

HS3CCS-RL-0-0000		Page 2 of 3	
No. Position F0000			
0001 Personnel Security			
0001A	ABS Senior Personnel Security Specialist - VT (Base)		
0001B	ABS Senior Personnel Security Specialist - VT (OT)		
0001C	Inquire Senior Personnel Security Specialist - DC (Base)		
0001D	Inquire Senior Personnel Security Specialist - DC (OT)		
0001E	Inquire Personnel Security Specialist - VT (Base)		
0001F	Inquire Personnel Security Specialist - VT (OT)		
0001G	Inquire Personnel Security Specialist - DC (Base)		
0001H	Inquire Personnel Security Specialist - DC (OT)		
0001I	Inquire Security Analyst - VT (Base)		
0001J	Inquire Security Analyst - VT (OT)		
0001K	Inquire Program Support Analyst - VT (Base)		
0001L	Inquire Program Support Analyst - VT (OT)		
0001M	Inquire Administrative Specialist I - VT (Base)		
0001N	Inquire Administrative Specialist I - VT (OT)		
0001O	Inquire Administrative Specialist II - VT (Base)		
0001P	Inquire Administrative Specialist II - VT (OT)		
0001R	Inquire Administrative Specialist II - VT (Base)		
0001R	Inquire Administrative Specialist II - VT (OT)		
Total Personnel Security			
0002 Administrative Security			
0002A	ABS Senior Security Analyst - DC (Base)		
0002B	ABS Senior Security Analyst - DC (OT)		
0002C	ABS Information Assurance - DC (Base)		
0002D	ABS Information Assurance - DC (OT)		
0002E	ABS Program Support Analyst - (DC) Base		
0002F	ABS Program Support Analyst - (DC) OT		
Total Administrative Security			
0003 Investigations			
0003A	ABS Administrative Specialist II - DC (Base)		
0003B	ABS Administrative Specialist II - DC (OT)		
0003C	ABS Administrative Specialist II - Houston (Base)		
0003D	ABS Administrative Specialist II - Houston (OT)		
Total Investigations			
0004 Internal Review			
0004A	ABS Program Support Analyst - DC (Base)		
0004B	ABS Program Support Analyst - DC (OT)		
0004C	ABS Administrative Assistant IV - DC (Base)		
0004D	ABS Administrative Assistant IV - DC (OT)		
Total Internal Review			
0005 Resource Management			
0005A	VETS Administrative Specialist II - DC (Base)		
0005B	VETS Administrative Specialist II - DC (OT)		
0005C	VETS Administrative Specialist IV - DC (Base)		
0005D	VETS Administrative Specialist IV - DC (OT)		
0005E	VETS Logistics Supply Clerk - DC (Base)		
0005F	VETS Logistics Supply Clerk - DC (OT)		
0005G	VETS Program Support Analyst - DC (Base)		
0005H	VETS Program Support Analyst - DC (OT)		
0005I	VETS Senior Financial Analyst - DC (Base)		
0005J	VETS Senior Financial Analyst - DC (OT)		
0005K	VETS Administrative Specialist II - DC (Base)		
0005L	VETS Administrative Specialist II - DC (OT)		
Total Resource Management			
0006 Policy, Planning and Human Resources			
0006A	ABS Senior Security Analyst - DC (Base)		
0006B	ABS Senior Security Analyst - DC (OT)		
Total Policy, Planning and Human Resources			
0007 Physical Security			
0007A	ABS Senior Security Analyst - DC (Base)		
0007B	ABS Senior Security Analyst - DC (OT)		
0007C	ABS Security Analyst - DC (Base)		
0007D	ABS Security Analyst - DC (OT)		
0007E	ABS Program Support Analyst - DC (Base)		
0007F	ABS Program Support Analyst - DC (OT)		
0007G	ABS Administrative Specialist II - DC (Base)		
0007H	ABS Administrative Specialist II - DC (OT)		
0007I	ABS Program Support Analyst - Laguna Niguel		
0007J	ABS Program Support Analyst - Laguna Niguel (OT)		
0007K	ABS Program Support Analyst - Dallas		
0007L	ABS Program Support Analyst - Orlando (OT)		
0007M	ABS Program Support Analyst - Orlando		
0007N	ABS Program Support Analyst - Orlando (OT)		
0007O	ABS Program Support Analyst - Burlington		
0007P	ABS Program Support Analyst - Burlington (OT)		
0007Q	ABS Administrative Assistant I - Orlando		
0007R	ABS Administrative Assistant I - Orlando (OT)		
Total Physical Security			
0008 Command Center Operations			
0009 Other Direct Costs			
		60,000.00	60,000.00
0010 Program Management			
0011 Personnel Security Pre-Entry on Duty In-Take			
		12,483,423.39	12,517,254.39
GRAND TOTAL: BASE YEAR			

(b)(4)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 4
2. AMENDMENT/MODIFICATION NO. P00005	3. EFFECTIVE DATE 04/21/2009	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 (Firm, Street, county, State and ZIP Code) ALUTIIQ BUSINESS SERVICES LLC 3909 ARCTIC BLVD SUITE 400 ANCHORAGE AK 995035710		(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 7950219680000 FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-08-D-00009	10B. DATED (SEE ITEM 13) 08/13/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR 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(d).
	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: 795021968+0000
New CLINS, with maximum direct labor hours (and charges) authorized, are established as specified below.

LIST OF CHANGES:
Total Amount for this Modification: \$273,176.90
New Total Amount for this Version: \$273,176.90
New Total Amount for this Award: \$64,710,918.09
Delivery: 08/13/2009
Discount Terms:
Net 30
Continued ...

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

15A. NAME AND TITLE OF SIGNER (Type or print) Owen C. Powell, Jr. Program Manager	15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter
15B. CONTRACTOR/OFFEROR <i>Owen C. Powell, Jr.</i> (Signature of person authorized to sign)	15C. DATE SIGNED 22 April 09
	15D. DATE MODIFIED 04/24/09

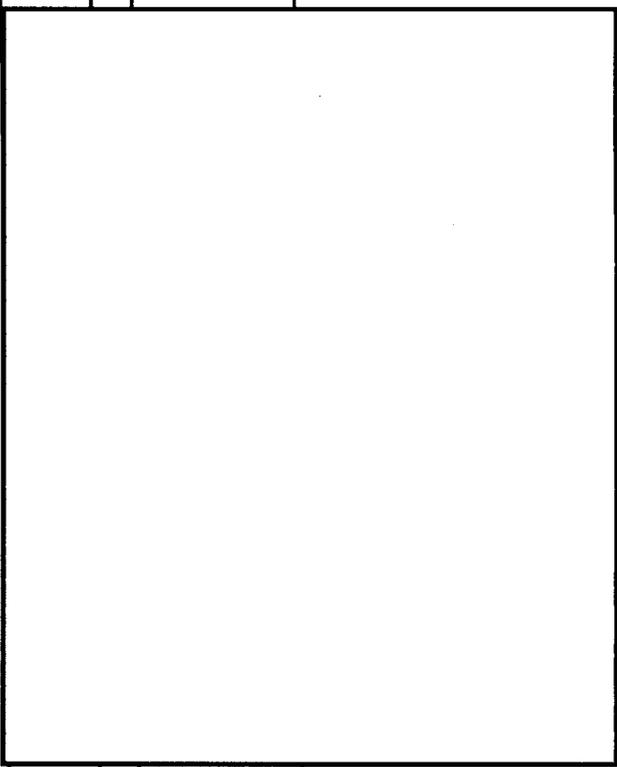
NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery Location Code: HQOSI Department of Homeland Security US Citizenship & Immigration Svcs Office of Security & Investigations 111 MASS AVE, NW, Suite 7000 Washington DC 20529 FOB: Destination Period of Performance: 08/14/2008 to 08/13/2013			(b)(4)	
0002H	ABS Security Analyst - DC (OT) Obligated Amount: \$0.00				
0002G	ABS Security Analyst - DC (Base) Obligated Amount: \$0.00				
0003H	ABS Administrative Specialist II - Orlando (OT) Obligated Amount: \$0.00				
0003G	ABS Administrative Specialist II - Orlando (Base) Obligated Amount: \$0.00				
0003F	ABS Administrative Specialist II - Los Angeles (OT) Obligated Amount: \$0.00				
0003E	ABS Administrative Specialist II - Los Angeles (Base) Obligated Amount: \$0.00				
0007Y	ABS Security Analyst - VT (Base) Obligated Amount: \$0.00				
0007Z	ABS Security Analyst - VT (OT) Obligated Amount: \$0.00				
0007AA	ABS Administrative Specialist IV - DC (Base) Obligated Amount: \$0.00				
0007AB	ABS Administrative Specialist IV - DC (OT) Obligated Amount: \$0.00 Continued ...				

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0007X	ABS Security Analyst - Orlando (OT) Obligated Amount: \$0.00				
0007S	ABS Security Analyst - Laguna Niguel (Base) Obligated Amount: \$0.00				
0007V	ABS Security Analyst - Dallas (OT) Obligated Amount: \$0.00				
0007U	ABS Security Analyst - Dallas (base) Obligated Amount: \$0.00				
0007AC	ABS Administrative Specialist II - Buffalo (Base) Obligated Amount: \$0.00				
0007T	ABS Security Analyst - Laguna Niguel (OT) Obligated Amount: \$0.00				
0007W	ABS Security Analyst - Orlando (Base) Obligated Amount: \$0.00				

(b)(4)



SECTION C. DESCRIPTION/SPECS/WORK STATEMENT

**Statement of Work
U.S. Citizenship and Immigration Services
Office of Security and Integrity (OSI)
Security Support Services**

TABLE OF CONTENTS

Section	Title	Page
1.	Title of Project	C-2
2.	Period of Performance	C-2
3.	Contracting Officer's COTR	C-2
4.	Program Manager	C-2
5.	Project Background	C-2
6.	Scope	C-2
7.	Services Required	C-3
7A.	Personnel and Industrial Security	C-3
7B.	Administrative Security	C-4
7C.	Investigations	C-4
7D.	Internal Review	C-5
7E.	Resource Management	C-5
7F.	Policy, Planning and Human Resources	C-6
7G.	Physical Security	C-6
7H.	Command Center Operations	C-7
7I.	Program Management	C-7
8.	Deliverables	C-8
9.	Administrative Requirements	C-9
10.	Travel	C-10
11.	Place of Performance	C-10
12.	Post Award Conference/Meeting	C-10
13.	Government Furnished Information/Support	C-10
14.	Hours of Operation	C-10
15.	Security Requirements	C-10

1. **Title of Project**

U.S. Citizenship and Immigration Services (USCIS), Office of Security and Integrity (OSI) Security Support Services.

2. **Period of Performance**

The contract will commence upon the date specified in the Contracting Officer's written Notice to Proceed and continue for a base period of 12 months with four option periods.

3. **Contracting Officer's Technical Representative (COTR)**

USCIS, OSI COTR
111 Massachusetts Ave. 7th Floor
Phone: 202 272-9141

4. **Program Manager**

USCIS Chief
Office of Security and Integrity
111 Massachusetts Ave. 7th Floor
Phone: 202 272-1225

5. **Project Background**

The Office of Security and Investigations was created within USCIS in FY04. In March 2007, OSI was reorganized to form the Office of Security and Integrity (OSI) with the objective of enhancing existing functions that focus on management and individual integrity, and securing employees and facilities. The end goal of OSI programs is to provide enterprise security, delivering professional, proactive, modern, and cost effective security solutions to internal and external customers by identifying and responding to known and developing vulnerabilities with scalable and efficiently managed security programs.

OSI functional areas include Physical Security, Personnel and Industrial Security, Administrative Security, Investigations, Internal Review, Resource Management and Policy, Planning, and Human Resources and Command Center Operations. USCIS Headquarters is responsible for development, oversight and implementation of agency policy; threat monitoring, analysis and reporting; administration support and operational continuity.

OSI maintains a collaborative relationship with the DHS Office of Security, and with other federal, state and local security organizations. Given the critical nature of its mission, OSI is sensitive to the need to ensure that: (1) its activities are undertaken within and upon firm legal authority, (2) there is clear mutual understanding and acceptance of such authority, and (3) when necessary appropriate authority is obtained to support operations.

6. **Scope**

The purpose of this requirement is to acquire professional security support services in the following divisions within OSI: Physical Security, Personnel and Industrial Security, Administrative Security, Investigations, Internal Review, Resource Management, Policy, Planning, and Human Resources, Command Center Operations and Program Management. OSI has a requirement to conduct comprehensive security planning and program development. OSI is planning to expand its presence in all functional areas, including adding additional field locations to enhance office level support and agency-wide communication.

Successful execution of OSI's objectives requires the contractor to operate and maintain a full range of

professional security services and capabilities. A professional security program has many aspects. The contractor shall need to be alert to threats that include, but are not limited to, terrorist attacks, assassination attempts, theft of classified materials, unlawful destruction of public property, and violations of other federal, state, and local criminal statutes. In addition to more measured activity to build a strong security program, an inherent feature of security operations and support is the ability to both promptly and ably respond to immediate needs and situations. The contractor shall assist OSI with and contribute to support responses to emergent needs as identified by OSI.

7. Services Required

A. Personnel and Industrial Security

A.1. The contractor shall provide the full range of professional and timely personnel and industrial security support services.

A.2. The contractor shall provide personnel security support services to assist the Government with administering pre-entry on duty (EOD) security screening procedures for USCIS employees and contractor personnel, and assist with making recommendations regarding suitability, security and access determinations based upon executive orders, codes of federal regulations, DHS Management Directives and USCIS guidelines.

A.3. The contractor shall assist with reviews of all USCIS classified and unclassified statements of work (SOW) and prepare appropriate security requirement language specific to each SOW. The contractor shall coordinate with DHS for approval of all classified SOW's.

A.4. The contractor shall assist USCIS in initiating, evaluating and verifying data, referring any questions back to investigations, and recommending suitability determinations on all background investigations for USCIS review, with the exception of the employees on the contractor's contract in accordance with standards and requirements from the Office of Personnel Management and Executive Orders 10450, 12958, and 12968. This includes drafting investigative summary reports to include positive, as well as derogatory information, incomplete applications, and recommendations for USCIS and contract employees.

A.5. The contractor shall review and evaluate reports of investigation and related documentation, verify questions back to investigations, and assist with making recommendations regarding the granting of security clearances for USCIS and contract employees.

A.6. The contractor shall provide customer service support, receive inquiries (verbal and written) and provide responses to USCIS and DHS policies.

A.7. The contractor shall assist in preparing program assessments as related to eQIP (Electronic Personnel Security Questionnaire), advanced Entrance on Duty (EOD) determinations, timely suitability and security adjudication, workload distribution, and automated reports that are produced during EOD and suitability determinations to ensure that industry best practices, headquarters policies, DHS directives and Office of Management and Budget (OMB) regulations are being met.

Deleted: preparing program

A.8. Contractor personnel must possess up to a top secret clearance in order to review classified information contained within background investigations, to review classified statements of work and to attend classified briefings and training.

A.9. The contractor shall assist in the preparation of training materials, coordination of training sites, and training execution and knowledge assessment to ensure that all trainees meet the minimum qualifications as required by the individual task orders. Areas that require training include the advanced Security EOD process and the Adjudication process.

A.10. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Personnel and Industrial Security.

A.11. **Personnel Security Pre-Entry On Duty In-Take:** The contractor shall provide Personnel security support services to assist the Government with administering pre-entry on duty security screening procedures for USCIS employees and contractor personnel to include but not limited to eQIP security forms review, case set-up, fingerprint checks, credit checks, employment verification, citizenship verification, and issue resolution. Additionally the contractor is responsible for the upgrade investigation initiation related to internal selections, TECS, NSI as well as DHS required reinvestigations.

FBI Fingerprints – Fingerprint results from the Federal Bureau of Investigation (FBI). Fingerprint cards (Federal – SF87, Contractor - FD-258) are scanned and forwarded directly to the FBI in order to obtain any criminal record on file.
Credit Report – Complete an analysis of applicant credit reports to ensure DHS standards are met.
Citizenship Verification – Verification of U.S. citizenship and status of any immediate family members or adults living with applicant.
Employment Check – Conduct adequate and acceptable employment coverage for the past 5 years.
Receipt and review of Security Forms (SF-86, SF-85P, etc.) – Verify that security forms are complete, correct, and free of any issues. Minor issues must be resolved via telephone or written inquiries. Initiate the background investigation with OPM.

A.12 Contractor personnel must be cleared at a level equal to the level of investigation to which they review. Personnel reviewing SSBI (Single Scope Background Investigation) information must be subject of a favorable adjudicated SSBI which is the level of investigation that supports a Top Secret clearance.

B. Administrative Security

B.1. The contractor shall assist DHS/USCIS personnel when conducting National Security Information (NSI) safeguarding and management compliance reviews and recommend corrective action.

B.2. The contractor shall assist USCIS with support to international operations by training and, when appropriate, accompanying personnel assigned to overseas duty.

B.3. The contractor shall assist USCIS in the development and issuance of classification guides.

B.4. The contractor shall recommend and implement training, to include the development of computer-based training (CBT) for incorporation into USCIS Edvantage; for USCIS personnel related to safeguarding National Security Information (NSI), Sensitive But Unclassified (SBU)/Controlled Unclassified Information (CUI).

B.5. The contractor shall assist USCIS in providing situational awareness on counterintelligence issues affecting USCIS operations and support for the DHS Counterintelligence Program.

B.6. The contractor shall provide program management oversight assistance and administrative support for the USCIS Information Security, Communications Security, Special Security, and Special Access Programs.

B.7. The contractor shall establish a method for conducting security briefings for USCIS leadership, assist in the management of training and clearance databases/schedules, and provide reports to the USCIS Chief Security Officer as required.

B.8. The contractor shall assist USCIS in maintaining a current inventory of USCIS COMSEC equipment, and assist in the development of a COMSEC replacement strategy.

B.9. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Administrative Security.

B.10. Positions require security clearances at the Top Secret level and some positions will require SCI access, with the exception of certain administrative support positions.

B.11. The contractor shall conduct analyses and develop concepts in support of Administrative Security Program requirements, to include conducting studies, preparing statements, evaluating program development, collecting data/documentation and providing regulatory compliance support.

B.12. The contractor shall conduct analyses and translate mission and high-level organizational performance requirements into broad strategic/tactical goals, objectives, and approaches in support of the Administrative Security Program.

B.13. The contractor shall support time and attendance reporting, travel, budgetary, procurement related activities and other routine administrative duties in support of the Administrative Security Program staff.

Deleted: annual

Deleted: and Classified Information.

Deleted: 1

Formatted: Indent: Left: 36 pt, First line: 0 pt

Deleted:

Formatted: Justified

Deleted: 1

Deleted:

Formatted: Indent: First line: 0 pt

- B.14. The contractor shall develop, facilitate and/or edit executive level correspondence and other general office/program documents and materials for the Administrative Security Program.
- B.15. The contractor shall manage various databases and physical/electronic filing systems in support of the Administrative Security Program.
- B.16. The contractor shall receive inquiries, verbal and written, and assist in providing responses in accordance with USCIS and DHS policy.
- B.17. The contractor shall serve as a liaison with senior government management, attend meetings and capture and distribute notes and other related documents and materials as required in support of the Administrative Security Program.
- B.18. The contractor shall assist ASD personnel in establishing operating instructions for conducting inquiries into Security Incident Reports (SIR) related to NSI and SBU/CUI.
- B.19. The contractor shall assist ASD personnel in developing a training program for Field Security Managers for submitting SIRs and conducting inquiries.
- B.20. The contractor shall assist ASD personnel in preparing SIRs, forwarding results of SIRs to USCIS District/Field Directors, and assist ASD personnel in managing SIR data base.
- B.21. The contractor shall provide quarterly SIR reports to the USCIS Chief Security Officer.

- Deleted: ¶
- Formatted: Indent: Left: 36 pt
- Formatted: Font: Not Bold
- Formatted: Font: Not Bold
- Formatted: Font: Bold
- Formatted: Font: Not Bold
- Deleted: ¶
- Deleted:
- Deleted:

C. Investigations

- C.1. The contractor shall provide investigative, research and administrative support to the USCIS Internal Investigations Program, to include general clerical support, handling of incoming and outgoing mail, travel arrangements, data collection, data reporting, and document and case management processing and scanning.
- C.2. The contractor shall assist with the recommendation of policy, procedures, outreach training and administrative support to the Internal Investigations and the Management Inquiry Program.
- C.3. The contractor shall coordinate with DHS office of the Inspector General and other Federal and non-Federal investigative organizations as reciprocal resources for data and background information.
- C.4. The contractor shall provide assistance in investigating allegations of employee misconduct related to fraud, waste and abuse.
- C.5. The contractor shall assist in the investigation of internal USCIS security violations, prepare reports and conduct briefings of findings.
- C.6. Certain administrative positions, to include those with duties requiring the handling of incoming and outgoing mail shall possess clearances at the Secret level.

D. Internal Review

- D.1. The contractor shall plan and conduct comprehensive management inspections of USCIS offices on a cyclical basis. The objective is to inspect 14 offices per year. The contractor shall also report findings from the inspections to include recommendations for corrective actions. Finally, the contractor shall validate self-inspection results on site.
- D.2. The contractor shall conduct reviews of issues raised by USCIS management or identified through internal analysis. In addition, the contractor shall report on results of all reviews conducted to include recommendations for corrective actions, where necessary.
- D.3. The contractor shall facilitate entrance, exit and other meetings, including field office visits, with the Government Accounting Office (GAO) and the DHS Office of Inspector General (OIG) with regard to program reviews, inspections and non financial audits. The contractor shall address GAO and OIG objectives, methodology and scope with review teams and USCIS management to ensure understanding. The contractor shall coordinate and review USCIS responses to OIG and GAO data requests, draft and final reports. Finally, the contractor shall serve as the repository of information provided to GAO and OIG teams to include all draft and final reports which will be kept on site.
- D.4. The contractor shall follow-up on all recommendations made by GAO, OIG and internally to assess whether corrective actions taken address problems found and forward reports to USCIS management on the status of corrective actions related to all internal review

recommendations. The contractor shall maintain files on all review recommendations, internal and external, to include status of corrective actions.

D.5. The contractor shall provide training for Headquarters and field staff participating in Internal Self-Inspection Tracking and Evaluation (INSITE) and field reviews. The contractor shall manage the annual self-inspection process to include preparing summary reports. The contractor shall develop and maintain, in partnership with management, guides used for INSITE and field reviews. Finally, the contractor shall obtain and analyze data and information for the purpose of identifying potential risk areas and issues with USCIS.

D.6. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Internal Review.

D.7. The contractor shall provide administrative support to include general clerical support, handling of incoming and outgoing mail, travel arrangements, data collection, data reporting, and document and case management processing and scanning.

D.8. Certain administrative positions, to include those with duties requiring the handling of incoming and outgoing mail shall possess clearances at the Secret level.

E. Resource Management

E.1 The contractor shall provide resource management support to OSI to include procurement research, recommendations, document preparation, and update inventory and maintenance databases. The contractor shall assist in preparing service schedules for all inventory, and process and prepare reports for all recurring program assessments.

E.2. The contractor shall provide administrative support to OSI to include general clerical support, handling of incoming and outgoing mail, travel arrangements, data collection, data reporting, and document and case management processing and scanning.

E.3. The contractor shall assist with the development of acquisition documentation to include Performance Work Statements (PWS), Statements of Work (SOW), Statements of Objective (SOO), market research reports, or any other normally required contract documentation of this type not related to this contract.

E.4. The contractor shall assist in the management of program budgets, prepare reports and process funding documents for program management approval.

E.5. The contractor shall monitor compliance and obligation disbursements.

E.6. The contractor shall assist in processing in/out transactions, issuing referrals, setting control degrees, inquiries, status, local purchase, repairable item process, manager review action, stock level management, unserviceable assets management, backup recovery files, personal and sensitive property management, performance standard, overdue shipment process, cataloging process, user maintenance, update financial data, network router, and demand process.

E.7. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Resource Management.

E.8. The contractor shall conduct analyses and develop concepts in support of Resource Management Division requirements, to include conducting studies, preparing statements, and collecting data/documentation.

E.9. The contractor shall conduct analyses and translate mission and high-level organizational performance requirements into broad strategic/tactical goals, objectives, and approaches in support of the Resource Management Division.

E.10. The contractor shall develop, facilitate and/or edit executive level correspondence in support of the Resource Management Division.

E.11. The contractor shall manage various databases and physical/electronic filing systems in support of the Resource Management Division.

E.12. The contractor shall serve as a liaison with senior government management, attend meetings and capture and distribute notes and other related documents and materials as required in support of the Administrative Security Program.

E.13. The contractor shall manipulate project management databases to support OSI project management duties.

E.14. Certain administrative positions, to include those with duties requiring the handling of

Formatted: Widow/Orphan control,
Adjust space between Latin and
Asian text, Adjust space between
Asian text and numbers
Deleted: f

COOP Communications Plan (CCP) (Classified Document) in support of Title Globe activities.

4) The contractor shall serve as the alternate agency POC for the Government Emergency Telecommunications System (GETS) and Wireless Priority Service (WPS) program charged with updating user information and working with USCIS OIT to verify the list of USCIS WPS users being funded coincides with the list of all current active USCIS WPS Users.

5) The contractor shall directly support all planning and operational efforts associated with required inter-departmental exercises (TOPOFF 4/Pinnacle 07/Eagle Horizon 08). Additional responsibilities will include the conduct of numerous tests of internal communication mediums between Site BRAVO, ALPHA, the Command Center and select field locations.

6) The contractor shall require TS level clearance to assist in the management of Site BRAVO crypto (KIV-7, STE, HSDN) to ensure the proper Keying Material needed for the COOP Site Bravo VTC equipment is operational.

7) The contractor shall assist the government in preparing and conducting COOP/EP training, education, exercises, and drills.

8) The contractor shall assist the government in developing and maintaining electronic records accurately reflecting all aspects of USCIS COOP/EP activity status.

This position will be relocated from the Harrisonburg, VA area to the Kansas City, MO area (most likely the National Records Center (NRC)) on or about June 1, 2008.

This position requires a Top Secret clearance.

G.10. The contractor shall provide mission support services to the OSI Field Security Program as described below:

Formatted: Indent: Left: 36 pt

1) The contractor shall conduct analyses and develop concepts in support of the security program requirements as directed by the Regional Security Manager. This may include conducting studies, preparing statements, evaluating program development, collecting data/documentation and providing regulatory compliance support.

Formatted: Indent: Left: 36 pt,
First line: 9 pt

2) The contractor shall conduct analyses and translate mission and high-level organizational performance requirements into broad strategic/tactical goals, objectives, and approaches in support of the Regional Security Manager.

3) The contractor shall support time and attendance reporting, travel, budgetary, procurement related activities and other routine administrative duties under the guidance and direction of the Regional Security Manager in support of the OSI Field Security Program staff within their assigned area of responsibility.

4) The contractor shall develop, facilitate and/or edit executive level correspondence and other general office/program documents and materials for the designated Regional Security Manager.

5) The contractor shall manage various databases and physical/electronic filing systems in support of the security program.

6) The contractor shall receive inquiries, verbal and written, and provide responses in accordance with USCIS and DHS policy.

7) The contractor shall coordinate and provide logistical support for the Regional Security Manager.

8) The contractor shall serve as a liaison with senior government management, attend meetings and capture and distribute notes and other related documents and materials as required in support of the Regional Security Manager.

9) The contractor shall coordinate with local and regional field security staff, physical security staff, and HSPD-12 program staff to facilitate agency wide deployment of HSPD-12 infrastructure.

Formatted: Indent: Left: 36 pt

10) The contractor shall coordinate with local and regional field security staff, physical security staff, and HSDN program staff to facilitate agency wide deployment of HSDN.

11) The contractor shall conduct physical security site surveys in support of HSPD-12, HSDN, and other field or physical security program initiatives.

12) The contractor shall function as a regional HSPD-12 and/or HSDN physical security subject matter expert.

Formatted: Font: Not Bold

- 13) The contractor shall provide expert physical security technical assistance and guidance to support various OSI field and physical security program areas with an emphasis in access control, IDS, CCTV and enterprise wide systems security solutions.
- 14) The contractor shall recommend physical security countermeasures or solutions to technical and programmatic challenges.
- 15) The contractor shall provide subject matter expertise to assist in the development, implementation and review of HSPD-12 policy and standards.
- 16) The contractor shall prepare technical reports, briefs, and papers that support field and physical security program initiatives.
- 17) The contractor shall travel as needed to conduct on site evaluations, surveys, assessments or deployment of hardware and countermeasures in support of field or physical security tasks.
- 18) The contractor shall Maintain databases, records, or other files as needed.

G.11. The contractor shall provide administrative support to include general clerical support, handling of incoming and outgoing mail, travel arrangements, data collection, data reporting, and document and case management processing and scanning.

G.12. The contractor shall assist the Physical Security Division Policy Section Chief with the coordination of the logistics of credentialing and sensitive property by communicating with field service support and agency HQ elements.

G.13. The contractor shall create and maintain electronic and hard copy files in areas such as credential generation, sensitive property shipped/received, general correspondence, and provide project support and other administrative support.

G.14. The contractor shall maintain required information in the Sunflower Asset Management System (SAMS) to properly account for the credentials and sensitive property produced or received from the Corbin Production Facility and vendors.

G.15. The contractor shall assist the Physical Security Division in maintaining sensitive assets in the sensitive property steward code in SAMS by accepting, denying, and updating records; and conduct "Final Event" of all credentials that have been destroyed or retired by the Physical Security Division.

G.16. The contractor shall provide customer support to USCIS field offices that have credentialing and/or sensitive property problems.

Formatted: Indent: Left: 18 pt,
First line: 18 pt

Formatted: Font: Not Bold

Formatted: Indent: Left: 36 pt

Formatted: Font: Not Bold

H. Command Center Operations

H.1. The contractor shall support a twenty-four hour/seven days a week operational capability to receive, analyze and appropriately respond to Significant Incident Reports (SIRS), and perform continuous crisis and threat monitoring to ensure USCIS executive leadership and DHS leadership and components have a continuous flow of current security and threat information and developments.

H.2. The contractor shall assist OSI in ensuring that security and threat information is collected and disseminated to appropriate USCIS Senior Leaders, and assist in providing analytical support to other USCIS operations including: DHS Director's Office, Domestic Operations, Refugee Affairs and International Operations, National Security/Records Verification, Office of Emergency Management and Safety, and Fraud Detection National Security.

H.3. The contractor shall assist in providing continuous analysis and reporting regarding national security and fraud detection, as well as deterrence activities and technical support.

H.4. The contractor shall assist in the implementation and monitoring of the agency's security standards programs. Personnel responsibilities include reviewing security standards, cables, surveys, inspections, memorandums, and other reports to collect, analyze and maintain information on threats, security countermeasures, exceptions to standards and cost. The contractor shall extract data from surveys and reports for input into and maintenance of a standards compliance status database.

H.5. Contractor personnel must possess a Top Secret clearance with SCI access in order to work in the USCIS Command Center, and to have access to secure communications networks, and National Security Information up to the TS/SCI level.

H.6. Positions are required at the Secret and Top Secret level.

I. **Program Management**

- I.1. All employees assigned to performance of tasks required under this contract shall be U.S. citizens. By signing this contract, the contractor agrees to this restriction.
- I.2. The contractor shall appoint a program manager who will be available to act for the Contractor under circumstances requiring immediate attention. As such, the program manager shall be the single point of contact through which all Contractor/Government communications, work, and technical direction shall follow except in cases of an emergency.
- I.3. The contractor shall provide a quarterly Interim Progress Review (IPR) as scheduled by the contracting officer to be held in Washington DC or Burlington VT offices.
- I.4. The program manager position requires a Top Secret clearance.

8. **Deliverables**

The contractor shall submit one copy each of task specific status reports and all other deliverables to the COTR and the Contracting Officer by the 15th working day following the end of each month for review and acceptance. The monthly report shall contain, but is not limited to the following:

A.1 **General Status Report**

- A.1.1. **Management Summary:** This summary should document any major problems/issues, current expenditures by work hours, and any significant progress or events.
- A.1.2. **Narrative:** The contractor shall provide a description of work performed on tasks during the reporting period, status of ongoing work, and work planned for the following month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.
- A.1.3. **Report Headings:** The format on all management reports shall contain the following headings
 - Contract Number
 - Name of Contractor
 - Phone Number of Contractor
 - Period of Performance or Report Period
 - Contract Program Manager
 - Total Dollar Value with summaries of billed, paid, outstanding and remaining funds and forecasted expenditures
 - Title of Project
 - Contracting Officer's Technical Representative
 - Management Summary
 - Problems and Issues
 - Employee Status – Information regarding staffing changes, for example, position changes of current staff, staff additions and terminated staff, clearance status, training status, license and permit status as applicable.

A.2. **Specific Reports**

Time and Attendance Logs – The contractor shall assure that all assigned employees are present for work during assigned and approved overtime, and shall maintain documentation to support invoicing and to be made available to the Government upon demand.

A.3. **Deliverable Schedule**

The contractor shall submit one copy of each deliverable to both the COTR and Contracting Officer as specified in each task order for review and acceptance. The contractor shall provide the deliverables (see Table below) in the electronic format predominately used by DHS. All documentation developed by the contractor shall become the property of the Government, shall not contain proprietary markings, shall be

maintained in an appropriately secure fashion, and shall be surrendered to the Government upon demand. The Government will have 10 calendar days to review and provide comments to the Contractor prior to acceptance of all deliverables.

Report	Due Date	Requirement
Post Award Conference/Meeting	As scheduled by Contracting Officer	12
Project Management Plan	30 calendar days after contract award	9.A.6
General Status Report	10 th Business Day, Monthly	8A.1
Threat Assessments	As Directed—USCIS Sites	7G.3
Facility Access Requests	Weekly	7A.4
Program Assessments	Monthly	7A.7
Training Materials	As Directed/Scheduled	7A.9
Security Briefings	As Directed/Scheduled	7B.7
Management Inspection Reports	Cyclical	7D.1
INSITE Field Reviews	Cyclical	7D.5
Significant Incident Reports	As Required	7H.1
National Security Analysis and Reporting	Continuous	7H.3
Interim Progress Review (IPR)	Quarterly	7.I.3

9. Administrative Requirements

A. General Requirements

A.1. The contractor shall maintain administrative files, which shall at a minimum include personnel files on all employees furnished under the Contract. These files shall contain at a minimum the person's name, date of birth, social security number, home address, home telephone number, name of person to be notified in emergency, color photograph of the employee, records of all training, examinations, test scores, and copies of all complaints, investigations, and commendations.

A.2. The contractor shall establish a Quality Control Program that ensures that, by monitoring and continuing training and testing, all personnel assigned to this contract are proficient in their assigned task requirements.

A.3. The contractor shall notify the COTR verbally, within 24 hours, upon transfer or termination of any person assigned to work under this contract. This notification shall be followed up in writing within three (3) business days.

A.4. The contractor shall have the following minimum general education requirements: High

school diploma or GED, possess the ability to speak, read, and write English sufficiently to effectively carry out all duties, including the understanding of printed rules, detailed orders, instructions, and training materials, communicate with coworkers and the public, as well as the ability to compose written reports/forms. Documented technical education or training and experience are required for hiring qualified personnel to successfully perform assigned tasks.

A.5. The contractor shall maintain an active personnel screening, recruitment, and selection program to provide a flow of incoming personnel sufficient to fill the requirements within this contract. This program shall be sufficient to keep abreast of attrition and shall be an adjunct to the Management program and Training program.

A.6. Within thirty (30) calendar days after contract award, the contractor shall provide the COTR with its Project Management Plan (PMP). The PMP shall include all tasks performed under this contract and shall be amended as required to remain current. The plan shall include:

- Corporate oversight activities
- Staffing Plan, to include a list of employees, work assignments, locations and recruiting plans
- Time and attendance procedures

A.7. Specific provisions for any given requirement will be detailed in each task order. The contractor must have appropriate clearance to access Sensitive But Unclassified (SBU) and classified documents as described within each task order.

10. Travel

Travel is anticipated for this acquisition in support of OSI operations and training. Travel shall not be performed in connection with this contract without prior written approval of the COTR or Contracting Officer. The Contractor shall be reimbursed for travel in accordance with the Federal Travel Regulations.

11. Place of Performance

The primary places of performance are 111 Massachusetts Ave., N.W., Washington, DC, 20 Massachusetts Ave., N.W., Washington, DC and USCIS Field locations in Burlington, Vermont, Dallas, Texas, Houston, TX, Laguna Niguel, California, and Orlando, Florida; however work may be performed at an alternate work site at the discretion of the Government.

12. Post Award Conference/Meeting

The contractor shall meet with the Government Contracting Officer, Government COTR and Program Manager (PM) after award as established by the Contracting Officer. 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.

~~Deleted: The primary places of performance are 111 Massachusetts Ave., N.W., Washington, DC, 20 Massachusetts Ave., N.W., Washington, DC and Burlington, VT; however work may be performed at an alternate work site at the discretion of the Government.~~

13. Government Furnished Information/Support

A. 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. The Government will provide standard office supplies such as paper, pens, notebooks, etc. that are required to operate efficiently.

B. The contractor shall account for any government furnished equipment that needs to be returned from terminated employees including building ID passes and office keys.

C. Radios and other select items of security equipment, standard office equipment may be furnished by the Government if necessary.

D. The contractor shall return identification cards and building passes for terminated employees and expired USCIS issued identification cards or building passes within 24 hours.

14. **Hours of Operation**

Normal business hours are between the hours of 6 a.m. and 6 p.m. However, if performance outside these normal business hours is required, the individual order will specify the hours during which performance must be provided.

15. **Security Requirements**

General Requirements

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 will 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. If the Contractor has access to classified information at a USCIS or other Government Facility, it will abide by the requirements set by the agency.

Suitability Determination

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 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 & Investigations (OSI).

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.

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 will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

All contractor personnel assigned to this contract shall undergo drug testing conducted by a Department of Health and Human Service (HHS/SAMHSA) approved laboratory under the National Laboratory Certification Program (NLCP) and screened for the presence of cannabinoids, cocaine, opiates, amphetamines, and phencyclidine. (CIS reserves the right to expand the list to include additional drugs). All contractor personnel must possess drug test results that state the individual has not tested positive for any illegal drugs.

The results of each screening shall be provided to the COTR prior to the Security EOD approval. Drug screening shall be ordered and accomplished at the contractor's expense.

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.

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 will 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 will 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.

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.

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 I 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://Otod.Uscis.Dhs.Gov/Edvantage.Default.Asp](http://Otod.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*.

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 "Confidential," "Secret," or "Top 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 1 (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.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 90
2. AMENDMENT/MODIFICATION NO. P00007	3. EFFECTIVE DATE 08/13/2009	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 (fno., street, county, State and ZIP Code) ALUTTIQ BUSINESS SERVICES LLC 3909 ARCTIC BLVD SUITE 400 ANCHORAGE AK 995035710		(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 7950219680000 FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-08-D-00009	10B. DATED (SEE ITEM 13) 08/13/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR 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:
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: 795021968+0000
 The option for Option Year One (8/14/09 - 8/13/10) is exercised.

CLINs are added, and rates and quantities are revised as specified below and as summarized on page 13.

Section 6, Attachment 1 of the contract is revised, updating Wage Determinations; the revised Section 6, Attachment 1 now includes the following Wage Determinations, each of which is attached:

2005-2123, Rev No. 8, dated 07/01/09
 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) Jerald R. Pace Vice President ENS/LE	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED 8/10/09
15D. UNITED STATES OF AMERICA	15E. DATE SIGNED 08/10/09

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
2 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	2005-2537, Rev No. 10, dated 06/17/09 2005-2103, Rev No. 8, dated 5/26/09 2005-2047, Rev No. 9, dated 5/26/09 2005-2371, Rev No. 9, dated 5/26/09 2005-2515, Rev No. 10, dated 07/22/09 2005-2509, Rev No. 8, dated 07/22/09 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: Total Amount for this Modification: \$2,689,411.95 New Total Amount for this Version: \$15,135,421.91 New Total Amount for this Award: \$67,400,330.04 CHANGES FOR LINE ITEM NUMBER: 1001 Exercised option CHANGES FOR LINE ITEM NUMBER: 1001A Unit Price changed from [REDACTED] Total Amount changed from [REDACTED] Exercised option CHANGES FOR LINE ITEM NUMBER: 1001B Unit Price changed from [REDACTED] Total Amount changed from [REDACTED] Exercised option CHANGES FOR LINE ITEM NUMBER: 1001C Quantity changed from [REDACTED] Unit Price changed from [REDACTED] Total Amount changed from [REDACTED] Exercised option CHANGES FOR LINE ITEM NUMBER: 1001D Quantity changed from [REDACTED] Unit Price changed from [REDACTED] Total Amount changed from [REDACTED] Exercised option CHANGES FOR LINE ITEM NUMBER: 1001E Quantity changed from [REDACTED] Unit Price changed from [REDACTED] Total Amount changed from [REDACTED] Continued ...				

(b)(4)

(b)(4)

(b)(4)

(b)(4)

(b)(4)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
3 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001F Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001G Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001H Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001I Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001J Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001K Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001L Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
4 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001M Quantity changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001N Quantity changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001O Quantity changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1001P Quantity changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1001Q Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1001R Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1002 Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1002A Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1002B Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1002C Quantity changed from [redacted] Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE 5 OF 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1002D Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1003 Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1003A Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1003B Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1004 Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1004A Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1004B Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1004C Unit Price changed from [redacted] Total Amount changed [redacted] from [redacted] Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1004D Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
6 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	Unit Price changed from Total Amount changed from Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1005 Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005A Quantity changed from Unit Price changed from Total Amount changed from Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005B Quantity changed from Unit Price changed from Total Amount changed from Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005C Unit Price changed from Total Amount changed from Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005D Unit Price changed from Total Amount changed from Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005E Unit Price changed from Total Amount changed from Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005F Unit Price changed from Total Amount changed from Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005G Unit Price changed from Total Amount changed from Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
7 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	Exercised option CHANGES FOR LINE ITEM NUMBER: 1005H Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005I Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005J Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005K Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1005L Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
	CHANGES FOR LINE ITEM NUMBER: 1006 Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1006A Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1006B Quantity changed from [redacted] Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
8 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CHANGES FOR LINE ITEM NUMBER: 1007 Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007A Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007B Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007C Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007D Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007E Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007F Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007G Unit Price changed from [redacted] Total Amount changed from [redacted] Exercised option				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 1007H Unit Price changed from [redacted] Total Amount changed from [redacted] Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
9 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Exercised option CHANGES FOR LINE ITEM NUMBER: 1008 Exercised option CHANGES FOR LINE ITEM NUMBER: 1009 Exercised option CHANGES FOR LINE ITEM NUMBER: 1010 Exercised option CHANGES FOR LINE ITEM NUMBER: 1011 Exercised option Delivery: 08/13/2010 Discount Terms: Net 30 Delivery Location Code: HQOSI Department of Homeland Security US Citizenship & Immigration Svcs Office of Security & Investigations 111 MASS AVE, NW, Suite 7000 Washington DC 20529 FOB: Destination Period of Performance: 08/14/2008 to 08/13/2013			(b)(4)	
1002E	Program Support Analyst - DC (Base)				
1002F	Program Support Analyst - DC (OT) Obligated Amount: \$0.00				
1002G	ABS Security Analyst - DC (Base) Obligated Amount: \$0.00				
1002H	ABS Security Analyst - DC (OT) Obligated Amount: \$0.00				
1003G	ABS Administrative Specialist II - Orlando (Base) Obligated Amount: \$0.00				
1003H	ABS Administrative Specialist II - Orlando (OT) Obligated Amount: \$0.00				
1003F	ABS Administrative Specialist II - Los Angeles (OT) Continued ...				

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Obligated Amount: \$0.00				(b)(4)
1003D	ABS Administrative Specialist II - Houston (OT) Obligated Amount: \$0.00				(b)(4)
1003C	ABS Administrative Specialist II - Houston (Base) Obligated Amount: \$0.00				
1003E	ABS Administrative Specialist II - Los Angeles (Base) Obligated Amount: \$0.00				
1007U	ABS Security Analyst - Dallas (Base) Obligated Amount: \$0.00				
1007V	ABS Security Analyst - Dallas (OT) Obligated Amount: \$0.00				
1007W	ABS Security Analyst - Orlando (Base) Obligated Amount: \$0.00				
1007X	ABS Security Analyst - Orlando (OT) Obligated Amount: \$0.00				
1007Y	ABS Security Analyst - Burlington (Base) Obligated Amount: \$0.00				
1007Z	ABS Security Analyst - Burlington (OT) Obligated Amount: \$0.00				
1007AA	ABS Administrative Specialist IV - DC (Base) Obligated Amount: \$0.00				
1007AB	ABS Administrative Specialist IV - DC (OT) Obligated Amount: \$0.00				
1007AC	ABS Administrative Specialist II - Buffalo (Base) Obligated Amount: \$0.00 Continued ...				

NAME OF OFFEROR OR CONTRACTOR
 ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1007AD	ABS Administrative Specialist II - Buffalo (OT) Obligated Amount: \$0.00				
1007I	ABS Program Support Analyst - Laguna Nigel (Base) Obligated Amount: \$0.00				
1007J	ABS Program Support Analyst - Laguna Nigel (OT) Obligated Amount: \$0.00				
1007K	ABS Program Support Analyst - Dallas (Base) Obligated Amount: \$0.00				
1007L	ABS Program Support Analyst - Dallas (OT) Obligated Amount: \$0.00				
1007M	ABS Program Support Analyst - Orlando (Base) Obligated Amount: \$0.00				
1007N	ABS Program Support Analyst - Orlando (OT) Obligated Amount: \$0.00				
1007O	ABS Program Support Analyst - Burlington (Base) Obligated Amount: \$0.00				
1007P	ABS Program Support Analyst - Burlington (OT) Obligated Amount: \$0.00				
1007Q	ABS Administrative Assistant I - Orlando (Base) Obligated Amount: \$0.00				
1007R	ABS Administrative Assistant I - Orlando (OT) Obligated Amount: \$0.00				
1007S	ABS Security Analyst - Laguna Nigel (Base) Obligated Amount: \$0.00				
	Continued ...				

(b)(4)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00007

PAGE OF
12 90

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4) 1007T	ABS Security Analyst - Laguna Nigel (OT) Obligated Amount: \$0.00				

Modification P00007		Page 13 of 30	
1010 Contract H55CCG-88-D-00007		1st Option Year	
CLIN			
1001	Personnel Security		
1001A	ABS Senior Personnel Security Specialist - VI (Base)		
1001B	ABS Senior Personnel Security Specialist - VI (OT)		
1001C	ABS Senior Personnel Security Specialist - DC (Base)		
1001D	ABS Senior Personnel Security Specialist - DC (OT)		
1001E	ABS Personnel Security Specialist - VI (Base)		
1001F	ABS Personnel Security Specialist - VI (OT)		
1001G	ABS Personnel Security Specialist - DC (Base)		
1001H	ABS Personnel Security Specialist - DC (OT)		
1001I	ABS Security Analyst - VI (Base)		
1001J	ABS Security Analyst - VI (OT)		
1001K	ABS Program Support Analyst - VI (Base)		
1001L	ABS Program Support Analyst - VI (OT)		
1001M	ABS Administrative Specialist I - VI (Base)		
1001N	ABS Administrative Specialist I - VI (OT)		
1001O	ABS Administrative Specialist I - VI (Base)		
1001P	ABS Administrative Specialist I - VI (OT)		
1001Q	ABS Administrative Specialist II - VI (Base)		
1001R	ABS Administrative Specialist II - VI (OT)		
	Total Personnel Security		
1002	Administrative Security		
1002A	ABS Senior Security Analyst - DC (Base)		
1002B	ABS Senior Security Analyst - DC (OT)		
1002C	ABS Information Assurance - DC (Base)		
1002D	ABS Information Assurance - DC (OT)		
1002E	Program Support Analyst - DC (Base)		
1002F	Program Support Analyst - DC (OT)		
1002G	ABS Security Analyst - DC (Base)		
1002H	ABS Security Analyst - DC (OT)		
	Total Administrative Security		
1003	Investigation		
1003A	ABS Administrative Specialist I - DC (Base)		
1003B	ABS Administrative Specialist I - DC (OT)		
1003C	ABS Administrative Specialist II - Houston (Base)		
1003D	ABS Administrative Specialist II - Houston (OT)		
1003E	ABS Administrative Specialist II - Las Angeles (Base)		
1003F	ABS Administrative Specialist II - Las Angeles (OT)		
1003G	ABS Administrative Specialist II - Orlando (Base)		
1003H	ABS Administrative Specialist II - Orlando (OT)		
	Total Investigation		
1004	Internal Review		
1004A	ABS Program Support Analyst - DC (Base)		
1004B	ABS Program Support Analyst - DC (OT)		
1004C	ABS Administrative Assistant IV - DC (Base)		
1004D	ABS Administrative Assistant IV - DC (OT)		
	Total Internal Review		
1005	Resource Management		
1005A	VETS Administrative Specialist I - DC (Base)		
1005B	VETS Administrative Specialist I - DC (OT)		
1005C	VETS Administrative Specialist IV - DC (Base)		
1005D	VETS Administrative Specialist IV - DC (OT)		
1005E	VETS Logistics Supply Clerk - DC (Base)		
1005F	VETS Logistics Supply Clerk - DC (OT)		
1005G	VETS Program Support Analyst - DC (Base)		
1005H	VETS Program Support Analyst - DC (OT)		
1005I	VETS Senior Financial Analyst - DC (Base)		
1005J	VETS Senior Financial Analyst - DC (OT)		
1005K	VETS Administrative Specialist II - DC (Base)		
1005L	VETS Administrative Specialist II - DC (OT)		
	Total Resource Management		
1006	Policy, Planning and Human Resources		
1006A	ABS Senior Security Analyst - DC (Base)		
1006B	ABS Senior Security Analyst - DC (OT)		
	Total Policy, Planning and Human Resources		
1007	Physical Security		
1007A	ABS Senior Security Analyst - DC (Base)		
1007B	ABS Senior Security Analyst - DC (OT)		
1007C	ABS Security Analyst - DC (Base)		
1007D	ABS Security Analyst - DC (OT)		
1007E	ABS Program Support Analyst - DC (Base)		
1007F	ABS Program Support Analyst - DC (OT)		
1007G	ABS Administrative Specialist II - DC (Base)		
1007H	ABS Administrative Specialist II - DC (OT)		
1007I	ABS Program Support Analyst - Laguna Niguel (Base)		
1007J	ABS Program Support Analyst - Laguna Niguel (OT)		
1007K	ABS Program Support Analyst - Dallas (Base)		
1007L	ABS Program Support Analyst - Dallas (OT)		
1007M	ABS Program Support Analyst - Orlando (Base)		
1007N	ABS Program Support Analyst - Orlando (OT)		
1007O	ABS Program Support Analyst - Burlington (Base)		
1007P	ABS Program Support Analyst - Burlington (OT)		
1007Q	ABS Administrative Assistant I - Orlando (Base)		
1007R	ABS Administrative Assistant I - Orlando (OT)		
1007S	ABS Security Analyst - Laguna Niguel (Base)		
1007T	ABS Security Analyst - Laguna Niguel (OT)		
1007U	ABS Security Analyst - Dallas (Base)		
1007V	ABS Security Analyst - Dallas (OT)		
1007W	ABS Security Analyst - Orlando (Base)		
1007X	ABS Security Analyst - Orlando (OT)		
1007Y	ABS Security Analyst - Burlington (Base)		
1007Z	ABS Security Analyst - Burlington (OT)		
1007AA	ABS Administrative Specialist IV - DC (Base)		
1007AB	ABS Administrative Specialist IV - DC (OT)		
1007AC	ABS Administrative Specialist I - Buffalo (Base)		
1007AD	ABS Administrative Specialist I - Buffalo (OT)		
	Total Physical Security		
1008	Command Center Operations		
1008	Other Direct Costs	81,000.00	81,000.00
1010	Program Management		
1011	Personnel Security Pre-Entry on Duty In-Tale		
	GRAND TOTAL OPTION YEAR	12,436,000.00	15,125,241.31

(b)(4)

WD 05-2123 (Rev.-8) was first posted on www.wdol.gov on 07/07/2009

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Wage Determination No.: 2005-2123
Revision No.: 8
Date Of Revision: 07/01/2009

Shirley F. Ebbesen Division of
Director Wage Determinations

State: Florida

Area: Florida Counties of Orange, Osceola, Seminole

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.22
01012 - Accounting Clerk II		13.72
01013 - Accounting Clerk III		15.34
01020 - Administrative Assistant		19.81
01040 - Court Reporter		17.28
01051 - Data Entry Operator I		11.18
01052 - Data Entry Operator II		13.25
01060 - Dispatcher, Motor Vehicle		17.17
01070 - Document Preparation Clerk		12.27
01090 - Duplicating Machine Operator		11.83
01111 - General Clerk I		11.55
01112 - General Clerk II		12.83
01113 - General Clerk III		14.40
01120 - Housing Referral Assistant		17.15
01141 - Messenger Courier		11.28
01191 - Order Clerk I		11.76
01192 - Order Clerk II		12.83
01261 - Personnel Assistant (Employment) I		13.72
01262 - Personnel Assistant (Employment) II		15.77
01263 - Personnel Assistant (Employment) III		17.03
01270 - Production Control Clerk		17.14
01280 - Receptionist		11.92
01290 - Rental Clerk		12.90
01300 - Scheduler, Maintenance		13.74
01311 - Secretary I		13.74
01312 - Secretary II		15.36
01313 - Secretary III		17.15
01320 - Service Order Dispatcher		14.87
01410 - Supply Technician		19.81
01420 - Survey Worker		15.33
01531 - Travel Clerk I		12.07

01532 - Travel Clerk II	12.60
01533 - Travel Clerk III	13.17
01611 - Word Processor I	13.70
01612 - Word Processor II	15.38
01613 - Word Processor III	17.20
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.45
05010 - Automotive Electrician	17.28
05040 - Automotive Glass Installer	16.36
05070 - Automotive Worker	16.36
05110 - Mobile Equipment Servicer	13.56
05130 - Motor Equipment Metal Mechanic	18.18
05160 - Motor Equipment Metal Worker	16.36
05190 - Motor Vehicle Mechanic	18.18
05220 - Motor Vehicle Mechanic Helper	13.10
05250 - Motor Vehicle Upholstery Worker	15.80
05280 - Motor Vehicle Wrecker	16.37
05310 - Painter, Automotive	17.92
05340 - Radiator Repair Specialist	16.36
05370 - Tire Repairer	10.83
05400 - Transmission Repair Specialist	18.18
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.42
07041 - Cook I	10.88
07042 - Cook II	12.39
07070 - Dishwasher	8.71
07130 - Food Service Worker	9.24
07210 - Meat Cutter	12.62
07260 - Waiter/Waitress	9.52
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.18
09040 - Furniture Handler	9.40
09080 - Furniture Refinisher	14.18
09090 - Furniture Refinisher Helper	11.04
09110 - Furniture Repairer, Minor	12.53
09130 - Upholsterer	14.18
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.22
11060 - Elevator Operator	9.83
11090 - Gardener	13.71
11122 - Housekeeping Aide	10.49
11150 - Janitor	10.71
11210 - Laborer, Grounds Maintenance	11.17
11240 - Maid or Houseman	9.55
11260 - Pruner	9.83
11270 - Tractor Operator	12.62
11330 - Trail Maintenance Worker	10.53
11360 - Window Cleaner	13.14
12000 - Health Occupations	
12010 - Ambulance Driver	14.84
12011 - Breath Alcohol Technician	15.61
12012 - Certified Occupational Therapist Assistant	23.81

12015 - Certified Physical Therapist Assistant	23.85
12020 - Dental Assistant	16.07
12025 - Dental Hygienist	30.66
12030 - EKG Technician	20.11
12035 - Electroneurodiagnostic Technologist	20.11
12040 - Emergency Medical Technician	14.84
12071 - Licensed Practical Nurse I	14.48
12072 - Licensed Practical Nurse II	16.19
12073 - Licensed Practical Nurse III	18.06
12100 - Medical Assistant	12.79
12130 - Medical Laboratory Technician	15.58
12160 - Medical Record Clerk	14.88
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	14.57
12210 - Nuclear Medicine Technologist	29.50
12221 - Nursing Assistant I	8.80
12222 - Nursing Assistant II	9.89
12223 - Nursing Assistant III	10.80
12224 - Nursing Assistant IV	12.10
12235 - Optical Dispenser	18.12
12236 - Optical Technician	16.81
12250 - Pharmacy Technician	15.85
12280 - Phlebotomist	12.10
12305 - Radiologic Technologist	22.03
12311 - Registered Nurse I	21.95
12312 - Registered Nurse II	26.86
12313 - Registered Nurse II, Specialist	26.86
12314 - Registered Nurse III	32.50
12315 - Registered Nurse III, Anesthetist	32.50
12316 - Registered Nurse IV	38.96
12317 - Scheduler (Drug and Alcohol Testing)	20.23
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.31
13012 - Exhibits Specialist II	21.33
13013 - Exhibits Specialist III	25.28
13041 - Illustrator I	19.67
13042 - Illustrator II	22.84
13043 - Illustrator III	28.56
13047 - Librarian	25.34
13050 - Library Aide/Clerk	12.77
13054 - Library Information Technology Systems Administrator	22.86
13058 - Library Technician	13.93
13061 - Media Specialist I	16.23
13062 - Media Specialist II	17.11
13063 - Media Specialist III	19.07
13071 - Photographer I	13.57
13072 - Photographer II	15.91
13073 - Photographer III	19.29
13074 - Photographer IV	23.54
13075 - Photographer V	28.55
13110 - Video Teleconference Technician	16.23

14000 - Information Technology Occupations	15.80
14041 - Computer Operator I	18.29
14042 - Computer Operator II	22.42
14043 - Computer Operator III	24.72
14044 - Computer Operator IV	27.37
14045 - Computer Operator V	21.92
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.80
14160 - Personal Computer Support Technician	24.72
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.06
15020 - Aircrew Training Devices Instructor (Rated)	33.90
15030 - Air Crew Training Devices Instructor (Pilot)	37.39
15050 - Computer Based Training Specialist / Instructor	30.03
15060 - Educational Technologist	28.07
15070 - Flight Instructor (Pilot)	37.39
15080 - Graphic Artist	22.58
15090 - Technical Instructor	19.12
15095 - Technical Instructor/Course Developer	23.39
15110 - Test Proctor	16.27
15120 - Tutor	16.27
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.37
16030 - Counter Attendant	9.37
16040 - Dry Cleaner	11.26
16070 - Finisher, Flatwork, Machine	9.37
16090 - Presser, Hand	9.37
16110 - Presser, Machine, Drycleaning	9.37
16130 - Presser, Machine, Shirts	9.37
16160 - Presser, Machine, Wearing Apparel, Laundry	9.37
16190 - Sewing Machine Operator	11.98
16220 - Tailor	12.61
16250 - Washer, Machine	9.95
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.39
19040 - Tool And Die Maker	18.76
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.20
21030 - Material Coordinator	17.14
21040 - Material Expediter	17.14
21050 - Material Handling Laborer	10.43
21071 - Order Filler	10.37
21080 - Production Line Worker (Food Processing)	13.20
21110 - Shipping Packer	11.88
21130 - Shipping/Receiving Clerk	11.88
21140 - Store Worker I	9.67

21150 - Stock Clerk	13.77
21210 - Tools And Parts Attendant	13.48
21410 - Warehouse Specialist	13.75
23000 - Mechanics And Maintenance And Repair Occupations	24.90
23010 - Aerospace Structural Welder	23.47
23021 - Aircraft Mechanic I	24.90
23022 - Aircraft Mechanic II	31.74
23023 - Aircraft Mechanic III	17.38
23040 - Aircraft Mechanic Helper	21.90
23050 - Aircraft, Painter	19.70
23060 - Aircraft Servicer	21.10
23080 - Aircraft Worker	16.48
23110 - Appliance Mechanic	12.47
23120 - Bicycle Repairer	24.89
23125 - Cable Splicer	16.72
23130 - Carpenter, Maintenance	17.76
23140 - Carpet Layer	18.03
23160 - Electrician, Maintenance	17.87
23181 - Electronics Technician Maintenance I	19.14
23182 - Electronics Technician Maintenance II	20.39
23183 - Electronics Technician Maintenance III	14.72
23260 - Fabric Worker	17.86
23290 - Fire Alarm System Mechanic	13.61
23310 - Fire Extinguisher Repairer	19.15
23311 - Fuel Distribution System Mechanic	16.65
23312 - Fuel Distribution System Operator	15.66
23370 - General Maintenance Worker	21.60
23380 - Ground Support Equipment Mechanic	18.14
23381 - Ground Support Equipment Servicer	19.43
23382 - Ground Support Equipment Worker	13.61
23391 - Gunsmith I	15.80
23392 - Gunsmith II	18.03
23393 - Gunsmith III	16.94
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.33
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	17.78
23430 - Heavy Equipment Mechanic	16.92
23440 - Heavy Equipment Operator	16.99
23460 - Instrument Mechanic	16.92
23465 - Laboratory/Shelter Mechanic	12.73
23470 - Laborer	17.34
23510 - Locksmith	19.66
23530 - Machinery Maintenance Mechanic	17.28
23550 - Machinist, Maintenance	11.67
23580 - Maintenance Trades Helper	16.99
23591 - Metrology Technician I	18.03
23592 - Metrology Technician II	19.08
23593 - Metrology Technician III	20.77
23640 - Millwright	18.26
23710 - Office Appliance Repairer	14.70
23760 - Painter, Maintenance	

23790 - Pipefitter, Maintenance	16.68
23810 - Plumber, Maintenance	15.85
23820 - Pneudraulic Systems Mechanic	18.03
23850 - Rigger	20.99
23870 - Scale Mechanic	15.80
23890 - Sheet-Metal Worker, Maintenance	17.37
23910 - Small Engine Mechanic	15.35
23931 - Telecommunications Mechanic I	20.07
23932 - Telecommunications Mechanic II	21.09
23950 - Telephone Lineman	18.35
23960 - Welder, Combination, Maintenance	16.83
23965 - Well Driller	17.53
23970 - Woodcraft Worker	18.03
23980 - Woodworker	12.97
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.67
24580 - Child Care Center Clerk	14.56
24610 - Chore Aide	8.38
24620 - Family Readiness And Support Services Coordinator	13.81
24630 - Homemaker	16.63
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.85
25040 - Sewage Plant Operator	19.63
25070 - Stationary Engineer	22.85
25190 - Ventilation Equipment Tender	13.45
25210 - Water Treatment Plant Operator	19.63
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.05
27007 - Baggage Inspector	10.98
27008 - Corrections Officer	18.26
27010 - Court Security Officer	19.12
27030 - Detection Dog Handler	16.11
27040 - Detention Officer	18.26
27070 - Firefighter	17.72
27101 - Guard I	10.98
27102 - Guard II	16.05
27131 - Police Officer I	23.43
27132 - Police Officer II	26.02
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.69
28042 - Carnival Equipment Repairer	12.42
28043 - Carnival Equipment Worker	9.56
28210 - Gate Attendant/Gate Tender	12.08
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	9.56
28515 - Recreation Specialist	11.83
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	16.23
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.23

29020 - Hatch Tender	19.23
29030 - Line Handler	19.23
29041 - Stevedore I	16.54
29042 - Stevedore II	20.59
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.15
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.24
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	26.69
30021 - Archeological Technician I	16.77
30022 - Archeological Technician II	19.07
30023 - Archeological Technician III	23.54
30030 - Cartographic Technician	23.24
30040 - Civil Engineering Technician	19.30
30061 - Drafter/CAD Operator I	16.77
30062 - Drafter/CAD Operator II	18.52
30063 - Drafter/CAD Operator III	20.92
30064 - Drafter/CAD Operator IV	25.74
30081 - Engineering Technician I	15.95
30082 - Engineering Technician II	17.72
30083 - Engineering Technician III	20.85
30084 - Engineering Technician IV	23.50
30085 - Engineering Technician V	28.65
30086 - Engineering Technician VI	34.77
30090 - Environmental Technician	16.52
30210 - Laboratory Technician	18.95
30240 - Mathematical Technician	24.18
30361 - Paralegal/Legal Assistant I	19.15
30362 - Paralegal/Legal Assistant II	22.24
30363 - Paralegal/Legal Assistant III	25.39
30364 - Paralegal/Legal Assistant IV	33.61
30390 - Photo-Optics Technician	23.24
30461 - Technical Writer I	19.45
30462 - Technical Writer II	23.79
30463 - Technical Writer III	27.19
30491 - Unexploded Ordnance (UXO) Technician I	22.34
30492 - Unexploded Ordnance (UXO) Technician II	27.03
30493 - Unexploded Ordnance (UXO) Technician III	32.40
30494 - Unexploded (UXO) Safety Escort	22.34
30495 - Unexploded (UXO) Sweep Personnel	22.34
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.92
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.24
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.19
31030 - Bus Driver	15.24
31043 - Driver Courier	13.30
31260 - Parking and Lot Attendant	8.29
31290 - Shuttle Bus Driver	15.10
31310 - Taxi Driver	10.99
31361 - Truckdriver, Light	15.10
31362 - Truckdriver, Medium	16.10
31363 - Truckdriver, Heavy	18.56

31364 - Truckdriver, Tractor-Trailer	18.56
99000 - Miscellaneous Occupations	
99030 - Cashier	9.94
99050 - Desk Clerk	12.38
99095 - Embalmer	20.05
99251 - Laboratory Animal Caretaker I	9.98
99252 - Laboratory Animal Caretaker II	10.48
99310 - Mortician	23.94
99410 - Pest Controller	15.34
99510 - Photofinishing Worker	11.37
99710 - Recycling Laborer	14.88
99711 - Recycling Specialist	17.34
99730 - Refuse Collector	13.54
99810 - Sales Clerk	13.26
99820 - School Crossing Guard	9.24
99830 - Survey Party Chief	17.68
99831 - Surveying Aide	12.13
99832 - Surveying Technician	16.63
99840 - Vending Machine Attendant	12.90
99841 - Vending Machine Repairer	16.51
99842 - Vending Machine Repairer Helper	13.05

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 5 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per

week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the

employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by

the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.