delivery: 11/30/2012 Delivery Location Code: RFMF Department of Homeland Security Remote File Maintenance Facility Continued ...</p> <p>(b)(4)</p>	12	MO	[Redacted]	[Redacted]

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	790 Pleasants Drive Harrisonburg VA 22801 Accounting Info: HBGAR11 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Funded: <input type="text"/> Accounting Info: HBGCONT 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Funded: <input type="text"/>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT 1. CONTRACT ID CODE PAGE OF PAGES 1 9

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (if applicable) P00027 12/20/2012 NRC130030

6. ISSUED BY CODE CIS 7. ADMINISTERED BY (if other than Item 6) CODE CIS USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403

8. NAME AND ADDRESS OF CONTRACTOR (pub., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001 10B. DATED (SEE ITEM 13) 08/21/2009

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. 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 G514 #NRC130030, attached (b)(4)

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). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: D. OTHER (Specify type of modification and authority) FAR Clauses 52.243-1, 52.222.43

E. IMPORTANT: Contractor is not 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: AAP Number: 54894 DO/DPAS Rating: NONE LIST OF CHANGES: Reason for Modification : equitable adjustment (resulting from new Service Contract Act Wage Determinations incorporated by Modification P00026), add new CLIN 3010; specifications for CLIN 3010 (Volumes, Performance Work Statement additions, Performance Requirements Summary) are attached. (b)(4)

Total Amount for this Modification New Total Amount for this Award: \$93,968,011.20 Obligated Amount for this Modification 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 BUYER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Arthur J. Nestle 15C. DATE SIGNED 20 DEC 12 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED 1-3-2013

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

(b)(6)

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: [Redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3001 Unit Price changed from [Redacted] to [Redacted] Total Amount changed from [Redacted] to [Redacted] Obligated Amount for this modification: [Redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3002 Unit Price changed from [Redacted] to [Redacted] Total Amount changed from [Redacted] to [Redacted] Obligated Amount for this modification: [Redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3003 Unit Price changed from [Redacted] to [Redacted] Total Amount changed from [Redacted] to [Redacted] Obligated Amount for this modification: [Redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3004 Unit Price changed from [Redacted] to [Redacted] Total Amount changed from [Redacted] to [Redacted] Obligated Amount for this modification: [Redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3005 Unit Price changed from [Redacted] to [Redacted] Total Amount changed from [Redacted] to [Redacted] Obligated Amount for this modification: [Redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3007 Unit Price changed from [Redacted] to [Redacted] Total Amount changed from [Redacted] to [Redacted] Obligated Amount for this modification: [Redacted]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3009 Unit Price changed from [Redacted] to [Redacted] Total Amount changed from [Redacted] to [Redacted] Continued ...</p> <p>(b)(4)</p>				

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	Obligated Amount for this modification: 				
	Discount Terms: (b)(4) Net 30 FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014				
3010	File transfer for temporary storage, redirection of files for temporary storage Obligated Amount: Delivery: 11/30/2013 (b)(4) Delivery Location Code: NRC National Records Center Department of Homeland Security U.S. Citizenship & Immigration Serv 150 NW Space Center Loop, Ste 100 Lees Summit MO 64064-2138	12	MO		

Attachment A

**SECURITY and MANAGEMENT CONTROL OUTSOURCING STANDARD for
NON-CANNELERS**

The goal of this document is to provide adequate security and integrity for criminal history record information (CHRI) while under the control or management of an outsourced third party, the Contractor. Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security and Management Control Outsourcing Standard (Outsourcing Standard) is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the FBI Criminal Justice Information Services (CJIS) Security Policy) as well as with rules, procedures, and standards established by the Compact Council and the United States Attorney General.

This Outsourcing Standard identifies the duties and responsibilities with respect to adequate internal controls within the contractual relationship so that the security and integrity of the Interstate Identification Index (III) System and CHRI are not compromised. The standard security program shall include consideration of site security, dissemination restrictions, personnel security, system security, and data security.

The provisions of this Outsourcing Standard are established by the Compact Council pursuant to 28 CFR Part 906 and are subject to the scope of that rule. They apply to all personnel, systems, networks, and facilities supporting and/or acting on behalf of the Authorized Recipient to perform noncriminal justice administrative functions requiring access to CHRI without a direct connection to the FBI CJIS Wide Area Network (WAN).

1.0 Definitions

1.01 *Access to CHRI* means to view or make use of CHRI obtained from the III System but excludes direct access to the III System by computer terminal or other automated means by Contractors other than those that may be contracted by the FBI or state criminal history record repositories or as provided by title 42, United States Code, section 14614(b).

1.02 *Authorized Recipient* means (1) a nongovernmental entity authorized by federal statute or federal executive order to receive CHRI for noncriminal justice purposes, or (2) a government agency authorized by federal statute, federal executive order, or state statute which has been approved by the United States Attorney General to receive CHRI for noncriminal justice purposes.

1.03 *Chief Administrator*, as referred to in Article I(2)(B) of the Compact, means

repository or a designee of such administrator who is a regular full-time employee of the repository.

- 1.04 *CHRI*, as referred to in Article I(4) of the Compact, means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, or release; but does not include identification information such as fingerprint records if such information does not indicate involvement of the individual with the criminal justice system.
- 1.05 *Criminal History Record Check*, for purposes of this Outsourcing Standard only, means an authorized noncriminal justice fingerprint-based search of a state criminal history record repository and/or the FBI system.
- 1.06 *Compact Officer*, as provided in Article I(2) of the Compact, means (A) with respect to the Federal Government, an official [FBI Compact Officer] so designated by the Director of the FBI [to administer and enforce the compact among federal agencies], or (B) with respect to a Party State, the chief administrator of the State's criminal history record repository or a designee of the chief administrator who is a regular full-time employee of the repository.
- 1.07 *Contractor* means a government agency, a private business, non-profit organization or individual, that is not itself an Authorized Recipient with respect to the particular noncriminal justice purpose, who has entered into a contract with an Authorized Recipient to perform noncriminal justice administrative functions requiring access to CHRI.
- 1.08 *Dissemination* means the disclosure of CHRI by an Authorized Recipient to an authorized Contractor, or by the Contractor to another Authorized Recipient consistent with the Contractor's responsibilities and with limitations imposed by federal and state laws, regulations, and standards as well as rules, procedures, and standards established by the Compact Council and the United States Attorney General.
- 1.09 *Noncriminal Justice Administrative Functions* means the routine noncriminal justice administrative functions relating to the processing of CHRI, to include but not limited to the following:
1. Making fitness determinations/recommendation.
 2. Obtaining missing dispositions
 3. Disseminating CHRI as authorized by Federal statute, Federal Executive Order, or State statute approved by the United States Attorney General
 4. Other authorized activities relating to the general handling, use, and

- 1.10 *Noncriminal Justice Purposes*, as provided in Article I(18) of the Compact, means uses of criminal history records for purposes authorized by federal or state law other than purposes relating to criminal justice activities, including employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.
- 1.11 *Outsourcing Standard* means a document approved by the Compact Council after consultation with the United States Attorney General which is to be incorporated by reference into a contract between an Authorized Recipient and a Contractor. The Outsourcing Standard authorizes access to CHRI, limits the use of the information to the purposes for which it is provided, prohibits retention and/or dissemination except as specifically authorized, ensures the security and confidentiality of the information, provides for audits and sanctions, provides conditions for termination of the contract, and contains such other provisions as the Compact Council may require.
- 1.12 *Physically Secure Location* means a location where access to CHRI can be obtained, and adequate protection is provided to prevent any unauthorized access to CHRI.
- 1.13 *Positive Identification*, as provided in Article I(20) of the Compact, means a determination, based upon a comparison of fingerprints¹ or other equally reliable biometric identification techniques, that the subject of a record search is the same person as the subject of a criminal history record or records indexed in the III System. Identifications based solely upon a comparison of subjects' names or other non-unique identification characteristics or numbers, or combinations thereof, shall not constitute positive identification.
- 1.14 *Public Carrier Network* means a telecommunications infrastructure consisting of network components that are not owned, operated, and managed solely by the agency using that network, i.e., any telecommunications infrastructure which supports public users other than those of the agency using that network. Examples of a public carrier network include but are not limited to the following: Dial-up and Internet connections, network connections to Verizon, network connections to AT&T, ATM Frame Relay clouds, wireless networks, wireless links, and cellular telephones. A public carrier network provides network services to the public; not just to the single agency using that network.
- 1.15 *Security Violation* means the failure to prevent or failure to institute safeguards to prevent access, use, retention, or dissemination of CHRI in violation of: (A) Federal or state law, regulation, or Executive Order; or

¹ The Compact Council currently defines positive identification for noncriminal justice purposes as identification based upon a qualifying ten-rolled or qualifying ten-flat

(B) a rule, procedure, or standard established by the Compact Council and the United States Attorney General.

2.0 Responsibilities of the Authorized Recipient

- 2.01** Prior to engaging in outsourcing any noncriminal justice administrative functions, the Authorized Recipient shall: (a) Request and receive written permission from (1) the State Compact Officer/Chief Administrator² or (2) the FBI Compact Officer³; (b) provide the Compact Officer/Chief Administrator copies of the specific authority for the outsourced work, criminal history record check requirements, and/or a copy of relevant portions of the contract as requested; and (c) inquire of the FBI Compact Officer whether a prospective Contractor has any security violations (See Section 8.04). The FBI Compact Officer will report those findings to the Authorized Recipient and, when applicable, to the State Compact Officer/Chief Administrator.
- 2.02** The Authorized Recipient shall execute a contract or agreement prior to providing a Contractor access to CHRI. The contract shall, at a minimum, incorporate by reference and have appended thereto this Outsourcing Standard.
- 2.03** The Authorized Recipient shall, in those instances when the Contractor is to perform duties requiring access to CHRI, specify the terms and conditions of such access; limit the use of such information to the purposes for which it is provided; limit retention of the information to a period of time not to exceed that period of time the Authorized Recipient is permitted to retain such information; prohibit dissemination of the information except as specifically authorized by federal and state laws, regulations, and standards as well as with rules, procedures, and standards established by the Compact Council and the United States Attorney General; ensure the security and confidentiality of the information to include confirmation that the intended recipient is authorized to receive CHRI; provide for audits and sanctions; provide conditions for termination of the contract; and ensure that Contractor personnel comply with this Outsourcing Standard.

²The Compact Officer/Chief Administrator may not grant such permission unless he/she has implemented a combined state/federal audit program to, at a minimum, triennially audit a representative sample of the Contractors and Authorized Recipient engaging in outsourcing with the first of such audits to be conducted within one year of the date the Contractor first receives CHRI under the approved outsourcing agreement. A representative sample will be based on generally accepted statistical sampling methods.

³State or local Authorized Recipients based on State or Federal Statutes shall contact the

- a. The Authorized Recipient shall conduct criminal history record checks of Contractor personnel having access to CHRI if such checks are required or authorized of the Authorized Recipient's personnel having similar access.⁴ The Authorized Recipient shall maintain updated records of Contractor personnel who have access to CHRI and update those records within 24 hours when changes to that access occur and, if a criminal history record check is required, the Authorized Recipient shall maintain a list of Contractor personnel who successfully completed the criminal history record check.
 - b. The Authorized Recipient shall ensure that the Contractor maintains site security.
 - c. The Authorized Recipient shall ensure that the most current version of both the Outsourcing Standard and the CJIS Security Policy are incorporated by reference at the time of contract, contract renewal, or within 30 calendar days (unless otherwise directed) of notification of successor versions of the Outsourcing Standard and/or CJIS Security Policy, whichever is sooner. The Authorized Recipient shall notify the Contractor within 30 calendar days (unless otherwise directed) of FBI notification regarding changes or updates to the Outsourcing Standard and/or CJIS Security Policy.
- 2.04 The Authorized Recipient shall understand the communications and record capabilities of the Contractor which has access to federal or state records through, or because of, its outsourcing relationship with the Authorized Recipient. The Authorized Recipient shall maintain an updated topological drawing which depicts the interconnectivity of the Contractor's network configuration.
- 2.05 The Authorized Recipient is responsible for the actions of the Contractor and shall monitor the Contractor's compliance to the terms and conditions of the Outsourcing Standard. The Authorized Recipient shall certify to the Compact Officer/Chief Administrator that an audit was conducted with the Contractor within 90 days of the date the Contractor first receives CHRI under the approved outsourcing agreement.
- 2.06 The Authorized Recipient shall provide written notice of any early voluntary

⁴If a national criminal history record check of Authorized Recipient personnel having access to CHRI is mandated or authorized by a federal statute, executive order, or state statute approved by the Attorney General under Public Law 92-54, the State Compact Officer/Chief Administrator and/or the FBI Compact Officer must ensure Contractor personnel having similar access are either covered by the existing law or that the existing law is amended to include such Contractor personnel prior to authorizing outsourcing initiatives. The national criminal history record checks of Contractor personnel with access

termination of the contract to the Compact Officer/Chief Administrator or the FBI Compact Officer.

3.0 Responsibilities of the Contractor

3.01 The Contractor and its employees shall comply with all federal and state laws, regulations, and standards (including the CJIS Security Policy) as well as with rules, procedures, and standards established by the Compact Council and the United States Attorney General.

3.02 The Contractor shall develop, document, administer, and maintain a Security Program (Physical, Personnel, and Information Technology) to comply with the most current Outsourcing Standard and the most current FBI *CJIS Security Policy*. The Security Program shall describe the implementation of the security requirements described in this Outsourcing Standard and the FBI *CJIS Security Policy*. In addition, the Contractor is also responsible to set, maintain, and enforce the standards for the selection, supervision, and separation of personnel who have access to CHRI. The Authorized Recipient shall provide the written approval of a Contractor's Security Program.

3.03 The requirements for a Security Program should include, at a minimum:

- a) Description of the implementation of the security requirements described in this Outsourcing Standard and the *CJIS Security Policy*.
- b) Security Training.
- c) Guidelines for documentation of security violations.
- d) Standards for the selection, supervision, and separation of personnel with access to CHRI.

****If the Contractor is using a corporate policy, it must meet the requirements outlined in this Outsourcing Standard and the *CJIS Security Policy*. If the corporate policy is not this specific, it must flow down to a level where the documentation supports these requirements.**

3.04 Except when the training requirement is retained by the Authorized Recipient, the Contractor shall develop a Security Training Program for all Contractor personnel with access to CHRI prior to their appointment/assignment. The Authorized Recipient shall review and provide to the Contractor written approval of the Security Training Program. Training shall be provided upon receipt of notice from the Compact Officer/Chief Administrator on any changes to federal and state laws, regulations, and standards as well as with rules, procedures, and standards established by the Compact Council and the United States Attorney General. Annual refresher training shall also be provided. The Contractor shall annually, not later than the anniversary date of the contract, certify in writing to the Authorized Recipient that annual refresher training was completed for those Contractor personnel with access

- 3.05 The Contractor shall make its facilities available for announced and unannounced audits performed by the Authorized Recipient, the state, or the FBI on behalf of the Compact Council.
- 3.06 The Contractor's Security Program is subject to review by the Authorized Recipient, the Compact Officer/Chief Administrator, and the FBI CJIS Division. During this review, provision will be made to update the Security Program to address security violations and to ensure changes in policies and standards as well as changes in federal and state law are incorporated.
- 3.07 The Contractor shall maintain CHRI only for the period of time necessary to fulfill its contractual obligations but not to exceed the period of time that the Authorized Recipient is authorized to maintain and does maintain the CHRI.
- 3.08 The Contractor shall maintain a log of any dissemination of CHRI.

4.0 *Site Security*

- 4.01 The Authorized Recipient shall ensure that the Contractor site(s) is a physically secure location to protect against any unauthorized access to CHRI.

5.0 *Dissemination*

- 5.01 The Contractor shall not disseminate CHRI without the consent of the Authorized Recipient, and as specifically authorized by federal and state laws, regulations, and standards as well as with rules, procedures, and standards established by the Compact Council and the United States Attorney General.
- 5.02 An up-to-date log concerning dissemination of CHRI shall be maintained by the Contractor for a minimum one year retention period. This log must clearly identify: (A) The Authorized Recipient and the secondary recipient with unique identifiers, (B) the record disseminated, (C) the date of dissemination, (D) the statutory authority for dissemination, and (E) the means of dissemination.
- 5.03 If CHRI is stored or disseminated in an electronic format, the Contractor shall protect against unauthorized access to the equipment and any of the data. In no event shall responses containing CHRI be disseminated other than as governed by this Outsourcing Standard or more stringent contract requirements.

6.0 *Personnel Security*

- 6.01 If a local, state, or federal written standard requires or authorizes a criminal history record check of the Authorized Recipient's personnel with access to CHRI, then a criminal history record check shall be required of the

CHRI. Criminal history record checks of Contractor and approved Sub-Contractor employees, at a minimum, will be no less stringent than criminal history record checks that are performed on the Authorized Recipient's personnel performing similar functions. Criminal history record checks must be completed prior to accessing CHRI under the contract.

- 6.02 The Contractor shall ensure that each employee performing work under the contract is aware of the requirements of the Outsourcing Standard and the state and federal laws governing the security and integrity of CHRI. The Contractor shall confirm in writing that each employee has certified in writing that he/she understands the Outsourcing Standard requirements and laws that apply to his/her responsibilities. The Contractor shall maintain the employee certifications in a file that is subject to review during audits. Employees shall make such certification prior to performing work under the contract.**
- 6.03 The Contractor shall maintain updated records of personnel who have access to CHRI, update those records within 24 hours when changes to that access occur, and if a criminal history record check is required, maintain a list of personnel who have successfully completed criminal history record checks. The Contractor shall notify Authorized Recipients within 24 hours when additions or deletions occur.**

7.0 System Security

7.01 The Contractor's security system shall comply with the CJIS Security Policy in effect at the time the Outsourcing Standard is incorporated into the contract and with successor versions of the CJIS Security Policy.

- a. If CHRI can be accessed by unauthorized personnel via Wide Area Network/Local Area Network or the Internet, then the Contractor shall protect the CHRI with firewall-type devices to prevent such unauthorized access. These devices shall implement a minimum firewall profile as specified by the CJIS Security Policy in order to provide a point of defense and a controlled and audited access to CHRI, both from inside and outside the networks.**
- b. Data encryption shall be required throughout the network passing CHRI through a shared public carrier network.**

7.02 The Contractor shall provide for the secure storage and disposal of all hard copy and media associated with the system to prevent access by unauthorized personnel.

- a. CHRI shall be stored in a physically secure location.**
- b. The Authorized Recipient shall ensure that a procedure is in place for sanitizing all fixed storage media (e.g., disks, drives, backup storage).**

maintenance, disposal, or reuse. Sanitization procedures include overwriting the media and/or degaussing the media.

- c. The Authorized Recipient shall ensure that a procedure is in place for the disposal or return of all non-fixed storage media (e.g., hard copies, print-outs).

7.03 To prevent and/or detect unauthorized access to CHRI in transmission or storage, each Authorized Recipient, Contractor, or sub-Contractor must be assigned a unique identifying number.

8.0 *Security Violations*

8.01 Duties of the Authorized Recipient and Contractor

- a. The Contractor shall develop and maintain a written policy for discipline of Contractor employees who violate the security provisions of the contract, which includes this Outsourcing Standard that is incorporated by reference.
- b. Pending investigation, the Contractor shall, upon detection or awareness, suspend any employee who commits a security violation from assignments in which he/she has access to CHRI under the contract.
- c. The Contractor shall immediately (within four hours) notify the Authorized Recipient of any security violation or termination of the contract, to include unauthorized access to CHRI made available pursuant to the contract. Within five calendar days of such notification, the Contractor shall provide the Authorized Recipient a written report documenting such security violation, any corrective actions taken by the Contractor to resolve such violation, and the date, time, and summary of the prior notification.
- d. The Authorized Recipient shall immediately (within four hours) notify the State Compact Officer/Chief Administrator and the FBI Compact Officer of any security violation or termination of the contract, to include unauthorized access to CHRI made available pursuant to the contract. The Authorized Recipient shall provide a written report of any security violation (to include unauthorized access to CHRI by the Contractor) to the State Compact Officer/Chief Administrator, if applicable, and the FBI Compact Officer, within five calendar days of receipt of the written report from the Contractor. The written report must include any corrective actions taken by the Contractor and the Authorized Recipient to resolve such security violation.

8.02 Termination of the contract by the Authorized Recipient for security

- a. The contract is subject to termination by the Authorized Recipient for security violations involving CHRI obtained pursuant to the contract.
 - b. The contract is subject to termination by the Authorized Recipient for the Contractor's failure to notify the Authorized Recipient of any security violation or to provide a written report concerning such violation.
 - c. If the Contractor refuses to or is incapable of taking corrective actions to successfully resolve a security violation, the Authorized Recipient shall terminate the contract.
- 8.03 Suspension or termination of the exchange of CHRI for security violations**
- a. Notwithstanding the actions taken by the State Compact Officer, if the Authorized Recipient fails to provide a written report notifying the State Compact Officer/Chief Administrator or the FBI Compact Officer of a security violation, or refuses to or is incapable of taking corrective action to successfully resolve a security violation, the Compact Council or the United States Attorney General may suspend or terminate the exchange of CHRI with the Authorized Recipient pursuant to 28 C.F.R. §906.2(d).
 - b. If the exchange of CHRI is suspended, it may be reinstated after satisfactory written assurances have been provided to the Compact Council Chairman or the United States Attorney General by the Compact Officer/Chief Administrator, the Authorized Recipient and the Contractor that the security violation has been resolved. If the exchange of CHRI is terminated, the Contractor's records (including media) containing CHRI shall be deleted or returned in accordance with the provisions and time frame as specified by the Authorized Recipient.
- 8.04 The Authorized Recipient shall provide written notice (through the State Compact Officer/Chief Administrator if applicable) to the FBI Compact Officer of the following:**
- a. The termination of a contract for security violations.
 - b. Security violations involving the unauthorized access to CHRI.
 - c. The Contractor's name and unique identification number, the nature of the security violation, whether the violation was intentional, and the number of times the violation occurred.
- 8.05 The Compact Officer/Chief Administrator, Compact Council and the United States Attorney General reserve the right to investigate or decline to investigate any report of unauthorized access to CHRI.**
- 8.06 The Compact Officer/Chief Administrator, Compact Council, and the United States Attorney General reserve the right to audit the Authorized Recipient**

times. The Compact Council, the United States Attorney General, and the state are authorized to perform a final audit of the Contractor's systems after termination of the contract.

9.0 *Miscellaneous Provisions*

- 9.01** This Outsourcing Standard does not confer, grant, or authorize any rights, privileges, or obligations to any persons other than the Contractor, the Authorized Recipient, Compact Officer/Chief Administrator (where applicable), and the FBI.
- 9.02** The following document is incorporated by reference and made part of this Outsourcing Standard: (1) The CJIS Security Policy.
- 9.03** The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they provide a minimum basis for the security of the system and the CHRI accessed therefrom and it is understood that there may be terms and conditions of the appended contract which impose more stringent requirements upon the Contractor.⁵
- 9.04** The minimum security measures as outlined in this Outsourcing Standard may only be modified by the Compact Council. Conformance to such security measures may not be less stringent than stated in this Outsourcing Standard without the consent of the Compact Council in consultation with the United States Attorney General.
- 9.05** This Outsourcing Standard may only be modified by the Compact Council and may not be modified by the parties to the appended contract without the consent of the Compact Council.
- 9.06** Appropriate notices, assurances, and correspondence to the FBI Compact Officer, Compact Council, and the United States Attorney General required by Section 8.0 of this Outsourcing Standard shall be forwarded by First Class Mail to:

FBI Compact Officer
1000 Custer Hollow Road
Module D-3
Clarksburg, WV 26306

10.0 *Exemption from Above Provisions*

- 10.01** An Information Technology (IT) contract need only include Sections 1.0, 2.01, 2.02, 2.03, 3.01, 6.0, 8.0, and 9.0 of this Outsourcing

⁵Such conditions could include additional audits, fees, or security requirements. The Compact Council, Authorized Recipients, and the Compact Officer/Chief Administrator have the explicit authority to require more stringent standards than those contained in the

Standard for Non-Channelers when all of the following conditions exist:

1. Access to CHRI by the IT contractor's personnel is limited solely for the development and/or maintenance of the Authorized Recipient's computer system;
2. Access to CHRI is incidental, but necessary, to the duties being performed by the IT contractor;
3. The computer system resides within the Authorized Recipient's facility;
4. The Authorized Recipient's personnel supervise or work directly with the IT contractor personnel;
5. The Authorized Recipient maintains complete, positive control of the IT contractor's access to the computer system and CHRI contained therein; and
6. The Authorized Recipient retains all of the duties and responsibilities for the performance of its authorized noncriminal justice administrative functions, unless it executes a separate contract to perform such noncriminal justice administrative functions, subject to all applicable requirements, including the Outsourcing Standard.

10.02

An Authorized Recipient's contract where access to CHRI is limited solely for the purposes of: (A) storage (referred to as archiving in some states) of the CHRI at the Contractor's facility; (B) retrieval of the CHRI by Contractor personnel on behalf of the Authorized Recipient with appropriate security measures in place to protect the CHRI; and/or (C) destruction of the CHRI by Contractor personnel when not observed by the Authorized Recipient need only include Sections 1.0, 2.01, 2.02, 2.03, 3.01, 4.0, 6.0, 8.0, and 9.0 of this Outsourcing Standard for Non-Channelers when all of the following conditions exist:

1. Access to CHRI by the Contractor is limited solely for the purposes of: (A) storage (referred to as archiving in some states) of the CHRI at the Contractor's facility; (B) retrieval of the CHRI by Contractor personnel on behalf of the Authorized Recipient with appropriate security measures in place to protect the CHRI; and/or (C) destruction of the CHRI by Contractor personnel when not observed by the Authorized Recipient;
2. Access to CHRI is incidental, but necessary, to the duties being performed by the Contractor;

CLIN #	PRODUCT & SERVICES Option Year 3	Estimated Annual Quantity Per Work Item	Total Estimated Annual Quantity	Price (before SCA adjustment)
3001	NRC FILE OPERATIONS AND MAINTENANCE		20,853,108	
	Incoming Files	4,450,008		
	Shelving Files	4,650,000		
	Processing External File Request	2,076,000		
	Processing Internal File request	193,200		
	Merging Files	320,400		
	Interfiling	828,000		
	Routine File Maintenance	96,000		
	Problem Files	24,000		
	A-File Creates	36,000		
	File Audits	4,800,000		
	NC Request Intake	18,000		
	NRC Retirement Preparation	1,140,000		
	Field / Digitized Retirement Preparations	540,000		
	File Retirements (Field, NRC, & Digitized)	1,680,000		
	Digitization File Pulls	1,500		
3002	NRC NON-INDEX Scanning of Request and Files		214,400	
	Non Indexed Scanning of Request	139,000		
	Non-Indexed Scanning of Files	75,400		
3003	NRC INDEX SCANNING		2,950,000	
	Indexed Scanning of Pages	2,950,000		
3004	NRC FRC RE-RETIREMENTS		2,299,662	
	FRC Re-Retirement Preparation	1,149,831		
	File Retirement (FRC)	1,149,831		
3005	NRC GENERAL SUPPORT SERVICES		12-Months	
	NRC Internal Support & Warehouse Functions	12-Months		
	NRC System Generated Error Reports	12-Months		
	NRC Mail Operations Support	12-Months		
3006	FSF MAIL OPERATIONS		80,000	
	Shipping Files	70,000		
	Mail Processing	10,000		
3007	FSF FILE OPERATION / MAINTENANCE		2,873,900	
	Incoming Files	2,438,000		
	I-90 Sort	210,000		
	File Pulls (Priority)	8,900		
	File Pulls (Routine)	47,000		
	Interfiling	66,000		
	File Inquiries Look Up	20,000		
	File Inquiries Transmit Data	12,000		
	Destruction Preparation	36,000		
	Physical Destruction	36,000		
3008	FSF WAREHOUSE FUNCTION		12 - Months	
	Warehouse Boxes	12-Months		
	Equipment Rental	12-Months		
3009	AR-11 CHANGE OF ADDRESS PROCESSING		210,000	
	Processing Change of Address Forms	210,000		
3010	File Transfer for Temporary Storage		648,000	
	Redirection of files for Temporary Storage	648,000		
	Highlighted boxes mirror modifications in Option Year 1 & 2			
		NRC SUBTOTAL		
		FSF SUBTOTAL		
		GRAND TOTAL		

(b)(4)

Modification to CLIN 005:

Background: NRC is near maximum file capacity within the four current stack rooms. Redirection of files to the FRC to free up space (CLIN 10) will require additional trips to the FRC daily.

Statement of Objective:

Approximate 648,000 files per year will be redirected to the FRC. Equitable adjustment to this CLIN is proposed to account for the additional daily trips.

Assumptions:

All file activities associated with the files will take counts under the appropriate activities task. i.e. CLIN 10, interfiling, file maintenance etc. This modification is for the transportation, load and unload of files between NRC and FRC.

4.5 CLIN 0005 - NRC General Support Services

4.5.1 - NRC Internal Support & Warehouse Functions

The contractor shall complete the following tasks:

- Load and unload files, supplies, and records distribution bins onto carts, flatbeds, incoming trucks, or other records distribution equipment.
- Compare the goods or pallets of files with the Commercial Bill of Lading (CBL).
- Maintain a log or filing system of all incoming CBL shipments.
- Deliver large bulk items throughout office as required (i.e., boxes/paper to work units).
- Use appropriate Government furnished equipment, i.e., forklifts, scissor lifts, pallet jacks, utility carts and truck, to move files as required.
- Ensure forklift, scissor lift, and/or vehicle operators are licensed in accordance with current laws.
- Perform minor maintenance or preventive maintenance on equipment as necessary to facilitate proper use of provided equipment. (i.e., electrical equipment remains charged, batteries have adequate water; replace workhorse wheels as necessary, etc.). This does not include regular service maintenance or repairs.
- Pick up shred and recycling material monthly from designated areas.
- Assemble and disassemble boxes.
- Maintain and track adequate inventory of consumable supplies and replenishes supplies by submitting a G-514 to the On-site COR for approval.
- Approximately 648,000 files annually to be transported and off loaded at FRC in support of CLIN X010.

4.10.01 - NRC File Pre for Redirection and Short-term Storage

In order to manage shelf space, the NRC will redirect files for short-term storage at an offsite location.

Files staged for redirection and short-term storage must be prepared for accession to the FRC. It is expected that this task shall be performed at regular monthly intervals throughout the period of performance.

The on-site COR will direct which files to pull from the NRC shelves or the incoming file line for NRC redirection preparation. It is expected that this task shall be performed at regular monthly intervals throughout the period of performance.

The contractor shall complete the following tasks:

- The contractor will pull oversize A files (2" and larger) to be redirected for short term storage.
- Any oversized file taking more than one box to accommodate the complete file will not be eligible for this process.
- Sort each box of files into Terminal Digit Order (TDO).
- Update each file electronically in NFTS with the FRC accession information.
- Label each box with the correct accession and box number furnished by the On-site COR.
- Files are staged on pallets for delivery to the FRC. Files shall be delivered using the government furnished vehicle.
- Update the Government provided database or spreadsheet with accurate completion counts.

Note: No field, NRC, or DIG retirement populations will be mixed into this population of work.

A file redirect is considered completed when NFTS is updated with the new accession information and the files are delivered to the FRC. Production counts are manually tabulated when all preparation steps are completed and/or production counts come from the NFTS transaction completed reports, contractor counts and SMART reports.

4.10 NRC FILE REDIRECTION - CLIN X010
4.10.01 NRC File Prep for Redirection Short-term Storage

Tasks	Standards	PRS Accuracy	PRS Time	Surveillance Method	% Deduct for Non-Performance
The contractor shall complete the following tasks:					
<ul style="list-style-type: none"> • Pull oversize A files (2" and larger) to be redirected for short term storage. • Sort each box of files into Terminal Digit Order (TDO). • Update each file electronically in NFTS with the FRC accession information. 	<p>Only files 2" or larger are prepared for redirection and are in TDO within each box.</p>	90%		Random Sampling, Validated Customer Complaints	1% off for each percentage point under each AQL
<ul style="list-style-type: none"> • Label each box with the correct accession and box number furnished by the On-site COR. • Files are staged on pallets for delivery to the FRC. Files shall be delivered using the government furnished vehicle. • Update the Government provided database or spreadsheet with accurate completion counts. 	<p>All files are electronically updated in NFTS to the correct retirement Accession and each box is labeled with the correct accession information.</p>	97.5%		Random Sampling, Validated Customer Complaints	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT 1. CONTRACT ID CODE PAGE OF PAGES
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2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (if applicable)
 P00028 04/12/2013

6. ISSUED BY CODE CIS 7. ADMINISTERED BY (if other than Item 6) CODE CIS
 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) 9A. AMENDMENT OF SOLICITATION NO.
 SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865 (b)(4)
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
 10B. DATED (SEE ITEM 13) 08/21/2009
 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)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/BORDERS. 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:
 D. OTHER (Specify type of modification and authority)
 X FAR Clauses 52.243-1

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: 54894 DO/DPAS Rating: NONE
 The changes below are made to contract accounting data:
 (b)(4)
 DECREASE
 CLIN 3001 [redacted] NRCROSS-000 EX 20-01-00-000 07-60-0100-20-00-00-00
 GE-25-37-00 000000 = NEW TOTAL [redacted] (FOR FOB USE ONLY: FFMS Item #1, MDL #2)
 (b)(4)

INCREASE
 CLIN 3001 [redacted] R600313-000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00
 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]	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) MANAGER Arthur J. Nestle	
	15C. DATE SIGNED 4/19/13	16B. UNITED STATES OF AMERICA [Signature] (Signature of Contracting Officer)
	16C. DATE SIGNED 5.2.2013	

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

(b)(6)

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>000000 = NEW TOTAL (FOR FOB USE ONLY: FFMS Item #1, New MDL#)</p> <p>The following clause is incorporated into the contract:</p> <p>52.222-17 Nondisplacement of Qualified Workers. NONDISPLACEMENT OF QUALIFIED WORKERS (JAN 2013) (a) "Service employee", as used in this clause, means any person engaged in the performance of a service contract other than any person employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in 29 CFR part 541. The term "service employee" includes all such persons regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such persons.</p> <p>(b) The Contractor and its subcontractors shall, except as otherwise provided herein, in good faith offer those service employees employed under the predecessor contract whose employment will be terminated as a result of award of this contract or the expiration of the contract under which the service employees were hired, a right of first refusal of employment under this contract in positions for which the service employees are qualified.</p> <p>(1) The Contractor and its subcontractors shall determine the number of service employees necessary for efficient performance of this contract and may elect to employ fewer employees than the predecessor Contractor employed in connection with performance of the work.</p> <p>(2) Except as provided in paragraph (c) of this clause, there shall be no employment opening under this contract, and the Contractor and any subcontractors shall not offer employment under this contract, to any person prior to having complied fully with this obligation.</p> <p>(i) The successor Contractor and its subcontractors shall make a bona fide express offer of employment to each service employee as provided herein and shall state the time within which the service employee must accept such offer, but in no case shall the period within which the service employee must accept the offer of employment be less than 10 days.</p> <p>(ii) The successor Contractor and its subcontractors shall decide any question Continued ...</p>				

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	<p>concerning a service employee's qualifications based upon the individual's education and employment history, with particular emphasis on the employee's experience on the predecessor contract, and the Contractor may utilize employment screening processes only when such processes are provided for by the contracting agency, are conditions of the service contract, and are consistent with Executive Order 13495.</p> <p>(iii) Where the successor Contractor does not initially offer employment to all the predecessor contract service employees, the obligation to offer employment shall continue for 90 days after the successor contractor's first date of performance on the contract.</p> <p>(iv) An offer of employment will be presumed to be bona fide even if it is not for a position similar to the one the employee previously held, but is one for which the employee is qualified, and even if it is subject to different employment terms and conditions, including changes to pay or benefits. (See 29 CFR 9.12 for a detailed description of a bonafide offer of employment).</p> <p>(c)(1) Notwithstanding the obligation under paragraph (b) of this clause, the successor Contractor and any subcontractors (i) may employ under this contract any service employee who has worked for the contractor or subcontractor for at least three months immediately preceding the commencement of this contract and who would otherwise face lay-off or discharge, (ii) are not required to offer a right of first refusal to any service employee(s) of the predecessor contractor who are not service employees within the meaning of the Service Contract Act, 41 U.S.C. 6701(3), and (iii) are not required to offer a right of first refusal to any service employee(s) of the predecessor contractor whom the Contractor or any of its subcontractors reasonably believes, based on the particular service employee's past performance, has failed to perform suitably on the job (see 29 CFR 9.12 (c) (4) for additional information). The successor Contractor bears the responsibility of demonstrating the appropriateness of claiming any of these exceptions.</p> <p>(2) In addition, any Contractor or subcontractor that has been certified by the U.S. Small Business Administration as a HUBZone small business concern must ensure that it complies</p> <p>Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>with the statutory and regulatory requirements of the HUBZone Program (e.g., it must ensure that at least 35 percent of all of its employees reside within a HUBZone). The HUBZone small business Contractor or subcontractor must consider whether it can meet the requirements of this clause and Executive Order 13495 while also ensuring it meets the HUBZone Program's requirements.</p> <p>(3) Nothing in this clause shall be construed to permit a Contractor or subcontractor to fail to comply with any provision of any other Executive order or law. For example, the requirements of the HUBZone Program (see FAR subpart 19.13), Executive Order 11246 (Equal Employment Opportunity), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 may conflict, in certain circumstances, with the requirements of Executive Order 13495. All applicable laws and Executive orders must be satisfied in tandem with, and if necessary prior to, the requirements of Executive Order 13495, 29 CFR part 9, and this clause.</p> <p>(d)(1) The Contractor shall, not less than 30 days before completion of the Contractor's performance of services on the contract, furnish the Contracting Officer with a certified list of the names of all service employees working under this contract and its subcontracts at the time the list is submitted. The list shall also contain anniversary dates of employment of each service employee under this contract and its predecessor contracts with either the current or predecessor contractors or their subcontractors. Where changes to the workforce are made after the submission of the certified list described in this paragraph, the Contractor shall, in accordance with paragraph (e) of this clause, not less than 10 days before completion of the services on this contract, furnish the Contracting Officer with an updated certified list of the names of all service employees employed within the last month of contract performance. The updated list shall also contain anniversary dates of employment, and, where applicable, dates of separation of each service employee under the contract and its predecessor contractors or their subcontractors.</p> <p>(2) Immediately upon receipt of the certified service employee list but not before contract</p> <p>Continued ...</p>				

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	<p>award, the contracting officer shall provide the certified service employee list to the successor contractor, and, if requested, to employees of the predecessor contractor or subcontractors or their authorized representatives.</p> <p>(3) The Contracting Officer will direct the predecessor Contractor to provide written notice (Appendix B to 29 CFR chapter 9) to service employees of their possible right to an offer of employment with the successor contractor. Where a significant portion of the predecessor Contractor's workforce is not fluent in English, the notice shall be provided in English and the language(s) with which service employees are more familiar. The written notice shall be:</p> <p>(i) Posted in a conspicuous place at the worksite; or</p> <p>(ii) Delivered to the service employees individually. If such delivery is via e-mail, the notification must result in an electronic delivery receipt or some other reliable confirmation that the intended recipient received the notice.</p> <p>(e)(1) If required in accordance with 52.222-41(n), the predecessor Contractor shall, not less than 10 days before completion of this contract, furnish the Contracting Officer a certified list of the names of all service employees working under this contract and its subcontracts during the last month of contract performance. The list shall also contain anniversary dates of employment of each service employee under this contract and its predecessor contracts either with the current or predecessor Contractors or their subcontractors. If there are no changes to the workforce before the predecessor contract is completed, then the predecessor Contractor is not required to submit a revised list 10 days prior to completion of performance and the requirements of 52.222-41(n) are met. When there are changes to the workforce after submission of the 30-day list, the predecessor Contractor shall submit a revised certified list not less than 10 days prior to performance completion.</p> <p>(2) Immediately upon receipt of the certified service employee list but not before contract award, the contracting officer shall provide the certified service employee list to the successor contractor, and, if requested, to employees of</p> <p>Continued ...</p>				

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	<p>the predecessor contractor or subcontractors or their authorized representatives.</p> <p>(f) The Contractor and subcontractor shall maintain the following records (regardless of format, e.g., paper or electronic) of its compliance with this clause for not less than a period of three years from the date the records were created.</p> <p>(1) Copies of any written offers of employment or a contemporaneous written record of any oral offers of employment, including the date, location, and attendance roster of any service employee meeting(s) at which the offers were extended, a summary of each meeting, a copy of any written notice that may have been distributed, and the names of the service employees from the predecessor contract to whom an offer was made.</p> <p>(2) A copy of any record that forms the basis for any exemption claimed under this part.</p> <p>(3) A copy of the service employee list provided to or received from the contracting agency.</p> <p>(4) An entry on the pay records of the amount of any retroactive payment of wages or compensation under the supervision of the Administrator of the Wage and Hour Division to each service employee, the period covered by such payment, and the date of payment, and a copy of any receipt form provided by or authorized by the Wage and Hour Division. The Contractor shall also deliver a copy of the receipt to the service employee and file the original, as evidence of payment by the Contractor and receipt by the service employee, with the Administrator or an authorized representative within 10 days after payment is made.</p> <p>(g) Disputes concerning the requirements of this clause shall not be subject to the general disputes clause (52.223-1) of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR part 9. Disputes within the meaning of this clause include disputes between or among any of the following: The Contractor, the contracting agency, the U.S. Department of Labor, and the service employees under the contract or its predecessor contract. The Contracting Officer will refer any service employee who wishes to file a complaint, or ask questions concerning this contract clause, to the: Branch of</p> <p>Continued ...</p>				

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SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Government Contracts Enforcement, Wage and Hour Division, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210. Contact e-mail: displaced@dol.gov.</p> <p>(h) The Contractor shall cooperate in any review or investigation by the Department of Labor into possible violations of the provisions of this clause and shall make such records requested by such official(s) available for inspection, copying, or transcription upon request.</p> <p>(i) If it is determined, pursuant to regulations issued by the Secretary of Labor (Secretary), that the Contractor or its subcontractors are not in compliance with the requirements of this clause or any regulation or order of the Secretary, appropriate sanctions may be imposed and remedies invoked against the Contractor or its subcontractors, as provided in Executive Order 13495, the regulations, and relevant orders of the Secretary, or as otherwise provided by law.</p> <p>(j) The Contractor shall take such action with respect to any such subcontract as may be directed by the Secretary of Labor as a means of enforcing such provisions, including the imposition of sanctions for noncompliance. However, if the Contractor, as a result of such direction, becomes involved in litigation with a subcontractor, or is threatened with such involvement, the Contractor may request that the United States, through the Secretary, enter into such litigation to protect the interests of the United States.</p> <p>(k) The Contracting Officer will withhold, or cause to be withheld, from the prime Contractor under this or any other Government contract with the same prime Contractor, such sums as an authorized official of the Department of Labor requests, upon a determination by the Administrator, the Administrative Law Judge, or the Administrative Review Board, that there has been a failure to comply with the terms of this clause and that wages lost as a result of the violations are due to service employees or that other monetary relief is appropriate. If the Contracting Officer or the Administrator, upon final order of the Secretary, finds that the Contractor has failed to provide a list of the names of service employees working under the contract, the Contracting Officer may, in his or Continued...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00028

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8 19

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>her discretion, or upon request by the Administrator, take such action as may be necessary to cause the suspension of the payment of contract funds until such time as the list is provided to the Contracting Officer.</p> <p>(1) Subcontracts. In every subcontract over the simplified acquisition threshold entered into in order to perform services under this contract, the Contractor shall include a provision that ensures:</p> <p>(1) That each subcontractor will honor the requirements of paragraphs (b) through (c) of this clause with respect to the service employees of a predecessor subcontractor or subcontractors working under this contract, as well as of a predecessor Contractor and its subcontractors;</p> <p>(2) That the subcontractor will provide the Contractor with the information about the service employees of the subcontractor needed by the Contractor to comply with paragraphs (d) and (e) of this clause; and</p> <p>(3) The recordkeeping requirements of paragraph (f) of this clause.</p> <p>Security provisions/requirements are revised; revised provisions/requirements (Clause 2S) are attached.</p> <p>Period of Performance: 12/01/2009 to 11/30/2014</p>				

SECURITY REQUIREMENTS

GENERAL

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 classified National Security Information (herein known as classified information). Classified information is Government information which requires protection in accordance with Executive Order 12958, Classified National Security Information, and supplementing directives.

The Contractor shall abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, included in the contract, and the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service.

Any firm or business under contract with the Department of Homeland Security (DHS), which requires access to classified information, will require a facility security clearance commensurate with the level of access required. Firms that do not possess a facility clearance, or the requisite level of facility clearance, will be sponsored for a Department of Defense facility clearance.

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).

BACKGROUND INVESTIGATIONS

Contractor employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive but unclassified information and/or classified 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.

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-86, "Questionnaire for National Security Positions" via e-QIP:

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"

EMPLOYMENT ELIGIBILITY

Be advised that unless an applicant requiring access to sensitive but unclassified information and/or classified 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.

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.

The Contractor must agree that each employee working on this contract will have a Social Security Card issued by the Social Security Administration.

VISIT AUTHORIZATION LETTER (VAL)

The Contractor is required to submit a VAL for those individuals who require access to classified information during performance on this contract and who have an active Personnel Security Clearance (PCL). The letter will be valid for a period not to exceed one year. If the requirement to access classified information no longer exists, or if access eligibility changes, OSI will be notified immediately. The VAL must be submitted to OSI PSD in accordance with, and contain information as required by, Chapter 6 of the NISPOM.

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.

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.

- **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)

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.

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-86 security questionnaire.

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.

SECURITY MANAGEMENT

The Contractor shall appoint a senior official to act as the Facility Security Officer. The 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.

Contractor employees who become eligible for access to classified National Security Information shall participate in annual USCIS NSI refresher briefings. Briefings be coordinated through the COR, PSD and the OSI Administrative Security Division.

In the event classified information is inadvertently received by a contractor who does not hold an active security clearance at the Secret level, a Government employee or Contractor with the appropriate security clearance equal to or higher than the classified information received, will take possession of the material and shall safeguard and store the information in accordance with standards set forth in the NISPOM. The inadvertent disclosure will be immediately reported to their supervisor and then to the designated OSI Local Security Officer or OSI Field Security Manager for action as appropriate.

In the event classified information is inadvertently received by a contractor who does not hold an active security clearance at the Secret level, a Government employee or Contractor with the appropriate security clearance equal to or higher than the classified information received, will take possession of the material and shall safeguard and store the information in accordance with standards set forth in the NISPOM. The inadvertent disclosure will be immediately reported to their supervisor and then to the designated OSI Local Security Officer or OSI Field Security Manager for action as appropriate.

Subpart 4.4—Safeguarding Classified Information Within Industry

4.402 General.

(a) Executive Order 12829, January 6, 1993 (58 FR 3479, January 8, 1993), entitled "National Industrial Security Program" (NISP), establishes a program to safeguard Federal Government classified information that is released to contractors, licensees, and grantees of the United States Government. Executive Order 12829 amends Executive Order 10865, February 20, 1960 (25 FR 1583, February 25, 1960), entitled "Safeguarding Classified Information Within Industry," as amended by Executive Order 10909, January 17, 1961 (26 FR 508, January 20, 1961).

(b) The National Industrial Security Program Operating Manual (NISPOM) incorporates the requirements of these Executive orders. The Secretary of Defense, in consultation with all affected agencies and with the concurrence of the Secretary of Energy, the Chairman of the Nuclear Regulatory Commission, and the Director of Central

Intelligence, is responsible for issuance and maintenance of this Manual. The following DoD publications implement the program:

- (1) National Industrial Security Program Operating Manual (NISPOM) (DoD 5220.22-M).
- (2) Industrial Security Regulation (ISR) (DoD 5220.22-R).
- (c) Procedures for the protection of information relating to foreign classified contracts awarded to U.S. industry, and instructions for the protection of U.S. information relating to classified contracts awarded to foreign firms, are prescribed in Chapter 10 of the NISPOM.
- (d) Part 27—Patents, Data, and Copyrights, contains policy and procedures for safeguarding classified information in patent applications and patents.

4.403 Responsibilities of contracting officers.

(a) *Presolicitation phase.* Contracting officers shall review all proposed solicitations to determine whether access to classified information may be required by offerors, or by a contractor during contract performance.

(1) If access to classified information of another agency may be required, the contracting officer shall—

- (i) Determine if the agency is covered by the NISP; and
- (ii) Follow that agency's procedures for determining the security clearances of firms to be solicited.

(2) If the classified information required is from the contracting officer's agency, the contracting officer shall follow agency procedures.

(b) *Solicitation phase.* Contracting officers shall—

(1) Ensure that the classified acquisition is conducted as required by the NISP or agency procedures, as appropriate; and

(2) Include—

- (i) An appropriate Security Requirements clause in the solicitation (see 4.404); and
- (ii) As appropriate, in solicitations and contracts when the contract may require access to classified information, a requirement for security safeguards in addition to those provided in the clause (52.204-2, Security Requirements).

(c) *Award phase.* Contracting officers shall inform contractors and subcontractors of the security classifications and requirements assigned to the various documents, materials, tasks, subcontracts, and components of the classified contract as follows:

(1) Agencies covered by the NISP shall use the Contract Security Classification Specification, DD Form 254. The contracting officer, or authorized representative, is the approving official for the form and shall ensure that it is prepared and distributed in accordance with the ISR.

(2) Contracting officers in agencies not covered by the NISP shall follow agency procedures.

4.404 Contract clause.

(a) The contracting officer shall insert the clause at 52.204-2, Security Requirements, in solicitations and contracts when the contract may require access to classified information, unless the conditions specified in paragraph (d) of this section apply.

(b) If a cost contract (see 16.302) for research and development with an educational institution is contemplated, the contracting officer shall use the clause with its Alternate I.

(c) If a construction or architect-engineer contract where employee identification is required for security reasons is contemplated, the contracting officer shall use the clause with its Alternate II.

(d) If the contracting agency is not covered by the NISP and has prescribed a clause and alternates that are substantially the same as those at 52.204-2, the contracting officer shall use the agency-prescribed clause as required by agency procedures.

52.204-2 Security Clause Requirements.

As prescribed in 4.404(a), insert the following clause:

Security Requirements (Aug 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Secret."

(b) The Contractor shall comply with—

(1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DOD 5220.22-M); and

(2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

Alternate I (Apr 1984). If a cost contract for research and development with an educational institution is contemplated, add the following paragraphs (e), (f), and (g) to the basic clause:

(e) If a change in security requirements, as provided in paragraphs (b) and (c), results

(1) in a change in the security classification of this contract or any of its elements from an unclassified status or a lower classification to a higher classification, or (2) in more restrictive area controls than previously required, the Contractor shall exert every reasonable effort compatible with the Contractor's established policies to continue the performance of work under the contract in compliance with the change in security classification or requirements. If, despite reasonable efforts, the Contractor determines that the continuation of work under this contract is not practicable because of the change in security classification or requirements, the Contractor shall notify the Contracting Officer in writing. Until resolution of the problem is made by the Contracting Officer, the Contractor shall continue safeguarding all classified material as required by this contract.

(f) After receiving the written notification, the Contracting Officer shall explore the circumstances surrounding the proposed change in security classification or requirements, and shall endeavor to work out a mutually satisfactory method whereby the Contractor can continue performance of the work under this contract.

(g) If, 15 days after receipt by the Contracting Officer of the notification of the Contractor's stated inability to proceed, (1) the application to this contract of the change in security classification or requirements has not been withdrawn, or (2) a mutually satisfactory method for continuing performance of work under this contract has not been agreed upon, the Contractor may request the Contracting Officer to terminate the contract in whole or in part. The Contracting Officer shall terminate the contract in whole or in

part, as may be appropriate, and the termination shall be deemed a termination under the terms of the Termination for the Convenience of the Government clause.

Alternate II (Apr 1984). If employee identification is required for security or other reasons in a construction contract or architect-engineer contract, add the following paragraph (e) to the basic clause:

(e) The Contractor shall be responsible for furnishing to each employee and for requiring each employee engaged on the work to display such identification as may be approved and directed by the Contracting Officer. All prescribed identification shall immediately be delivered to the Contracting Officer, for cancellation upon the release of any employee. When required by the Contracting Officer, the Contractor shall obtain and submit fingerprints of all persons employed or to be employed on the project.

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

DHS *National Security Systems Policy Publication 4300B* v2.1, July 26, 2004

- 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.

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 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).

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.

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 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:

- *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 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.
- *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.

SECURITY ASSURANCES

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:

- *User Identification and Authentication (I&A)* – 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 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.
- *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.

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:

- ***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.
- ***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.
- ***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.
- ***Data Labeling***. – The contractor shall ensure that documents and media are labeled consistent with the DHS *Sensitive Systems Handbook*.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3
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2. AMENDMENT/MODIFICATION NO. P00029	3. EFFECTIVE DATE 05/29/2013	4. REQUISITION/PURCHASE REQ. NO.	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) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 405 S CASCADE AVE SUITE 201 COLORADO SPRINGS CO 809033865	(x)	9A. AMENDMENT OF SOLICITATION NO.
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(b)(4)

9B. DATED (SEE ITEM 11)	
X	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
	10B. DATED (SEE ITEM 13) 08/21/2009

CODE		FACILITY CODE
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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(d).
	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: 54894 DO/DPAS Rating: NONE (b)(4)

Contract accounting data is revised as specified below:

CLIN 3001

Decrease:

R600313-000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000

[REDACTED] new total [REDACTED] (FOR FOB USE ONLY: FFMS Item #1, MDL#3)

Increase: (b)(4)

R600313-HFE EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 [REDACTED]

new total [REDACTED] (FOR FOB USE ONLY: FFMS NEW MDL)

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)

15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Vernon Hadley

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

15B. UNITED STATES OF AMERICA

15C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

5-29-13

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CLIN 3001 NRCROSS-000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C03001 Total [REDACTED]</p> <p>NRCROSS-000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C03001 Total \$ [REDACTED]</p> <p>R600313-000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C03001 Total \$ [REDACTED]</p> <p>R600313-HFE EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C03001 Total \$ [REDACTED]</p> <p>CLIN 3001 GRAND TOTAL: [REDACTED]</p> <p>CLIN 3007 Decrease: HBGCONT-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03007 (\$ [REDACTED], new total [REDACTED] (FOR FOB USE ONLY: FFMS Item #7, MDL#1) HBGCONT-000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03007 [REDACTED] new total \$0.00 (FOR FOB USE ONLY: FFMS Item #7, MDL#2) HBGCONT-000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03007 (\$ [REDACTED] new total \$0.00 (FOR FOB USE ONLY: FFMS Item #15, MDL#1) Total Decrease [REDACTED] Increase: RCBPA13-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03007, [REDACTED] new total [REDACTED] FOR FOB USE ONLY: FFMS NEW MDL) CLIN 3007 HBGCONT-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03007 Total [REDACTED]</p> <p>HBGCONT-000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03007 Total \$ 0.00</p> <p>RCBPA13-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03007 Total \$ [REDACTED]</p> <p>CLIN 3007 GRAND TOTAL: [REDACTED]</p> <p>CLIN 3008 Decrease: HBGCONT-000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03008, [REDACTED] new total \$0.00 (FOR FOB USE ONLY: [REDACTED]</p>				

Continued ... (b)(4)

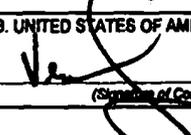
CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>FFMS Item #8, MDL#1) Increase: (b)(4) RCBPA13-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03008, [redacted] new total [redacted] (FOR FOB USE ONLY: FFMS NEW MDL) CLIN 3008 HBGCONT-000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03008 \$ 0.00 RCBPA13-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C0300 [redacted] CLIN 3008 GRAND TOTAL: [redacted]</p> <p>CLIN 3009 Decrease: HBGCONT-000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-000 C03009, [redacted] new total \$0.00 (FOR FOB USE ONLY: FFMS Item #9, MDL#2) Increase: RCBPA13-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-23-57-000 C03009, [redacted] new total [redacted] (FOR FOB USE ONLY: FFMS NEW ITEM MDL) CLIN 3009 HBGCONT-000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 C03009 \$ 0.00 HBGAR11-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 C03009 [redacted] RCBPA13-000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 C03009 \$ [redacted] CLIN 3009 GRAND TOTAL: [redacted]</p> <p>(b)(4)</p> <p>Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. P00030	3. EFFECTIVE DATE 07/01/2013	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)		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)	
(b)(4)		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009	
CODE	FACILITY CODE	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 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 Decrease:		(b)(4)
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).			
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
X	D. OTHER (Specify type of modification and authority) FAR 52.243-1			
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> 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: _____				
AAP Number: 54894 DO/DPAS Rating: NONE (b)(4)				
LIST OF CHANGES: Reason for Modification : Change Order				
CLIN 3002, NRC Non-indexed Scanning: Quantity of files revised from _____ (an increase of _____)				
CLIN 3003, NRC Indexed Scanning: Quantity of pages revised from _____ (a decrease of _____) (b)(4)				
Continued ...				
Except as provided herein, all terms and conditions of the document referenced in items 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print) (b)(6) Contracts Manager		18A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vernon Hadley		
15B. DATE SIGNED		18B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		16C. DATE SIGNED 7/1/13

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Contract base period unexpended (FY10) funding of \$.01 is de-obligated.</p> <p>Total Amount for this Modification: [REDACTED]</p> <p>New Total Amount for this Version: [REDACTED]</p> <p>New Total Amount for this Award: \$93,954,782.02</p> <p>Obligated Amount for this Modification: [REDACTED]</p> <p>New Total Obligated Amount for this Award: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 2A</p> <p>Quantity changed from 1 to 0</p> <p>Unit changed from Lot to</p> <p>Unit Price changed from [REDACTED]</p> <p>Total Amount changed from [REDACTED]</p> <p>Obligated Amount for this modification [REDACTED]</p> <p>Qualifier changed from By Quantity to By Dollars</p> <p>CHANGES FOR DELIVERY LOCATION: NRC</p> <p>Quantity changed from [REDACTED]</p> <p>Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>NRCROSS 000 EX 20-04-00-000</p> <p>07-60-0100-00-00-00-00 GE-25-37-00 000000</p> <p>Quantity changed from [REDACTED]</p> <p>Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 3002</p> <p>Unit Price changed from [REDACTED] to [REDACTED]</p> <p>Total Amount changed from [REDACTED]</p> <p>Obligated Amount for this modification: [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC</p> <p>Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>NRCFOIA 000 EX 20-04-00-000</p> <p>07-60-0100-40-00-00-00 GE-25-37-00 000000</p> <p>Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>NRCFOIA 000 EX 20-01-00-000</p> <p>07-60-0100-40-00-00-00 GE-25-37-00 000000</p> <p>Amount changed from [REDACTED]</p> <p>Continued ...</p> <p>(b)(4)</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 3003 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCSODA 000 EX 20-04-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCSODA 000 EX 20-01-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 Amount changed from [redacted]</p> <p>Discount Terms: Net 30 (b)(4)</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>					

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00031	3. EFFECTIVE DATE 07/08/2013	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)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009
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)

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 data, 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] (b)(4)
 AAP Number: 34894 DO/DFAS Rating: NONE

Accounting data in Modification P00030 for CLIN 3002 is revised From:

CHANGES FOR ACCOUNTING CODE:

NRCFOIA 000 EX 20-04-00-000 07-60-0100-40-00-00-00 GE-25-37-00 000000
 Amount changed from [redacted]

CHANGES FOR ACCOUNTING CODE: (b)(4)

NRCFOIA 000 EX 20-01-00-000 07-60-0100-40-00-00-00 GE-25-37-00 000000
 Amount changed from [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)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vernon Hadley	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 7-8-13

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-10-C-00001/P00031

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>to:</p> <p>CHANGES FOR ACCOUNTING CODE: NRCFOIA 000 EX 20-04-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: (b)(4) NRCFOIA 000 EX 20-01-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 Amount changed from [REDACTED]</p> <p>Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00032	3. EFFECTIVE DATE 07/15/2013	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)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009

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.
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 _____ 0 copies to the issuing office.

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

DUNS Number: (b)(4)
AAP Number: 54894 DO/DFAS Rating: NONE

Accounting data is revised

(b)(4)

From
NRC SODA 000 EX 20-04-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 [Redacted]
[Redacted] Decrease [Redacted] FOR FMD USE ONLY (FMS Increase [Redacted] Item#3,
MDL#1)

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)	
		Vernon Hadley	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		[Signature]	7-15-13

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
 SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	NRCFOIA 000 EX 20-01-00-000 07-60-0100-30-00-00-00 GE-25-37-00 000000 [Redacted] Decrease [Redacted] FOR FMD USE ONLY (FFMS Decrease Item#3, MDL#2)				
	To NRCFOIA 000 EX 20-04-00-000 07-60-0100-40-00-00-00 GE-25-37-00 000000 [Redacted] Increase [Redacted] FOR FMD USE ONLY (FFMS INCREASE NEW ITEM, MDL)				
	NRCFOIA 000 EX 20-01-00-000 07-60-0100-40-00-00-00 GE-25-37-00 000000 [Redacted] Increase \$ [Redacted] FOR FMD USE ONLY (FFMS INCREASE NEW ITEM, MDL)				
	Period of Performance: 12/01/2009 to 11/30/2014 (b)(4)				

2. AMENDMENT/MODIFICATION NO. P00033	3. EFFECTIVE DATE 08/24/2013	4. REQUISITION/PURCHASE REQ. NO. Not a funding action	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)
---	-------------	---

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
		10B. DATED (SEE ITEM 13) 08/21/2009
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)
Not a funding action

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. FAR 43.103(b)(2) Types of contract modifications - Unilateral
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) (b)(4)

E. IMPORTANT: Contractor is not, is required to sign this document and return 0 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 from the contract and replace them with the revised Security Requirements (Clause 2S & OIT Language).

This modification is a unilateral action with no funding, at no additional cost to the government. All other terms and conditions of the contract remain the same.

SECURITY REQUIREMENTS

GENERAL
U.S. Citizenship and Immigration Services (USCIS) has determined that performance of this
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) Donata Sikon-Amato
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
(Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA Donata Sikon-Amato (Signature of Contracting Officer)
	16C. DATE SIGNED 8/24/13

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to classified National Security Information (herein known as classified information). Classified information is Government information which requires protection in accordance with Executive Order 12958, Classified National Security Information, and supplementing directives.</p> <p>The Contractor shall abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, included in the contract, and the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service.</p> <p>Any firm or business under contract with the Department of Homeland Security (DHS), which requires access to classified information, will require a facility security clearance commensurate with the level of access required. Firms that do not possess a facility clearance, or the requisite level of facility clearance, will be sponsored for a Department of Defense facility clearance.</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 Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>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 and/or classified 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>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 Postions 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 <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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 access to sensitive but unclassified information and/or classified 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>VISIT AUTHORIZATION LETTER (VAL) The Contractor is required to submit a VAL for those individuals who require access to classified information during performance on this contract and who have an active Personnel Security Clearance (PCL). The letter will be valid for a period not to exceed one year. If the requirement to access classified information no longer exists, or if access eligibility changes, Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>OSI will be notified immediately. The VAL must be submitted to OSI PSD in accordance with, and contain information as required by, Chapter 6 of the NISPOM.</p> <p>CONTINUED ELIGIBILITY If a prospective employee is found to be ineligible for access to USCIS facilities or information, the Contracting Officers 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.</p> <p>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> <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 Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>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-86 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 Facility Security Officer. The 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>Contractor employees who become eligible for access to classified National Security Information shall participate in annual USCIS NSI refresher briefings. Briefings be coordinated through the COR, PSD and the OSI Administrative Security Division.</p> <p>In the event classified information is inadvertently received by a contractor who does not hold an active security clearance at the Secret level, a Government employee or Contractor with the appropriate security clearance equal to or higher than the classified information received, will take possession of the material and shall safeguard and store the information in accordance with standards set forth in the NISPOM. The inadvertent disclosure will be Continued ...</p>				

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	<p>directed under the Changes clause of this contract.</p> <p>(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.</p> <p>(End of clause)</p> <p>Alternate I (Apr 1984). If a cost contract for research and development with an educational institution is contemplated, add the following paragraphs (e), (f), and (g) to the basic clause:</p> <p>(e) If a change in security requirements, as provided in paragraphs (b) and (c), results (1) in a change in the security classification of this contract or any of its elements from an unclassified status or a lower classification to a higher classification, or (2) in more restrictive area controls than previously required, the Contractor shall exert every reasonable effort compatible with the Contractors established policies to continue the performance of work under the contract in compliance with the change in security classification or requirements. If, despite reasonable efforts, the Contractor determines that the continuation of work under this contract is not practicable because of the change in security classification or requirements, the Contractor shall notify the Contracting Officer in writing. Until resolution of the problem is made by the Contracting Officer, the Contractor shall continue safeguarding all classified material as required by this contract.</p> <p>(f) After receiving the written notification, the Contracting Officer shall explore the circumstances surrounding the proposed change in security classification or requirements, and shall endeavor to work out a mutually satisfactory method whereby the Contractor can continue performance of the work under this contract.</p> <p>(g) If, 15 days after receipt by the Contracting Officer of the notification of the Contractor's stated inability to proceed, (1) the application to this contract of the change in security classification or requirements has not been withdrawn, or (2) a mutually satisfactory method</p> <p>Continued ...</p>				

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	<p>for continuing performance of work under this contract has not been agreed upon, the Contractor may request the Contracting Officer to terminate the contract in whole or in part. The Contracting Officer shall terminate the contract in whole or in part, as may be appropriate, and the termination shall be deemed a termination under the terms of the Termination for the Convenience of the Government clause.</p> <p>Alternate II (Apr 1984). If employee identification is required for security or other reasons in a construction contract or architect-engineer contract, add the following paragraph (e) to the basic clause:</p> <p>(e) The Contractor shall be responsible for furnishing to each employee and for requiring each employee engaged on the work to display such identification as may be approved and directed by the Contracting Officer. All prescribed identification shall immediately be delivered to the Contracting Officer, for cancellation upon the release of any employee. When required by the Contracting Officer, the Contractor shall obtain and submit fingerprints of all persons employed or to be employed on the project.</p> <p>AAP Number: 54894 DO/DPAS Rating: NONE 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. Continued ...</p>				

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	<p>National Industrial Security Program Operating Manual (NISPOM), February 2001. DHS Sensitive Systems Policy Publication 4300A v2.1, July 26, 2004 DHS National Security Systems Policy Publication 4300B v2.1, July 26, 2004 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> <p>GENERAL Due to the sensitive nature of USCIS information, Continued ...</p>				

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	<p>the contractor is required to develop and maintain a comprehensive Computer and Telecommunications Security Program to address the integrity, confidentiality, and availability of sensitive but unclassified (SBU) information during collection, storage, transmission, and disposal. The contractors 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. Continued ...</p>				

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	<p>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 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> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>Continued ...</p>				

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	<p>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 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 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: User Identification and Authentication (I&A), 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 Continued ...</p>				

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	<p>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 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> <p>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.</p> <p>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.</p> <p>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.</p> <p>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> <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 Continued ...</p>				

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	<p>ensure that they meet the minimum requirements as set forth in the DHS Sensitive Systems Handbook and USCIS policies and procedures. These requirements include:</p> <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>Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00034	3. EFFECTIVE DATE 09/23/2013	4. REQUISITION/PURCHASE REQ. NO. NRC130109	5. PROJECT NO. (if applicable)
8. 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 8)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.	
CODE		9B. DATED (SEE ITEM 11)	
FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
		10B. DATED (SEE ITEM 13) 08/21/2009	

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 data, 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 0 copies to the issuing office.

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

DUNS Number: (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE
 Accounting and appropriation data is revised as specified on Page 2.
 Period of Performance: 12/01/2009 to 11/30/2014

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.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vernon Hadley	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 9/24/13

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CLIN	Budget Project/Task Code	Fund Code	Program Code	Org Code	Sub-Object Code	UDF	(b)(4) (decrease)/increase
3001	NRCROSS-000	EX	20-04-00-000	07-60-0100-20-00-00-00	GE-25-37-000	C03001	
3001	NRCROSS-000	EX	20-01-00-000	07-60-0100-20-00-00-00	GE-25-37-000	C03001	
3004	NRCROSS-000	EX	20-01-00-000	07-60-0100-20-00-00-00	GE-25-37-000	C03004	
3005	NRCROSS-000	EX	20-01-00-000	07-60-0100-20-00-00-00	GE-25-37-000	C03005	
				Reductions	Total		
3001	RSSAR13-000	EX	20-04-00-000	07-60-0100-00-00-00-00	GE-25-37-000	C03001	
3001	R600313-000	EX	20-04-00-000	07-60-0100-20-00-00-00	GE-25-37-000	C03001	
3004	R600313-000	EX	20-04-00-000	07-60-0100-20-00-00-00	GE-25-37-000	C03004	
3005	R600313-000	EX	20-04-00-000	07-60-0100-20-00-00-00	GE-25-37-000	C03005	
				Additions	Total		

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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2. AMENDMENT/MODIFICATION NO. P00035
3. EFFECTIVE DATE 11/25/2013
4. REQUISITION/PURCHASE REQ. NO. NRC140022, TFM140018
5. PROJECT NO. (If applicable)

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)
SUMMIT TECHNICAL SOLUTIONS LLC
726 S TEJON STREET
COLORADO SPRINGS CO 809034042

(b)(4)

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001

10B. DATED (SEE ITEM 13) 08/21/2009

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) Net Increase: (b)(4)
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:
 - D. OTHER (Specify type of modification and authority)
X FAR 52.217-9, FAR 52.243-1

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: (b)(4)

AAP Number: 54894 DO/DPAS Rating: NONE

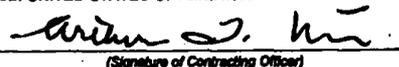
LIST OF CHANGES:

Reason for Modification : revise Option Year 4 specifications/quantities; add CLINS; Exercise (Fourth) Option and, incorporate new SCA Wage Determinations

See attached pages (7 - 11) for CLIN quantities and PWS/PRS specification revisions.

Wage Determinations 2005-2307, RevNo. 13 (dated 6/13/12) and 2005-2249, RevNo. 12 (dated 6/13/12)
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.

(b)(6)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Arthur J. Nestle	
	15C. DATE SIGNED 25 Nov 2013	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)
		16C. DATE SIGNED 11.26.2013

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>are replaced by:</p> <p>Wage Determination 2005-2307, Revision No. 14, dated 06/19/2013</p> <p>http://www.wdol.gov/wdol/scafiles/std/05-2307.txt?v=14</p> <p>and</p> <p>Wage Determination 2005-2249, Revision No. 13, dated 06/19/2013</p> <p>http://www.wdol.gov/wdol/scafiles/std/05-2249.txt?v=13</p> <p>The contractor shall notify the Contracting Officer of any increase claimed within 30 days of this modification (FAR 52.222-43 (f)).</p> <p>(b)(4)</p> <p>Total Amount for this Modification: [REDACTED]</p> <p>New Total Amount for this Version: [REDACTED]</p> <p>New Total Amount for this Award: \$97,464,946.24</p> <p>Obligated Amount for this Modification: [REDACTED]</p> <p>New Total Obligated Amount for this Award: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 4001</p> <p>Unit Price changed from [REDACTED] to [REDACTED]</p> <p>Total Amount changed from [REDACTED]</p> <p>Obligated Amount for this modification: [REDACTED]</p> <p>Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC</p> <p>Amount changed from [REDACTED] to [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000</p> <p>Quantity: [REDACTED]</p> <p>Amount: [REDACTED]</p> <p>Percent: [REDACTED]</p> <p>Subject To Funding: N</p> <p>Continued ... (b)(4)</p>				

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4002 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCFOIA 0-00 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4003 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification: [REDACTED] Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRC SODA 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Continued ...</p> <p>(b)(4)</p>				

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4004 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted] Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FECREC11 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4005 Obligated Amount for this modification: [redacted] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4006 Obligated Amount for this modification: [redacted] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N Continued ... (b)(4)</p>				

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
4009	<p>(b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 4007 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted] Exercised option</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4008 Obligated Amount for this modification [redacted] Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>Discount Terms: Net 30 FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p> <p>AR-11 (Change of Address Processing) Continued ...</p> <p>(b)(4)</p>	12	MO	[redacted]	[redacted]

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
4010	<p>Quantity: [REDACTED] Obligated Amount: [REDACTED]</p> <p>Delivery: 11/30/2013 Delivery Location Code: RFMF Department of Homeland Security Remote File Maintenance Facility 790 Pleasants Drive Harrisonburg VA 22801 Accounting Info: HBGAR11 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Funded: [REDACTED] Accounting Info: HBGCONT 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Funded: \$0.00</p> <p>File transfer for temporary storage, redirection of files for temporary storage Obligated Amount: [REDACTED]</p> <p>Delivery: 11/30/2013 Delivery Location Code: NRC National Records Center Department of Homeland Security U.S. Citizenship & Immigration Serv 150 NW Space Center Loop, Ste 100 Lees Summit MO 64064-2138 Accounting Info: FEREC11 000 EX 20-01-00-000 07-60-0100-20-00-00-00-00 GE-25-37-00 000000 Funded: \$0.00 Accounting Info: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00-00 GE-25-37-00 000000 Funded: [REDACTED] Accounting Info: DF0000 000 EX 20-05-00-000 20-00-0000-00-00-00-00 GE-25-86-00 000000 Funded: [REDACTED]</p> <p style="text-align: center;">(b)(4)</p>	.12	MO	[REDACTED]	[REDACTED]

CLIN #	PRODUCT & SERVICES Option Year 4	Estimated Annual Quantity Per Work Item	Total Estimated Annual Quantity
4001	NRC FILE OPERATIONS AND MAINTENANCE		20,853,108
	Incoming Files	4,450,008	
	Shelving Files	4,650,000	
	Processing External File Request	2,076,000	
	Processing Internal File request	193,200	
	Merging Files	320,400	
	Interfiling	828,000	
	Routine File Maintenance	96,000	
	Problem Files	24,000	
	A-File Creates	36,000	
	File Audits	4,800,000	
	NC Request Intake	18,000	
	NRC Retirement Preparation	1,140,000	
	Field / Digitized Retirement Preparations	540,000	
	File Retirements (Field, NRC, & Digitized)	1,680,000	
	Digitization File Pulls	1,500	
4002	NRC NON-INDEX Scanning of Request and Files		232,400
	Non Indexed Scanning of Request	139,000	
	Non-Indexed Scanning of Files	93,400	
4003	NRC INDEX SCANNING		2,950,000
	Indexed Scanning of Pages	2,950,000	
4004	NRC FRC RE-RETIREMENTS		2,299,662
	FRC Re-Retirement Preparation	1,149,831	
	File Retirement (FRC)	1,149,831	
	FRC Re-Retirement A-Creates	542,640	
4005	NRC GENERAL SUPPORT SERVICES		12-Months
	NRC Internal Support & Warehouse Functions	12-Months	
	NRC System Generated Error Reports	12-Months	
	NRC Mail Operations Support	12-Months	
4006	FSF MAIL OPERATIONS		80,000
	Shipping Files	70,000	
	Mail Processing	10,000	
4007	FSF FILE OPERATION / MAINTENANCE		2,873,900
	Incoming Files	2,438,000	
	I-90 Sort	210,000	
	File Pulls (Priority)	8,900	
	File Pulls (Routine)	47,000	
	Interfiling	66,000	
	File Inquiries Look Up	20,000	
	File Inquiries Transmit Data	12,000	
	Destruction Preparation	36,000	
	Physical Destruction	36,000	
4008	FSF WAREHOUSE FUNCTION		12 - Months
	Warehouse Boxes	12-Months	
	Equipment Rental	12-Months	
4009	AR-11 CHANGE OF ADDRESS PROCESSING		210,000
	Processing Change of Address Forms	210,000	
4010	File Transfer for Temporary Storage		1,296,000
	Redirection of files for Temporary Storage	1,296,000	
	Both highlighted boxes reflect the modification numbers done in Option Year 3 for CLIN 4002, an increase, in Option Year 2 & 3 for CLIN 4003 is a reduction in estimated quantities	NRC SUBTOTAL	

4.4 - CLIN 0004 - NRC FRC File Re-Retirement

FRC compaction and cleanup is the retrieval of retired files from the FRC in order to perform file maintenance and systems update tasks and then re-retire them to the FRC as an NRC accession. The COR will direct what accessions will be pulled for the FRC re-retirement process. It is expected that these tasks shall be performed at regular monthly intervals throughout the period of performance.

The Government provides a truck for the purpose of moving the files back and forth between the FRC and NRC (co-located within the cave complex).

4.4.1a - NRC FRC Re-Retirement Preparation

The contractor shall complete the following tasks:

- Pickup and deliver files on pallets to/from the FRC.
- Receive files into NFTS (Migrate-in Retire) within 10 days of receipt at the NRC.
- Perform file maintenance functions:
 - Create and adhere file number and barcode labels as necessary.
 - Replace file jackets as necessary.
- Conduct a CIS system search for each file and verify the A-file information matches CIS information. Update CIS as needed to include Naturalization certificate information.
- Create file in CIS, if needed, with key data elements: first and last name, date of birth, country of birth, and class of admission. (12% of Period of Performance Estimate)
- Pull and merge any related like-numbered files housed at the NRC.
- Sort files by YOB and place in boxes within YOB groupings. Stage boxes in a separate retirement staging area designated for Field/NRC/FRC files.
- Update Government-provided database with work counts.

4.4.1b - NRC FRC Re-Retirement A-File Creates

- A-file creates above 12% of projected FRC Re-retirement count will be counted and reported separate from FRC Re-Retirement Prep.
- Create file in CIS, with key data elements: first and last name, date of birth, country of birth, and class of admission.
- A prep count is not taken for A-creates within 4.4.1b task; these files will move straight to the YOB sort and be mixed with 4.4.1a.

Note: During the sorting stage, the FRC retirement files from this Task may or may not be mixed with the NRC Retirement files under Task 4.1.12 and Field retirement files under Task 4.1.13 as directed by the COR. Digitized files may not be mixed with this file population when sorting and retiring.

Files are considered complete when the files are placed in the retirement staging area. Production counts come from the database.

4.4.2 - NRC FRC File Retirements

Files staged for retirement must be prepared for accession to the FRC.

The contractor shall complete the following tasks:

- Pull boxes of files prepared in task 4.4.1a & 4.4.1b by “type” based on a specified YOB range. All boxes within an accession must be for the same YOB range. There are two types: Field/NRC/FRC retirement files or Digitized retirement files.
- Sort each box of files into Terminal Digit Order (TDO).
- Update each file electronically in NFTS with the FRC accession information.
- Label each box with the correct accession and box number furnished by the COR.
- Digitized files will be retired within specified YOB range with separate accession information furnished by the COR.
- Files are staged on pallets for delivery to the FRC. Files shall be delivered using the government furnished vehicle.
- Update the Government provided database with accurate completion counts.
- Retire files in accordance with COR issued guidance and ROH Part II Chapter 15.

A file retirement is considered completed when NFTS is updated with the new retirement accession information and the files are delivered to the FRC. Production counts come from the NFTS transaction completed report.

4.10.01 - NRC File Prep for Redirection and Short-term Storage

In order to manage shelf space, the NRC will redirect files for short-term storage at an offsite location.

Files staged for redirection and short-term storage must be prepared for accession to the FRC or other storage facility. It is expected that this task shall be performed at regular monthly intervals throughout the period of performance.

The COR will direct which files to pull from the NRC shelves or the incoming file line for NRC redirection preparation. It is expected that this task shall be performed at regular monthly intervals throughout the period of performance.

The contractor shall complete the following tasks:

- The contractor will pull oversize A files (1 ½" and larger) to be redirected for short term storage.
- Any oversized file taking more than one box to accommodate the complete file will not be eligible for this process.
- Sort each box of files into Terminal Digit Order (TDO).
- Update each file electronically in NFTS with the FRC accession information or storage information as furnished by the COR.
- Label each box with the correct accession and box number furnished by the COR.
- Files are staged on pallets for delivery to the FRC or other storage facility. Files shall be loaded onto a government furnished vehicle.
- Update the Government provided database or spreadsheet with accurate completion counts.

Note: No field, NRC, or DIG retirement populations will be mixed into this population of work.

A file redirect is considered completed when NFTS is updated with the new accession information and the files are loaded on the government furnished vehicle. Production counts are manually tabulated when all preparation steps are completed and/or production counts come from the NFTS transaction completed reports, contractor counts and SMART reports.

4.10 NRC FILE REDIRECTION – CLIN 0010
4.10.01 NRC File Prep for Redirection Short-term Storage

Tasks	Standards	PRS Accuracy	PRS Time	Surveillance Method	% Deduct for Non-Performance
The contractor shall complete the following tasks:					
<ul style="list-style-type: none"> • Pull oversize A files (1 ½" and larger) to be redirected for short term storage. • Sort each box of files into Terminal Digit Order (TDO). • Update each file electronically in NFTS with the FRC accession information or storage information provided by COR. 	<p>Only files 1 ½" or larger are prepared for redirection and are in TDO within each box.</p>	90%		<p>Random Sampling, Validated Customer Complaints</p>	<p>1% off for each percentage point under each AQL</p>
<ul style="list-style-type: none"> • Label each box with the correct accession and box number furnished by the COR. • Files are staged on pallets for delivery to the FRC or other storage facility. Files shall be loaded onto a government furnished vehicle. • Update the Government provided database or spreadsheet with accurate completion counts. 	<p>All files are electronically updated in NFTS to the correct retirement Accession and each box is labeled with the correct accession information.</p>	97.5%		<p>Random Sampling, Validated Customer Complaints</p>	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 6
2. AMENDMENT/MODIFICATION NO. P00036	3. EFFECTIVE DATE 02/19/2014	4. REQUISITION/PURCHASE REQ. NO. NRC140031	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) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
		10B. DATED (SEE ITEM 13) 08/21/2009	
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) Net Increase: (b)(4)
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 Clause 52.222-43

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 organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
 AAP Number: 54894 DO/DPAS Rating: NONE (b)(4)
 LIST OF CHANGES:
 Reason for Modification: equitable adjustment (resulting from new Service Contract Act Wage Determinations incorporated by Modification P00035)
 Total Amount for this Modification: (b)(4)
 New Total Amount for this Version: (b)(4)
 New Total Amount for this Award: \$97,541,074.24
 Obligated Amount for this Modification: (b)(4)
 New Total Obligated Amount for this Award: (b)(4)

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.

Contracting Officer (Type or print) Contracts Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vernon Hadley	
(b)(6)	15C. DATE SIGNED 21 Feb 2014	16B. UNITED STATES OF AMERICA V. [Signature] (Signature of Contracting Officer)	16C. DATE SIGNED 3 Feb 2014

Previous edition unusable

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

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 4003 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted] to [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCSODA 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCSODA 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04003 Quantity: [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4002 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted] to [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCFOIA 0-00 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCFOIA 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04002 Quantity: [redacted] (b)(4) Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>Continued ...</p>					

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 4004 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: FECREC11 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC11 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04004 Quantity [redacted] Amount: [redacted] Percent: [redacted] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4007 Unit Price changed from [redacted] to [redacted] Total Amount changed from [redacted] Obligated Amount for this modification: [redacted]</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: HBGCONT 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Percent changed from [redacted]</p> <p>CHANGES FOR ACCOUNTING CODE: HBGCONT 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity changed from [redacted] Percent changed from [redacted]</p> <p>NEW ACCOUNTING CODE ADDED: (b)(4) Account code: HBGCONT 000 EX 20-01-00-000 Continued ...</p>					

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4) SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>07-60-0100-50-00-00-00 GE-25-37-00 C04007 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4009 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] to [REDACTED] Obligated Amount for this modification: [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: RFMF Amount changed from [REDACTED] Delivery Date changed from 11/30/2013 to 11/30/2014</p> <p>CHANGES FOR ACCOUNTING CODE: HBGAR11 000 EX 20-04-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: HBGAR11 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 C04009 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4001 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] to [REDACTED] Obligated Amount for this modification: [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED] to [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Percent changed from [REDACTED]</p> <p>Continued ... (b)(4)</p>				

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04001 Quantity [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4005 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04001 Quantity [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4010 Unit Price changed from [REDACTED] to [REDACTED] Total Amount changed from [REDACTED] Obligated Amount for this modification [REDACTED]</p> <p>CHANGES FOR DELIVERY LOCATION: NRC Amount changed from [REDACTED] Delivery Date changed from 11/30/2013 to [REDACTED] Continued ...</p>					
	(b)(4)					

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REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>11/30/2014 (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Percent changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: DF0000 000 EX 20-05-00-000 20-00-0000-00-00-00-00 GE-25-86-00 000000 Quantity changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04001 Quantity [REDACTED] Amount: Percent: [REDACTED] (b)(4) Subject To Funding: N</p> <p>Discount Terms: Net 30</p> <p>FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00037	3. EFFECTIVE DATE 03/06/2014	4. REQUISITION/PURCHASE REQ. NO. NRC140041	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) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001		
		10B. DATED (SEE ITEM 13) 08/21/2009		
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.
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 _____ 0 copies to the issuing office.

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

DUNS Number: [Redacted]
 AAP Number: 54894 DO/DFAS Rating: NONE (b)(4)
 LIST OF CHANGES:
 Reason for Modification : Other Administrative Action
 Total Amount for this Modification [Redacted]
 New Total Amount for this Version [Redacted]
 New Total Amount for this Award: \$97,541,074.24

CHANGES FOR LINE ITEM NUMBER: 4001

CHANGES FOR ACCOUNTING CODE:
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) Vernon Hadley	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 3-26-14

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
		<p>NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: RSSAR14-C44 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 0C4001 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 4007</p> <p>CHANGES FOR ACCOUNTING CODE: HBGCONT 000 EX 20-01-00-000 07-60-0100-50-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: RCBPA14-000 EX 20-04-00-000 07-60-0100-00-00-00-00 GE-25-37-00 0C4007 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED] Subject To Funding: N</p> <p style="text-align: center;">(b)(4)</p> <p>Delivery: 11/30/2014 Discount Terms: Net 30 FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00038	3. EFFECTIVE DATE 03/27/2014	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) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)		(x) 9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001		
		10B. DATED (SEE ITEM 13) 08/21/2009		
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)

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 _____ 0 _____ copies to the issuing office.

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

DUNS Number: _____
 AAP Number: 54894 DO/DPAS Rating: NONE (b)(4)
 The purpose of this unilateral, no cost modification is to notify the contractor 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 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) Vernon Hadley	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 3-27-14

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

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>Period of Performance: 12/01/2009 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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2. AMENDMENT/MODIFICATION NO. P00039
3. EFFECTIVE DATE 05/20/2014
4. REQUISITION/PURCHASE REQ. NO. NRC140053.1
5. PROJECT NO. (If applicable)

6. ISSUED BY CODE CIS
USCIS Contracting Office
Department of Homeland Security
70 Kimball Avenue
South Burlington VT 05403
7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
SUMMIT TECHNICAL SOLUTIONS LLC
726 S TEJON STREET
COLORADO SPRINGS CO 809034042
(b)(4)
9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001
10B. DATED (SEE ITEM 13) 08/21/2009
X

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.
X	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).
	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 _____ 0 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: 54894 DO/DPAS Rating: NONE (b)(4)
LIST OF CHANGES:
Reason for Modification: revise accounting data
Total Amount for this Modification: [Redacted]
New Total Amount for this Version: [Redacted]
New Total Amount for this Award: \$7,541,074.24

CHANGES FOR LINE ITEM NUMBER: 4001

CHANGES FOR ACCOUNTING CODE:
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) Vernon Hadley
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 16B. UNITED STATES OF AMERICA (Signature of Contracting Officer) 16C. DATE SIGNED 5-28-14

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
		<p>NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 000000 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04001 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04001 Quantity: [REDACTED] Amount: Percent:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: R600314 000 EX 20-04-00-000 07-6--0100-20-00-00-00 GE-25-37-00 000000 Quantity: [REDACTED] Amount: Percent:</p> <p>CHANGES FOR LINE ITEM NUMBER: 4002</p> <p>CHANGES FOR ACCOUNTING CODE: NRCFOIA 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04002 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCFOIA 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04002 Quantity: [REDACTED] Amount: [REDACTED] (b)(4) Percent:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04002 Continued ...</p>				

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 4003</p> <p>CHANGES FOR ACCOUNTING CODE: NRCSODA 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04003 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCSODA 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04003 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 4004</p> <p>CHANGES FOR ACCOUNTING CODE: FEREC11 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04004 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: FEREC 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04004 Quantity: [REDACTED] Amount: [REDACTED] Percent: [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 4005</p> <p>CHANGES FOR ACCOUNTING CODE: NRCROSS 000 EX 20-01-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04001 Quantity changed from [REDACTED] Amount changed from [REDACTED] Percent changed from [REDACTED]</p> <p>NEW ACCOUNTING CODE ADDED: Account code: NRCROSS 000 EX 20-04-00-000 Continued ...</p>					
		(b)(4)				

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NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	(b)(4)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	07-60-0100-20-00-00-00	GE-25-37-00 C04005				
	Quantity:	[REDACTED]				
	Amount:	[REDACTED]				
	Percent:	[REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 4007					
	CHANGES FOR ACCOUNTING CODE:					
	HBGCONT 000 EX 20-01-00-000					
	07-60-0100-50-00-00-00	GE-25-37-00 C04007				
	Quantity changed from:	[REDACTED]				
	Amount changed from:	[REDACTED]				
	Percent changed from:	[REDACTED]				
	NEW ACCOUNTING CODE ADDED:					
	Account code:					
	HBGCONT 000 EX 20-04-00-000					
	07-60-0100-50-00-00-00	GE-25-37-00 C04007				
	Quantity:	[REDACTED]				
	Amount:	[REDACTED]				
	Percent:	[REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 4009					
	CHANGES FOR ACCOUNTING CODE:					
	HBGAR11 000 EX 20-01-00-000					
	07-60-0100-50-00-00-00	GE-25-37-00 C04009				
	Quantity changed from:	[REDACTED]				
	Amount changed from:	[REDACTED]				
	Percent changed from:	[REDACTED]				
	NEW ACCOUNTING CODE ADDED:					
	Account code:					
	HBGAR11 000 EX 20-04-00-000					
	07-60-0100-50-00-00-00	GE-25-37-00 C04009				
	Quantity:	[REDACTED]				
	Amount:	[REDACTED]				
	Percent:	[REDACTED]				
	CHANGES FOR LINE ITEM NUMBER: 4010					
	CHANGES FOR ACCOUNTING CODE:					
	NRCROSS 000 EX 20-01-00-000					
	07-60-0100-20-00-00-00	GE-25-37-00 C04001				
	Quantity changed from:	[REDACTED]				
	Amount changed from:	[REDACTED]				
	Percent changed from:	[REDACTED]				
	NEW ACCOUNTING CODE ADDED:					
	Account code: (b)(4)					
	Continued ...					

NAME OF OFFEROR OR CONTRACTOR
SUMMIT TECHNICAL SOLUTIONS LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	NRCROSS 000 EX 20-04-00-000 07-60-0100-20-00-00-00 GE-25-37-00 C04010 Quantity: Amount: Percent: (b)(4) Discount Terms: Net 30 FOB: Destination Period of Performance: 12/01/2009 to 11/30/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. P00040	3. EFFECTIVE DATE 07/01/2014	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) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
(b)(4)		x 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	10B. DATED (SEE ITEM 13) 08/21/2009
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)

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 52.212-4(c)

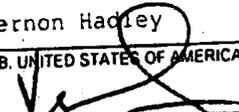
E. IMPORTANT: Contractor is not. is required to sign this document and return _____ 1 _____ copies to the issuing office.

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

DUNS Number: (b)(4)
AAP Number: 54894 DO/DPAS Rating: NONE
Performance Work Statement is revised as specified on pages 2 and 3; the price of the contract is unchanged.
Period of Performance: 12/01/2009 to 11/30/2014

(b)(6)

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) Contracts Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vernon Hadley	
15C. DATE SIGNED 1 July 2014		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
15B. DATE SIGNED 1 July 2014		16C. DATE SIGNED 7/15/2014	

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

Previous edition unusable

**Modification P00040
HSSCCG-10-C-00001**

4.2.2 – NRC Non-Indexed Scanning of Files

Files in response to FOIA and PA requests are scanned into the FIPS or a designated system.

The contractor shall complete the following tasks:

- Prepare file for scanning by removing all fasteners (i.e. staples/clips), removing all documents, and affixing smaller documents to standard size paper.
- Scan all documents using the Government provided scanners and software.
- Scanned documents are legible and completely scanned in the correct order.
- Files are scanned according to priority level:
 - Priority cases are files that have internal/external file requests or which have been designated to be returned to the FCO by express mail. These are designated with a coversheet with special instructions or a pull ticket. Priority files must be scanned in within two business days of receipt.
 - Routine cases are all other files, including files designated with a coversheet that must be returned to the FCO via regular mail. Routine cases must be scanned within five business days of receipt.
- Reassemble file with all documents returned to the original left or right side.
- Files designated for return to FCO or with pull tickets attached are routed to the records distribution area or designated area for action.

(2 month Pilot)

For Track 1 Cases (as determined by the Government) (approximately 60 to 80 cases per day):

- When the staffing sheet is printed it will state:
 - Track One Pilot, Please bring to FIXXX, in the FOIA Unit
- Contractor will deliver files on routine mail deliveries as established in CLIN 4005
- Contractor will pick up flagged files on routine mail deliveries as established in CLIN 4005
- Remove pages that are flagged for scanning (average 7 pages).
- Scan flagged pages using the Government provided scanners and software.
- Scanned pages are legible and completely scanned in the correct order.
- Files are scanned according to priority level:
 - Priority cases are files that have internal/external file requests or which have been designated to be returned to the FCO by express mail. These are designated with a coversheet with special instructions or a pull ticket. Priority files must be scanned in within two business days of receipt.
 - Routine cases are all other files, including files designated with a coversheet that must be returned to the FCO via regular mail. Routine cases must be scanned within five business days of receipt.
- Reassemble file with all documents returned to the original left or right side.
- Files designated for return to FCO or with pull tickets attached are routed to the records distribution area or designated area for action.

Note: The average page count per file is 180 pages. Approximately 3% of the cases each month are "Priority" cases.

A case is considered completed when the entire file, including the jacket and all of the contents are scanned into the designated system. Completed counts are obtained using FIPS or other designated system.

Track 1 Cases are considered complete when the flagged pages and jacket are scanned into the designated system. Completed counts are obtained using FIPS or other designated system.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00041	3. EFFECTIVE DATE 07/14/2014	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) SUMMIT TECHNICAL SOLUTIONS LLC 726 S TEJON STREET COLORADO SPRINGS CO 809034042 (b)(4)		(x)	9A. AMENDMENT OF SOLICITATION NO.	
CODE		9B. DATED (SEE ITEM 11)		
FACILITY CODE		x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-10-C-00001	
		10B. DATED (SEE ITEM 13) 08/21/2009		
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 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.			
	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) HSAR 3052.215-70			
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)				
DUNS Number: _____ (b)(4)				
AAP Number: 54894 DO/DPAS Rating: NONE				
Key Personnel are revised as specified below:				
[Redacted] is removed as ROSS FSF Project Manager				
[Redacted] is designated as ROSS FSF Project Manager (Acting)				
[Redacted] is removed as ROSS FSF Operations Manager				
[Redacted] is designated as ROSS FSF Operations Manager (Acting)				
Period of Performance: 12/01/2009 to 11/30/2014				
(b)(6)				
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)		
		Vernon Hadley		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
(Signature of person authorized to sign)		Vernon Hadley (Signature of Contracting Officer)	7/15/2015	