

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER		PAGE OF 1 26	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER HSSCCG-14-R-00028		6. SOLICITATION ISSUE DATE 10/21/2014
7. <b>FOR SOLICITATION INFORMATION CALL:</b>		a. NAME Ronald Slater			b. TELEPHONE NUMBER (No collect calls) (802) 872-4645		8. OFFER DUE DATE/LOCAL TIME 11/12/2014 1500 ET
9. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403			CODE CIS	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR:  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) NAICS: 325211 SIZE STANDARD: 750			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO CODE			16. ADMINISTERED BY CODE CIS USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403				
17a. CONTRACTOR/OFFEROR CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE			
TELEPHONE NO.				17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			
				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Card Consumables DO/DPAS Rating: NONE  Base Ordering Period (02/01/15-01/30/16)						
0001	Polycarbonate Card (EAD, PRC, Other); (FFP) (Section 5.1 SOW)			4000000	EA		
0002	Program Management (FFP) (Section 5.2 SOW)			12	MO		
	Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)						
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	
				SHAWN T. JENKINS			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0003	Storage (FFP) (Section 5.3 SOW)	12	MO		
0004	New Card Design (FFP) (Section 5.4 SOW)	1	EA		
0005	Modified Card Design (FFP) (Section 5.4 SOW)	1	EA		
0006	Technical Analysis (FFP) (Section 5.5 SOW)	12	MO		
	Option I Ordering Period (02/01/16-01/30/17)				
1001	Polycarbonate Card (EAD, PRC, Other); (FFP) (Section 5.1 SOW) (Option Line Item)	4000000	EA		
1002	Polycarbonate Cards - surge (Option Line Item)	5000000	EA		
1003	Program Management (FFP) (Section 5.2 SOW) (Option Line Item)	12	MO		
1004	Storage (FFP) (Section 5.3 SOW) (Option Line Item)	12	MO		
1005	New Card Design (FFP) (Section 5.4 SOW) (Option Line Item)	1	EA		
1006	Modified Card Design (FFP) (Section 5.4 SOW) (Option Line Item)	1	EA		
	Continued ...				

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT ( <i>Location</i> )
		42c. DATE REC'D (YY/MM/DD)

**CONTINUATION SHEET**

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1007	Technical Analysis (FFP) (Section 5.5 SOW) (Option Line Item)  Option II Ordering Period (02/01/17-01/30/18)	12	MO		
2001	Polycarbonate Card (EAD, PRC, Other); (FFP) (Section 5.1 SOW) (Option Line Item)	4000000	EA		
2002	Polycarbonate Cards - surge (Option Line Item)	4000000	EA		
2003	Program Management (FFP) (Section 5.2 SOW) (Option Line Item)	12	MO		
2004	Storage (FFP) (Section 5.3 SOW) (Option Line Item)	12	MO		
2005	New Card Design (FFP) (Section 5.4 SOW) (Option Line Item)	1	EA		
2006	Modified Card Design (FFP) (Section 5.4 SOW) (Option Line Item)	1	EA		
2007	Technical Analysis (FFP) (Section 5.5 SOW) (Option Line Item)  Option III Ordering Period (02/01/18-01/30/19)	12	MO		
3001	Polycarbonate Card (EAD, PRC, Other); (FFP) (Section 5.1 SOW) (Option Line Item)	4000000	EA		
3002	Polycarbonate Cards - surge (Option Line Item)	2000000	EA		
3003	Program Management (FFP) (Section 5.2 SOW) (Option Line Item)	12	MO		
3004	Storage (FFP) (Section 5.3 SOW) (Option Line Item)	12	MO		
3005	New Card Design (FFP) (Section 5.4 SOW) (Option Line Item)	1	EA		
3006	Modified Card Design (FFP) (Section 5.4 SOW) (Option Line Item) Continued ...	1	EA		

**CONTINUATION SHEET**

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3007	Technical Analysis (FFP) (Section 5.5 SOW) (Option Line Item)	12	MO		
	Option IV Ordering Period (02/01/19-01/30/20)				
4001	Polycarbonate Card (EAD, PRC, Other); (FFP) (Section 5.1 SOW) (Option Line Item)	4000000	EA		
4002	Polycarbonate Cards - surge (Option Line Item)	3000000	EA		
4003	Program Management (FFP) (Section 5.2 SOW) (Option Line Item)	12	MO		
4004	Storage (FFP) (Section 5.3 SOW) (Option Line Item)	12	MO		
4005	New Card Design (FFP) (Section 5.4 SOW) (Option Line Item)	1	EA		
4006	Modified Card Design (FFP) (Section 5.4 SOW) (Option Line Item)	1	EA		
4007	Technical Analysis (FFP) (Section 5.5 SOW) (Option Line Item)	12	MO		

DRAFT



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**Section B—Continuation from SF-1449**

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The guaranteed minimum for each ordering period is 4,000,000 cards. The estimated maximum for the entire contract is 34,000,000 cards.

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**Section C—Contract Clauses**

**Federal Acquisition Regulation (FAR) clauses  
incorporated by reference**

52.212-4	<b>Contract Terms and Conditions – Commercial Items</b>	(May 2014)
52.217-6	<b>Option for Increased Quantity</b> <i>fill-in: 15 days prior to expiration of contract effective period</i>	(Mar 1989)
52.223-3	<b>Hazardous Material Identification and Material Safety Data Alternate I</b>	(Jan 1997) (Jul 1995)
52.223-11	<b>Ozone-Depletion Substances</b>	(May 2001)
52.227-14	<b>Rights in Data—General</b>	(May 2014)
52.247-34	<b>F.O.B. Destination</b>	(Nov 1991)
52.248-1	<b>Value Engineering</b>	(Oct 2010)

**Federal Acquisition Regulation (FAR) clauses  
incorporated in full text**

52.212-5	<b>Contract Terms and Conditions Required to Implement Statutes or Executive Orders—Commercial Items</b>	(Jul 2014)
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(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

*Alternate I* (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).

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

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

(2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

(3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub L. 111-5) (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009).

(4) 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

(5) [Reserved]

(6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

(7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

(8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Aug 2013) (31 U.S.C. 6101 note).

(9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

(10) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (May 2012) (section 738 of Division C of Public Law 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

(11) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).



- (12) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).
- (13) [Reserved]
- (14) (i) 52.219-6, Notice of Total Small Business Aside (Nov 2011) (15 U.S.C. 644).
  - (ii) Alternate I (Nov 2011).
  - (iii) Alternate II (Nov 2011).
- (15) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).
  - (ii) Alternate I (Oct 1995) of 52.219-7.
  - (iii) Alternate II (Mar 2004) of 52.219-7.
- (16) 52.219-8, Utilization of Small Business Concerns (May 2014) (15 U.S.C. 637(d)(2) and (3)).
- (17) (i) 52.219-9, Small Business Subcontracting Plan (Jul 2013) (15 U.S.C. 637 (d)(4)).
  - (ii) Alternate I (Oct 2001) of 52.219-9.
  - (iii) Alternate II (Oct 2001) of 52.219-9.
  - (iv) Alternate III (July 2010) of 52.219-9.
- (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).
- (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).
- (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- (21) (i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Oct 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
  - (ii) Alternate I (June 2003) of 52.219-23.
- (22) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Jul 2013) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (23) 52.219-26, Small Disadvantaged Business Participation Program—Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (24) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657f).
- (25) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).
- (26) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).
- (27) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).
- (28) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- (29) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).
- (30) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- (31) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- (32) 52.222-35, Equal Opportunity for Veteran (Jul 2014) (38 U.S.C. 4212).
- (33) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- (34) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212).
- (35) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- (36) 52.222-54, Employment Eligibility Verification (Aug 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- (37) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
  - (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- (38) (i) 52.223-13, Acquisition of EPEAT® -Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514)
  - (ii) Alternate I (Jun 2014) of 52.223-13.
- (39) (i) 52.223-14, Acquisition of EPEAT® -Registered Television (Jun 2014) (E.O.s 13423 and 13514).
  - (ii) Alternate I (Jun 2014) of 52.223-14.
- (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).



- (41) (i) 52.223-16, Acquisition of EPEAT® -Registered Personal Computer Products (Jun 2014) (E.O.s 13423 and 13514).
  - (ii) Alternate I (Jun 2014) of 52.223-16.
  - (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011).
  - (43) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).
  - (44) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
  - (ii) Alternate I (May 2014) of 52.225-3.
  - (iii) Alternate II (May 2014) of 52.225-3.
  - (iv) Alternate III (May 2014) of 52.225-3.
  - (45) 52.225-5, Trade Agreements (Nov 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
  - (46) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
  - (47) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2303 Note).
  - (48) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
  - (49) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).
  - (50) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505), 10 U.S.C. 2307(f)).
  - (51) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).
  - (52) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332).
  - (53) 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013) (31 U.S.C. 3332).
  - (54) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).
  - (55) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).
  - (56) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).
  - (ii) Alternate I (Apr 2003) of 52.247-64.
- (c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items:
- [Contracting Officer check as appropriate.]*
- (1) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).
  - (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
  - (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C.206 and 41 U.S.C. chapter 67).
  - (4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
  - (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67).
  - (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67).
  - (7) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495).
  - (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792).
  - (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sep 2008) (31 U.S.C. 5112(p)(1)).
- (d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.





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

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

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

(e)

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

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (May 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Jul 2014) (38 U.S.C. 4212).

(vi) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(vii) 52.222-17, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212).

(viii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(ix) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

(x) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

□ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(xi) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)

(xii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)

(xiii) 52.222-54, Employment Eligibility Verification (Aug 2013).

(xiv) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

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

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

52.216-18

**Ordering**

(Oct 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from **the date of contract award** through **a period of up to five years (if the options are exercised)**.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.



(c) If mailed, a delivery order or task order is considered “issued” when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 **Order Limitations** (Oct 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than **\$12,000**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor—

(1) Any order for a single item in excess of **\$11,500,000**;

(2) Any order for a combination of items in excess of **\$23,000,000**; or

(3) A series of orders from the same ordering office within **12 months** that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **10** days after issuance, with written notice stating the Contractor’s intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

52.216-22 **Indefinite Quantity** (Oct 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the “maximum.” The Government shall order at least the quantity of supplies or services designated in the Schedule as the “minimum.”

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor’s and Government’s rights and obligations with respect to that order to the same extent as if the order were completed during the contract’s effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after **more than six months after the expiration of the ordering period of this contract**.

52.217-9 **Option to Extend the Term of the Contract** (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 days before contract expires**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60** days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **60 months**.

52.252-2 **Clauses Incorporated by Reference** (Feb 1998)

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

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

<http://www.farsite.hill.af.mil>



**Homeland Security Acquisition Regulation (HSAR) clauses  
incorporated by reference**

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

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

**Homeland Security Acquisition Regulation (HSAR) clauses  
incorporated in full text**

**3052.212-70 Contract Terms and Conditions Applicable to DHS Acquisition (SEP 2012)  
of Commercial Items**

The Contractor agrees to comply with any provision or clause that is incorporated herein by reference to implement agency policy applicable to acquisition of commercial items or components. The provision or clause in effect based on the applicable regulation cited on the date the solicitation is issued applies unless otherwise stated herein. The following provisions and clauses are incorporated by reference:

[The Contracting Officer should either check the provisions and clauses that apply or delete the provisions and clauses that do not apply from the list. The Contracting Officer may add the date of the provision or clause if desired for clarity.]

(a) Provisions.

- 3052.209-72 Organizational Conflicts of Interest.
- 3052.216-70 Evaluation of Offers Subject to An Economic Price Adjustment Clause.
- 3052.219-72 Evaluation of Prime Contractor Participation in the DHS Mentor Protégé Program.

(b) Clauses.

- 3052.203-70 Instructions for Contractor Disclosure of Violations.
- 3052.204-70 Security Requirements for Unclassified Information Technology Resources.
- 3052.204-71 Contractor Employee Access.
- Alternate I
- 3052.205-70 Advertisement, Publicizing Awards, and Releases.
- 3052.209-73 Limitation on Future Contracting.
- 3052.215-70 Key Personnel or Facilities.
- 3052.216-71 Determination of Award Fee.
- 3052.216-72 Performance Evaluation Plan.
- 3052.216-73 Distribution of Award Fee.
- 3052.217-91 Performance. (USCG)
- 3052.217-92 Inspection and Manner of Doing Work. (USCG)
- 3052.217-93 Subcontracts. (USCG)
- 3052.217-94 Lay Days. (USCG)
- 3052.217-95 Liability and Insurance. (USCG)
- 3052.217-96 Title. (USCG)
- 3052.217-97 Discharge of Liens. (USCG)
- 3052.217-98 Delays. (USCG)
- 3052.217-99 Department of Labor Safety and Health Regulations for Ship Repair. (USCG)
- 3052.217-100 Guarantee. (USCG)
- 3052.219-70 Small Business Subcontracting Plan Reporting.
- 3052.219-71 DHS Mentor Protégé Program.
- 3052.228-70 Insurance.
- 3052.228-90 Notification of Miller Act Payment Bond Protection. (USCG)
- 3052.228-91 Loss of or Damage to Leased Aircraft. (USCG)
- 3052.228-92 Fair Market Value of Aircraft. (USCG)
- 3052.228-93 Risk and Indemnities. (USCG)
- 3052.236-70 Special Provisions for Work at Operating Airports.
- 3052.242-72 Contracting Officer's Technical Representative.
- 3052.247-70 F.o.B. Origin Information.
- Alternate I
- Alternate II
- 3052.247-71 F.o.B. Origin Only.
- 3052.247-72 F.o.B. Destination Only.

(End of clause)

**3052.209-70 Prohibition on Contracts With Corporate Expatriates (JUN 2006)**

(a) *Prohibitions.* Section 835 of the Homeland Security Act, 6 U.S.C. 395, prohibits the Department of Homeland Security from entering into any contract with a foreign incorporated entity which is treated as an inverted domestic corporation as defined in this clause, or with any subsidiary of such an entity. The Secretary shall waive the prohibition with respect to any specific contract if the Secretary determines that the waiver is required in the interest of national security.



(b) Definitions. As used in this clause:

*Expanded Affiliated Group* means an affiliated group as defined in section 1504(a) of the Internal Revenue Code of 1986 (without regard to section 1504(b) of such Code), except that section 1504 of such Code shall be applied by substituting 'more than 50 percent' for 'at least 80 percent' each place it appears.

*Foreign Incorporated Entity* means any entity which is, or but for subsection (b) of section 835 of the Homeland Security Act, 6 U.S.C. 395, would be, treated as a foreign corporation for purposes of the Internal Revenue Code of 1986.

*Inverted Domestic Corporation.* A foreign incorporated entity shall be treated as an inverted domestic corporation if, pursuant to a plan (or a series of related transactions)—

(1) The entity completes the direct or indirect acquisition of substantially all of the properties held directly or indirectly by a domestic corporation or substantially all of the properties constituting a trade or business of a domestic partnership;

(2) After the acquisition at least 80 percent of the stock (by vote or value) of the entity is held—

(i) In the case of an acquisition with respect to a domestic corporation, by former shareholders of the domestic corporation by reason of holding stock in the domestic corporation; or

(ii) In the case of an acquisition with respect to a domestic partnership, by former partners of the domestic partnership by reason of holding a capital or profits interest in the domestic partnership; and

(3) The expanded affiliated group which after the acquisition includes the entity does not have substantial business activities in the foreign country in which or under the law of which the entity is created or organized when compared to the total business activities of such expanded affiliated group.

*Person, domestic, and foreign* have the meanings given such terms by paragraphs (1), (4), and (5) of section 7701(a) of the Internal Revenue Code of 1986, respectively.

(c) *Special rules.* The following definitions and special rules shall apply when determining whether a foreign incorporated entity should be treated as an inverted domestic corporation.

(1) *Certain stock disregarded.* For the purpose of treating a foreign incorporated entity as an inverted domestic corporation these shall not be taken into account in determining ownership:

(i) Stock held by members of the expanded affiliated group which includes the foreign incorporated entity; or

(ii) Stock of such entity which is sold in a public offering related to an acquisition described in section 835(b)(1) of the Homeland Security Act, 6 U.S.C. 395(b)(1).

(2) *Plan deemed in certain cases.* If a foreign incorporated entity acquires directly or indirectly substantially all of the properties of a domestic corporation or partnership during the 4-year period beginning on the date which is 2 years before the ownership requirements of subsection (b)(2) are met, such actions shall be treated as pursuant to a plan.

(3) *Certain transfers disregarded.* The transfer of properties or liabilities (including by contribution or distribution) shall be disregarded if such transfers are part of a plan a principal purpose of which is to avoid the purposes of this section.

(d) *Special rule for related partnerships.* For purposes of applying section 835(b) of the Homeland Security Act, 6 U.S.C. 395(b) to the acquisition of a domestic partnership, except as provided in regulations, all domestic partnerships which are under common control (within the meaning of section 482 of the Internal Revenue Code of 1986) shall be treated as a partnership.

(e) *Treatment of Certain Rights.*

(1) Certain rights shall be treated as stocks to the extent necessary to reflect the present value of all equitable interests incident to the transaction, as follows:

(i) warrants;

(ii) options;

(iii) contracts to acquire stock;

(iv) convertible debt instruments; and

(v) others similar interests.

(2) Rights labeled as stocks shall not be treated as stocks whenever it is deemed appropriate to do so to reflect the present value of the transaction or to disregard transactions whose recognition would defeat the purpose of Section 835.

(f) *Disclosure.* The offeror under this contract represents that [Check one]:

\_\_\_ it is not a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.108-7001 through 3009.108-7003;

\_\_\_ it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.108-7001 through 3009.108-7003, but it has submitted a request for waiver pursuant to 3009.108-7004, which has not been denied; or

\_\_\_ it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.108-7001 through 3009.108-7003, but it plans to submit a request for waiver pursuant to 3009.108-7004.

(g) A copy of the approved waiver, if a waiver has already been granted, or the waiver request, if a waiver has been applied for, shall be attached to the bid or proposal.



## Other Contract Requirements

### Invoicing Instructions

The contract shall be invoiced for storage services no more frequently than on a monthly basis. All other items may be invoiced upon Government acceptance. The contractor shall include all supporting documents with the invoice.

### Additional Invoicing Instructions

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

- (1) Name and address of the contractor.
- (2) Invoice date and invoice number.
- (3) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).
- (4) Description, quantity, unit of measure, period of performance, unit price, and extended price of supplies delivered or services performed.
- (5) Shipping and payment terms.
- (6) Name and address of contractor official to whom payment is to be sent.
- (7) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
- (8) Taxpayer Identification Number (TIN).

(b) Invoices not meeting these requirements will be rejected and not paid until a corrected invoice meeting the requirements is received.

(c) USCIS' preferred method for invoice submission is electronically. Invoices shall be submitted in Adobe pdf format with each pdf file containing only one invoice. The pdf files shall be submitted electronically to **USCISInvoice.Consolidation@ice.dhs.gov** with each email conforming to a size limit of 500 KB.

(d) If a paper invoice is submitted, mail the invoice to:

**USCIS Invoice Consolidation**  
**PO Box 1000**  
**Williston, VT 05495**

### Performance Reporting

The Government will prepare performance evaluations using the procedures of FAR Subpart 42.15. The contractor may participate in this process by registering for an account at [www.cpars.gov](http://www.cpars.gov).

### Contractor Pre-Screening

Contractors requiring recurring access to Government facilities or access to sensitive but unclassified information and/or logical access to Information Technology (IT) resources shall verify minimal fitness requirements for all persons/candidates designated for employment under any Department of Homeland Security (DHS) contract by pre-screening the person/candidate prior to submitting their name for consideration to work on the contract.



Pre-screening the candidate ensures that minimum fitness requirements are considered and mitigates the burden of DHS having to conduct background investigations on objectionable candidates. The Contractor shall submit only those candidates that have not had a. felony conviction within the past 36 months, illegal drug use within the past 12 months, or misconduct such as criminal activity on the job relating to fraud or theft within the past 12 months from the date of submission of their name as a candidate to perform work under this contract. Contractors are required to flow this requirement down to subcontractors. Pre-screening involves contractors and subcontractors reviewing—

- Felony convictions within the past 36 months. An acceptable means of obtaining information on felony convictions is from public records, free of charge, or from the National Crime Information Center (NCIC).
- Illegal drug use within the past 12 months. An acceptable means of obtaining information related to drug use is through employee self-certification, by public records check; or if the contractor or subcontractor already has drug testing in place. There is no requirement for contractors and/or subcontractors to initiate a drug testing program if they do not have one already in place.
- Misconduct such as criminal activity on the job relating to fraud or theft within the past 12 months. An acceptable means of obtaining information related to misconduct is through employee self-certification, by public records check, or other reference checks conducted in the normal course of business.

Pre-screening shall be conducted within 15 business days after contract award. This requirement shall be placed in all subcontracts if the subcontractor requires routine physical access, access to sensitive but unclassified information, and/or logical access to IT resources. Failure to comply with the pre-screening requirement will result in the Contracting Officer taking the appropriate remedy.

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

### **Final Payment**

As a condition precedent to final payment, a release discharging the Government, its officers, agents and employees of and from all liabilities, obligations, and claims arising out of or under this contract shall be completed. A release of claims will be forwarded to the contractor at the end of each performance period for contractor completion as soon thereafter as practicable.

### **Notice to Proceed**

Full contract performance shall begin commencing on the date specified by the Contracting Officer in the Notice to Proceed directive.



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**Section D—List of Attachments**

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<u>Atch</u> <u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Pages</u>
1	Statement of Work	Sep. 17, 2014	17
2	Security Requirements	Sep. 17, 2014	9
3	Corrective Action Process	Sep. 17, 2014	2
4	Corrective Action Form	Sep. 17, 2014	2
5	Current PRC and EAD Card Images	Sep. 17, 2014	2
6	Card Personalization System Technology Refreshment Impacts/Interface with Identification Card Stock	Sep. 17, 2014	7

The Government intends to incorporate this solicitation, less Section E, into the resulting contract.

DRAFT



**Section E—Solicitation Provisions**

**Federal Acquisition Regulation (FAR) provisions  
incorporated by reference**

52.212-1	<b>Instructions to Offerors—Commercial Items</b>	(Apr 2014)
52.214-20	<b>Bid Samples</b>	(Apr 2002)
52.217-5	<b>Evaluation of Options</b>	(Jul 1990)
52.223-4	<b>Recovered Material Certification</b>	(May 2008)

**Federal Acquisition Regulation (FAR) provisions  
incorporated in full text**

52.216-1	<b>Type of Contract</b>	(Apr 1984)
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The Government contemplates award of a **firm-fixed price** contract resulting from this solicitation.

52.233-2	<b>Service of Protest</b>	(Sep 2006)
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(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

**USCIS Office of Contracting**  
**Shawn Jenkins, Contracting Officer**  
**70 Kimball Ave**  
**So. Burlington VT 05403**

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

52.252-1	<b>Solicitation Provisions Incorporated by Reference</b>	(Feb 1988)
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This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

**<http://www.acquisition.gov/far>**  
**<http://www.farsite.hill.af.mil>**

52.252-3	<b>Alterations in Solicitation</b>	(Apr 1984)
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Portions of this solicitation are altered as follows:

**The provision at FAR 52.214-20, Bid Samples, is understood to apply to Sample Card Stock. References to bid, bidder, and invitation for bids are understood to mean offer, offeror, and solicitation, respectively. Reference to the late submissions provision is understood to apply to the late submissions, modifications, and withdrawals of offers paragraph of the provision at FAR 52.212-1, Instructions to Offerors—Commercial Items.**





**Additional Instructions to Offerors**

**Point of Contact**

All inquiries regarding this solicitation shall be addressed to the Contracting Officer via the Contract Specialist at the following e-mail address: **ronald.b.slater@uscis.dhs.gov**.

**Proposal Submission Instructions**

(a) The offeror shall submit its proposal by e-mail to **ContractingProposals@uscis.dhs.gov** by the date and time set in block 8 of the solicitation cover page SF-1449.

(b) Each proposal shall include **two** volumes as described below, with each volume being a separate Adobe .pdf file, and each file being no larger than **3 MB** in size. Each volume shall be formatted for portrait orientation, letter-size paper, front-and-back printing, and one-inch margins all around. Color is acceptable, but the proposal must be readable when printed in black-and-white. A standard twelve-point font is expected for normal text, but table and figures may use a nine-point font. Where page limits are imposed, the page limit encompasses all pages, including cover letters, volume cover pages, tables of contents, section dividers, blank pages, and so forth. The Government will not evaluate pages beyond the page limit.

(c) In addition to the electronic submission described above, the offeror shall send **one** identical paper copy (printed head-to-toe) so that it arrives by noon on the day following the date specified for submission of electronic proposals to—

**USCIS Office of Contracting**  
**Shawn Jenkins, Contracting Officer**  
**70 Kimball Ave**  
**So. Burlington VT 05403**

**(d) Volume One — The Technical Volume.**

(1) This volume is limited to **25** pages. The first page shall include the offeror’s name, address, and DUNS number, as well as the name, title, phone number, and e-mail address of the person who will be responsible for receiving questions or other exchanges from the Government. A table of contents is expected.

(2) The volume shall address **evaluation factors 1, 2, 3, and 4** as shown in the *Evaluation Factors* provision of this solicitation. The Government evaluation of these factors will be based on material contained in this volume. Cross referencing to another proposal volume is not permitted; however, cross-referencing within this volume is encouraged. The volume shall be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of any stated claims. Legibility, clarity, and coherence are very important. The volume should not simply re-phrase or re-state the Government’s requirements, but rather shall provide convincing rationale to address how the offeror intends to meet the requirements. The volume shall contain an unambiguous statement that the offeror agrees to all clauses, terms, or conditions (including all statement of work requirements) as shown in the solicitation; or, it shall provide a table describing its exceptions in the following format—

Table of Exceptions			
Solicitation Document	Page/ Paragraph	Requirement/ Portion	Rationale & Impact
Section B, Section H, SOW, etc.	Applicable Page and Paragraph Number	Identify the requirement or portion to which exception is taken and the offeror’s substitution (if any)	Describe the rationale for the exception and impact on the Government

(3) Regarding **evaluation factor 2**, the offeror shall demonstrate its approach to conducting comprehensive quality control; and shall clearly describe its quality control



methods and practices such as standardized procedures to monitor performance, identify discrepancies, and take corrective action to prevent re-occurrences.

(4) Regarding **evaluation factor 4**, the offeror shall demonstrate that its program manager has an appropriate PMP certification level; and shall describe its method for handling individual delivery orders, its method for updating the government on its progress, and its risk mitigation plan. The offeror shall also describe its approach to security, including the physical precautions and associated procedures taken during production, storage and shipping; how the offeror will maintain continuity of operations in the event of natural disaster or other disasters that may impact manufacturing operations; procedures to be followed in the event of a security incident during production, storage, and shipping; how the contractor will ensure that only personnel with the appropriate clearances have access to sensitive card stock and related consumables; how the offeror will prevent unauthorized access to and disclosure of USCIS sensitive information; positions that will require USCIS clearances; and how the offeror will ensure that only personnel with appropriate clearances will have access to sensitive card stock and related consumables.

(e) **Volume Two — The Business Volume.**

(1) This volume does not have a page limit, but it shall contain only the information called for in this paragraph. The first page shall include the offeror's name, address, and DUNS number, as well as the name, title, phone number, and e-mail address of the person who will be responsible for receiving questions or other exchanges from the Government. A table of contents is expected.

(2) The volume shall address **evaluation factors 5 and 6** as shown in Section M. The Government evaluation of these factors will be based on material contained in this volume. Cross referencing to another proposal volume is not permitted; however, cross-referencing within this volume is encouraged.

(3) The volume should include the solicitation completed by the offeror, with signature in block 30 of the solicitation cover page SF-1449 and other fill-ins as appropriate. It should also include any other information required by the solicitation not otherwise provided for in Volume One (such as the copy of the approved waiver contemplated by paragraph (g) of the clause at HSAR 3052.209-70, if applicable).

(4) Regarding **evaluation factor 5**, the offeror may identify past or current contracts (including federal, state, or local governments and private) for efforts similar to the requirements of this acquisition. The offeror may provide information on problems encountered on the identified contracts and its corrective actions. The offeror shall provide past performance on itself, but may also provide information on predecessor companies, key personnel, or subcontractors who will perform major aspects of the work. The past performance information shall be provided in past performance data sheets.

(i) The offeror may submit no more than **6** past performance data sheets. Each identified past performance effort shall be described in one past performance data sheet.

(ii) Each past performance data sheet shall be its own page. All data sheets shall be configured or arranged in a similar manner.

(iii) Each past performance data sheet shall indicate for whom the past performance is identified (for the offeror itself, a predecessor company, an offeror official or employee, or a subcontractor). Each data sheet shall describe in narrative form the past performance effort and its relevance to this acquisition. Each data sheet shall also include identity of the contracting parties, contract number, dollar amount, dates, points of contact at the other party who can attest to the performance, and so forth.



### Sample Card Stock

(a) The offeror shall submit sample card stock to the address specified for receipt of paper proposals by noon on the day following the date set for receipt of electronic proposals.

(b) The offeror shall submit 20 each sample card stock along with the technical proposal to the address specified.

### Subcontracting Plan

(a) This provision does not apply to small business concerns.

(b) The subcontracting plan required by paragraph (c) of the contract clause at FAR 52.219-9, Small Business Subcontracting Plan, shall be submitted with the offeror's electronic proposal. This submission is a stand-alone document, not as a part of Volume One or Volume Two. The submission shall be an Adobe .pdf file no larger than **3 MB** in size. The plan shall also be submitted in paper by noon on the day following the date set for receipt of electronic proposals.

### Summary of Proposal Deliverables

(a) By the date and time set for receipt of electronic proposals (see block 8 of the solicitation cover page SF-1449)—

**E-Mail with Volume 1 and Volume 2 in Adobe .pdf format and, if applicable, with Subcontracting Plan**

(b) By noon on the day following the date specified in paragraph (a) above)—

**Volume One and Volume Two in paper form, Subcontracting Plan in paper form, and Sample Card Stock**

## Evaluation and Selection

### Basis for Award

In accordance with the procedures of FAR 15.101-2, award will be made to the responsible offeror submitting the Lowest Priced Technically Acceptable (LPTA) offer.

### Evaluation Factors

The evaluation factors are listed below. The non-price factors will be rated as acceptable or unacceptable, based on the subjective and professional judgment of the Government evaluators. Because this is a LPTA acquisition, all factors are of approximately equal importance.

#### Factor 1 – Conformance to the SOW

The Government will evaluate whether the proposed design for cardstock conforms to the technical requirements of the Statement of Work Section 5.1 and the offeror sample cardstock meets standards for card quality.

#### Factor 2 – Card Production and Quality Control

The Government will evaluate the offeror's approach to Quality Control to ascertain that it (a) provides acceptable productivity measurement, Quality Management (QM) program



staffing, QM implementation during transition and full performance, quality standards, and continuous quality improvement; and (b) provides acceptable quality control methods and practices such as standardized procedures to monitor performance, identify discrepancies, and take corrective action to prevent re-occurrences.

**Factor 3 – Problem Remediation**

The Government will evaluate the offeror’s approach to problem identification and resolution to ascertain that it (a) provides acceptable procedures the offeror will take to react to problems such as delamination, including peeling card stock substrate layers, bubbling card stock corners, bent card stock, unreadable RFID, incorrect RFID manifest, duplicate 1D barcode or eye readable card serial number, bleeding inks, burning in the card stock material, discoloration or inconsistent background artwork quality, and so forth; and (b) demonstrates an acceptable method to provide timely answers to correct product problems identified in its own manufacturing process or during incoming delivery inspections, and issues identified in the card personalization process at the card production facilities.

**Factor 4 – Program Management**

The Government will evaluate the offeror’s approach to program management to ascertain that it (a) provides acceptable procedures for managing the work and avoiding/reducing risk; and (b) demonstrates an acceptable approach to security.

**Factor 5 – Past Performance**

The Government will assess its confidence that the offeror will successfully perform the contract, based on its past performance.

**Factor 6 – Price**

The Government will evaluate the reasonableness of the proposed price.

**Approach for Evaluating Past Performance**

(a) An offeror with no relevant performance history (for itself, predecessor companies, key personnel, or subcontractors for major aspects of the work) will not be evaluated favorably or unfavorably for the past performance factor.

(b) The Government’s evaluation may include information included in the offeror’s proposal as well as information obtained from other sources. The evaluation will consider the currency and relevance of the information, source of the information, context of the data, and general trends in contractor performance. The Government will determine the relevance of past performance information.

**Evaluation Ratings**

The Government will use the ratings in the table below in the evaluation of offers.

<i>for factors 1, 2, 3, and 4—</i>	
Acceptable	The proposal provides the Government with confidence that the offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract
Unacceptable	The proposal does not provide the Government with confidence that the offeror understands the requirement, proposes a sound approach, or will be successful in performing the contract



<i>for the past performance factor—</i>	
Acceptable	Based on the offeror’s performance record, the Government has an expectation that the offeror will successfully perform the required effort.
Unacceptable	Based on the offeror’s performance record, the Government does not have an expectation that the offeror will be able to successfully perform the required effort

## Representations and Certifications

### 52.212-3 Offeror Representations and Certifications— Commercial Items

(May 2014)

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically via <http://www.acquisition.gov>. If an offeror has not completed the annual representations and certifications electronically at the System for Award Management (SAM) website, the offeror shall complete only paragraphs (c) through (o) of this provision.

(a) *Definitions.* As used in this provision—

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor” means all work or service—

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or
- (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Inverted domestic corporation”, as used in this section, means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), i.e., a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c). An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874.

“Manufactured end product” means any end product in Federal Supply Classes (FSC) 1000-9999, except—

- (1) FSC 5510, Lumber and Related Basic Wood Materials;
- (2) Federal Supply Group (FSG) 87, Agricultural Supplies;
- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and
- (10) FSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to

the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

“Sensitive technology”—

- (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—
  - (i) To restrict the free flow of unbiased information in Iran; or
  - (ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and
- (2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

“Service-disabled veteran-owned small business concern”—

- (1) Means a small business concern—
  - (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
  - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in



the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

“Subsidiary” means an entity in which more than 50 percent of the entity is owned—

- (1) Directly by a parent corporation; or
- (2) Through another subsidiary of a parent corporation.

“Veteran-owned small business concern” means a small business concern—

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned business concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“Women-owned small business concern” means a small business concern—

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program” (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)(1) *Annual Representations and Certifications.* Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the SAM website.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <http://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs \_\_\_\_\_.

[Offeror to identify the applicable paragraphs at (c) through (o) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.]

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

- (1) Small business concern. The offeror represents as part of its offer that it [ ] is, [ ] is not a small business concern.
- (2) *Veteran-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph

(c)(1) of this provision.] The offeror represents as part of its offer that it [ ] is, [ ] is not a veteran-owned small business concern.

(3) *Service-disabled veteran-owned small business concern.*

[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.] The offeror represents as part of its offer that it [ ] is, [ ] is not a service-disabled veteran-owned small business concern.

(4) *Small disadvantaged business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, for general statistical purposes, that it [ ] is, [ ] is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) *Women-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it [ ] is, [ ] is not a women-owned small business concern.

(6) *WOSB concern eligible under the WOSB Program.* [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that—

(i) It [ ] is, [ ] is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) *Economically disadvantaged women-owned small business (EDWOSB) concern.* [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that—

(i) It [ ] is, [ ] is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

**Note:** Complete paragraphs (c)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(8) *Women-owned business concern (other than small business concern).* [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it [ ] is a women-owned business concern.

(9) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price: \_\_\_\_\_

(10) [Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged



Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.]

(i) General. The offeror represents that either—

(A) It [ ] is, [ ] is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the SAM Dynamic Small Business Search database maintained by the Small Business Administration, and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It [ ] has, [ ] has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) [ ] Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(10)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_.]

(11) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that—

(i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It [ ] is, [ ] is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(11)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: \_\_\_\_\_.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Representations required to implement provisions of Executive Order 11246—

(1) Previous contracts and compliance. The offeror represents that—

(i) It [ ] has, [ ] has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It [ ] has, [ ] has not filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that—

(i) It [ ] has developed and has on file, [ ] has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 cfr parts 60-1 and 60-2), or

(ii) It [ ] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American—Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item” “component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American—Supplies.”

(2) Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____

[List as necessary]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American—Free Trade Agreements—Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American—Free Trade Agreements—Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms “Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act.”

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

Line Item No.	Country of Origin
_____	_____



[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American—Free Trade Agreements—Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product."

Other Foreign End Products:

Line Item No. Country of Origin

\_\_\_\_\_

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate I. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American—Free Trade Agreements—Israeli Trade Act":

Canadian End Products:

Line Item No.

\_\_\_\_\_

[List as necessary]

(3) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate II. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American—Free Trade Agreements—Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No. Country of Origin

\_\_\_\_\_

[List as necessary]

(4) Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate III. If Alternate III to the clause at 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American-Free Trade Agreements- Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

Line Item No. Country of Origin

\_\_\_\_\_

[List as necessary]

(5) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No. Country of Origin

\_\_\_\_\_

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American statute. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Responsibility Matters (Executive Order 12689). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals—

(1) [ ] Are, [ ] are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) [ ] Have, [ ] have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(3) [ ] Are, [ ] are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) [ ] Have, [ ] have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no





prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) *Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126).* [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed end products.

Listed End Product	Listed Countries of Origin
_____	_____

(2) *Certification.* [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

[ ] (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

[ ] (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) *Place of manufacture.* (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) [ ] In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) [ ] Outside the United States.

(k) *Certificates regarding exemptions from the application of the Service Contract Labor Standards* (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

[ ] (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror [ ] does [ ] does not certify that—

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

[ ] (2) Certain services as described in FAR 22.1003-4(d)(1). The offeror [ ] does [ ] does not certify that—

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) *Taxpayer Identification Number (TIN)* (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) *Taxpayer Identification Number (TIN).*

[ ] TIN: \_\_\_\_\_.

[ ] TIN has been applied for.

[ ] TIN is not required because:

[ ] Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

[ ] Offeror is an agency or instrumentality of a foreign government;

[ ] Offeror is an agency or instrumentality of the Federal Government.

(4) *Type of organization.*

[ ] Sole proprietorship;

[ ] Partnership;

[ ] Corporate entity (not tax-exempt);



- Corporate entity (tax-exempt);
- Government entity (Federal, State, or local);
- Foreign government;
- International organization per 26 CFR 1.6049-4;
- Other \_\_\_\_\_.

(5) *Common parent.*

- Offeror is not owned or controlled by a common parent;
- Name and TIN of common parent:  
Name \_\_\_\_\_.  
TIN \_\_\_\_\_.

(m) *Restricted business operations in Sudan.* By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) *Prohibition on Contracting with Inverted Domestic Corporations. (1) Relation to Internal Revenue Code.* An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code 25 U.S.C. 7874.

(2) *Representation.* By submission of its offer, the offeror represents that—

- (i) It is not an inverted domestic corporation; and
- (ii) It is not a subsidiary of an inverted domestic corporation.

(o) *Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran. (1)* The offeror shall e-mail questions concerning sensitive technology to the Department of State at [CISADA106@state.gov](mailto:CISADA106@state.gov).

(2) *Representation and Certifications.* Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror—

- (i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;
- (ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if—

- (i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and
- (ii) The offeror has certified that all the offered products to be supplied are designated country end products.



# U.S. Citizenship and Immigration Services

## Next Generation Card Consumables Statement of Work

09/17/2014

### 1. TITLE

USCIS Office of Intake and Document Production (OIDP), Document Management Division (DMD), Card Consumables Contract

### 2. INTRODUCTION

DMD requires card consumables for the production of USCIS' Permanent Resident Card (PRC) and Employment Authorization Document (EAD) cards. These cards and related consumables, when assembled, become highly specialized and secure identification documents. The consumable items include polycarbonate card stock with Radio Frequency Identification (RFID) and embedded holographic images. The requirements also include secure storage for manufactured PRC and EAD card stock, and related technical support services.

The card stock will be highly secure, tamper-resistant and difficult to counterfeit and will meet all applicable International Organization for Standardization (ISO) standards listed in section 5.1. Card consumables will be used to produce secure identification documents which serve as proof of adjudicated benefits or immigrant status, and may allow entry into the United States in accordance with the Immigration and Nationality Act.

### 3. BACKGROUND

The mission of USCIS is to secure America's promise as a nation of immigrants by providing accurate and useful information to our customers, granting immigration and citizenship benefits,

promoting an awareness and understanding of citizenship, and ensuring the integrity of our immigration system. USCIS is vigilant and committed to taking a proactive approach in order to remain ahead of the threat of document tampering, counterfeiting and fraud by periodically upgrading and enhancing security features.

USCIS currently has over 54 million personalized cards in circulation. These cards have been specially designed and contain embedded security features and other physical characteristics that make them unique to the USCIS even before the actual card is personalized.

#### **4. SCOPE**

USCIS is seeking 100% polycarbonate solid body PRC and EAD card stock with RFID and holographic images embedded within the card construction substrate layers, card design service, and storage for secure identification card stock at the vendors manufacturing facilities with an option to store at the USCIS Forms Center, when directed, and related technical support services. The Contractor shall deliver a combined volume of up to 4 million PRC and EAD cards annually. In addition, the Contractor shall demonstrate the capability to support potential “surge” in PRC and EAD card demand for up to 9M cards during the initial period of performance to support possible future immigration reform initiative requirements.

#### **5. DESCRIPTION OF WORK/CONTRACTOR TASKS**

##### **5.1 Card Consumables**

The Contractor shall supply the ordered amount of complete 100% polycarbonate solid body card stock units to USCIS’ Corbin Production Facility (CPF), in Corbin, Kentucky, and Lee’s Summit Production Facility (LPF), in Lee’s Summit, Missouri, in accordance with the specific requirements of each delivery order. Card stock is defined as the card stock substrate. A complete laser marked card includes an embedded holographic image in the card stock substrate layer of the polycarbonate card stock. All card stock, and accompanying items, shall match existing material functionality, and shall be capable of being processed in the current card personalization systems, without modification to the existing system configuration. (See attachment 6, CPSTR System information).

##### **5.1.1 Card Stock Standards and Capability Requirements**

The Contractor shall provide card stock conforming to the following ISO standards:

<b>Title – Description</b>	<b>Number</b>
Identification Cards - Physical characteristics	ISO/IEC 7810
Identification Cards – Test Methods	ISO/IEC 10373
International Civil Aviation Organization (ICAO) Machine Readable Travel Documents	ICAO Document 9303 – Part 3

Identification Cards Contactless integrated circuit(s) cards, Proximity cards relative to Dynamic Torsion, Dynamic Bending, X-ray and Static Electricity exposure requirements.	ISO/IEC 14443
Information Technology. Radio frequency Identification for Item Management	ISO/IEC 18000 – 6c
Customs Border Protection (CBP) Western Hemisphere Travel (WHTI) Initiative Radio Frequency Identification (RFID) Tag Format Choice, V2.7, December 12, 2010	CBP WHTI RFID Standards, V2.7

The cards shall also be in accordance with ICE Homeland Security Investigations – Forensic Laboratory quality standards assessments and final quality acceptance (see Attachment 4: ICE HIS – FL Quality Standards Assessment and Final Quality Acceptance Document).

The laser engraveable 100% polycarbonate solid body cards shall conform to abrasion resistance and durability requirements as defined in the applicable standards ISO/IEC 7810 and 14443. Cards shall be delivered in that is ready to be personalized condition.

- Cards must be able to accept laser marked text and grey scale images and laser marked clear tactile features, as marked by the Card Personalization System Technology Refreshment CPSTR laser marker modules (see Attachment 6 for CPSTR system overview).
- Cards must be able to accept this laser marking on both sides of the card.
- The card stock shall conform to the industry standard measuring 3.375 inch x 2.215 inch.
- CR80 sizing specifications are the same as specifications set forth in ISO 7810 ID-1 size cards.
- The card shall be capable of passing required ISO 10373 test methods for durability.
- Cards shall include preprinted background artwork, embedded holographic image, and security features printed during card stock manufacturing process. Cards shall be capable of being marked with two types of lasers, which are CO2 and Nd:YVO4 devices. In the USCIS system the CO2 marking will be accomplished at a laser power of 10 Watts, and the Nd:YVO4 marking shall be accomplished at a laser power of 20 and 30 Watts The Government plans to test the new PRC and EAD card stock in CPF or LPF.
- The laser receptive polycarbonate material must be able to receive CO2 marking with a distinct tactile feel without burning, bubbling, discoloration, de-lamination, or broken line features.
- The laser receptive polycarbonate material must be able to receive Nd:YVO4 marking with good quality grayscale marking for photographs and high contrast text marking.
- The polycarbonate material and lamination must be able to be marked with good contrast linear (non-tactile) text and must support the ability to mark elements without burning, bubbling, or de-lamination.
- Nd:YVO4 marking must not cause any “bleeding” of the printed artwork on the card.

### 5.1.2 Card Serial Numbers and Barcodes

Each card shall have a unique identifier, a 3 of 9 type barcode, and human readable card serial number on top of the backside of the card. The barcode shall be placed on the card in such a way that makes it impossible to modify the barcode without destroying the card (such as under

the surface in the core of the card via laser engraving). The barcode shall be able to be read by the current Honeywell (Metrologic) Voyager MS9520 barcode readers in the CPSTR machines. USCIS will specify the beginning serial number and bar code sequence with each new delivery order for cards issued.

The serialized barcode is a 14 digit number formatted in Code 39 as follows:

Barcode (14 Characters): 2BMMYYNNNNNNNN

Legible serial number (8 Digits): NNNNNNNN

- On the card the human readable serial number is on the left, barcode is on the right.
- The 2B prefix indicates a PRC and 1A prefix indicates an EAD card (current prefixes will need to be redefined to represent new card manufacturers).
- Originally “1” represented as an EAD card and “A” represented Sillcocks, and “2” represented as a PRC and “B” represented Lasercard.)
- In the barcode MM is the month of manufacture (e.g., “07” means July). YY is the Year of manufacture (e.g., “00” means year 2000), NNNNNNNN is the sequential 8 digit serial number.
- Each card shall display a legible card form number and current revision date. This information shall be printed next to 1D barcode and serial number.

As an example; the barcode of a PRC card manufactured on July 2012, with a serial number of 99000500 would be 2B071299000500. An EAD card manufactured on July 2012, with a serial number of 99000500 would be 1A071299000500. If both PRC and EAD cards are being manufactured by the same card manufacturer, both PRC and EAD would share the same prefix.

The following image depicts the placement and dimensions of the card human readable serial numbers and dimensions:



Figure 1 – Barcode and Serial Number Placement and Dimensions

### 5.1.3 The RFID Feature

The Radio Frequency Identification (RFID) chip in the cards shall conform to the Customs and Border Patrol (CBP) Western Hemisphere Travel Initiative (WHTI) and RFID standards. The RFID chip shall be within the effectiveness range of 15mW to 25mW. All cards delivered shall be in conformance with the most current versions/revisions of the CBP WHTI RFID Standards, see separate attachment to SOW.

The Contractor shall deliver 200 cards to USCIS/DMD for personalization and delivery of test cards to CBP and if necessary, travel to the CBP testing facilities in Newington and/or Stafford, Virginia for RFID sensitivity verification, and deliver test cards to ICE HSI – FL for forensic examinations. Given the results of such testing, if necessary, the Contractor shall modify the RFID inlay antenna as needed or make other modifications to meet ICE HSI – FL quality standards and CBP WHTI RFID Standards. The Contractor shall provide additional test cards, if additional testing is required.

All PRC and EAD cards shall have the RFID feature with a 10-year life cycle after being personalized.

#### **5.1.4 Minimum Card Security, Design and Capability Requirements**

The PRC and EAD cards supplied to the USCIS for CPSTR personalization shall contain the following design characteristics:

- Micro-text character height at least 1 point (about 0.014” or 14 thousandths of an inch);
- Security line features width at least 35 microns (about 0.0014”, or 1.4 thousandths of an inch);
- Security line features width at least 35 microns (about 0.0014”, or 1.4 thousandths of an inch).

Contractor shall have the technical capacity and capability to perform the as requirements listed below.

- Cards shall include background artwork design, security features (non-proprietary preferred), RFID, and new embedded holographic image designs that can achieve durability, security, counterfeit resistance and all performance standards;
- PRC and EAD cards will have a laser engraveable reserved blank line space on the back of the cards for a variable return address above the MRZ, as on the current PRC and EAD cards. The following is an example of a variable return address laser engraved during card personalization: If found, drop in any US Mailbox. USPS: Mail to USCIS, PO Box 851488, Mesquite, TX 75185-1488”;
- The card shall be difficult to alter or counterfeit;

- The cards shall be easy to authenticate in the field without the use of expensive or hard to obtain tools/readers/instrumentation;
- The card shall be able to undergo regular review and analysis during the life of the program to ensure that the card continues to be secure and cannot be readily compromised.
- Cards shall undergo First Article Testing (FAT) by an independent laboratory, the United States Citizenship Immigration Services (USCIS) Corbin Production Facility (CPF), in Corbin, Kentucky, and Lee's Summit Production Facility (LPF), in Lee's Summit, Missouri, and Customs Border Patrol (CBP) RFID testing, and Immigration Customs Enforcement (ICE) Homeland Security Investigations (HSI) - Forensic Laboratory review and acceptance (test cards will be provided by the Contractor as part of the card design task, and all test card personalization will be completed at the CPF or LPF);
- Collaboration will be required with USCIS CPSTR maintenance provider to coordinate any necessary system configuration modifications and continue to meet USCIS' statutory mission to produce secure documents for its customers.

#### **5.1.5 USCIS Card Technologies Design Concept**

Contractor shall consider all technology options described below: and propose a best base card design solution possible, that can provide highly secure, tamper resistant, cost effective, high performance, state-of-the-art PRC and EAD card design solutions. DMD requires development of a new base card design that is configurable for various immigration benefits including the current PRC and EAD cards, and future immigration benefits. The creation of a new flexible and adaptable card design concept with a customized masthead, card name, unique barcode identifier and human readable serial number and color to conform to the specific immigration reform initiative requirements, as a proactive approach that will give USCIS the flexibility to introduce new card types while minimizing the lead times required to introduce the new card designs into production.

Overt First-level security design features one can see, feel and hear unaided under normal light conditions – performed by primary inspectors;

- Covert Second-level security design features verifiable using simple hand-held magnification and UV light – performed by secondary inspectors;
- Forensic Third-level security design features that require specialized equipment and forensic analysis to detect fraud, performed by forensic examiners;
- Cards must be designed utilizing a combination of all three levels of the security features described above, to ensure tamper resistance to highest degree possible;
- Remove signature images on PRC and EAD card below the photo image and replace with newer security features (see Attachment 3 for sample card images);



- Vicinity Gen-2 Monza 4D RFID chip inlay performance compliant with CBP WHTI RFID Standards (see attached CBP WHTI RFID Tag Format Choice Document), using only a pointer to the database without use of any PII data.
- Emphasize creating a common profile of linked (front to back) and layered security features that appear on all credentials of a common use environment;
- Uniform approach to a base card design concept providing flexibility and adaptability in the event of regulatory changes by changing the masthead with new card name and color scheme;
- Tightly coupled data, image and security features;
- Machine and human readable/verifiable security features;
- Protected data and biometric photo image by interlocking them to the physical characteristics of the ID.

#### **5.1.6 Security Features for Consideration in Creating the Base Card Design Technology:**

- Combination of first, second and third level security features;
- Multi-layers security features embedded into the card substrates to increase risk of counterfeiting;
- Clear Windows with layered Security features that can be visible from front to back of the card;
- Substrates with Chemical and ink combination that would destroy the card stock to protect from counterfeiters ability to take apart any part of the substrate layers;
- Security features inter-locking from biometrics to biographic data to security features;
- UV inks that are visible with special UV light;
- Inks shifting when tilted side to side and up and down in an angle;
- Ghost image of the photo image to match against the primary photo image to create more difficulty in photo substituting;
- Protect data and biometric photo image by interlocking them to the physical characteristics of the ID;
- Variable wave print text with shifting colors;
- Multi layered image when tilted at an angle different image appears;
- Raised/bubbled image texture that can be seen visibly seen and touch felt;
- Clear/white/darkened tactile printing;
- OVD clear and metallic holographic image stamped under the surface to make it more secure;
- Micro text printing;
- Lightly shaded background image behind the MRZ;
- Covert (concealed)/Overt (open) security features;
- Floating images that moves as card is tilted up or down;
- Primary and secondary photo images are protected with fine lines or micro printing in the background;
- Capable of supporting 20W or 30W laser engraving.

- Other non-proprietary security features

### **5.1.7 Holographic Images**

The Contractor shall supply holographic images embedded in the card stock substrate layers designed to deliver state-of-the-art holographic design with sophisticated security artwork design that is counterfeit resistant, and meet ISO/IEC 7810 standards and ISO 10373 test methods relevant to abrasion resistance and durability standards. The holographic artwork and shims created as part of the production of holograms shall become property of the U.S. Government.

New holographic images for all cards shall be included as part of the initial card design and all subsequent modifications to the card design.

### **5.1.8 Card Edges, Sticking and Debris**

Card edges shall be in accordance with the applicable industry standards; any manufacturing process utilized shall ensure clean, properly sealed edges and shall not result in the deposit of debris on the cards. Finished card edges must allow for proper feeding into card personalization system components. Cards shall be debris free and the delivery process shall ensure this is maintained since any debris may cause problems in production. The contractor shall provide card stock that resists sticking to other cards upon delivery at the production facility, minimizing card feeder jams in the card personalization components.

## **5.2 Program Management**

The Contractor shall provide the necessary resources to perform and manage card production operations to meet the Government requirements. Program Management shall support all requirements within the scope of this contract. The PM should be the Contractor's authorized representative for managerial and technical services required under this contract; additionally, the PM is considered a Key Person.

## **5.3 Secure Handling, Storage and Disposition**

The Contractor shall securely store all items (or arrange for subcontract manufacturers to store) all USCIS-unique or otherwise sensitive card items that are not immediately shipped to the USCIS Card Production Facilities. All cards shall be stored in environmental conditions that optimize the functionality and shelf life of the consumables. The Contractor's manufacturing facility and process shall be sufficiently secure to ensure that USCIS unique or sensitive card items (such as the card stock) are not compromised. The Contractor shall be capable of securely storing all USCIS card stock for the entire duration of this contract, and shall store all card stock ordered under this contract until USCIS requires 3-day delivery service, per specified delivery schedule. Stored USCIS card components will be distributed in several areas sufficient to ensure

that unauthorized access will not provide an intruder with the materials necessary to make a USCIS card.

Delivery of a requested quantity of cards to the designated secure storage is on a monthly basis.

Historically, the CPF has requested delivery of cards every 2-3 months.

Alternately, if the card stock needs to be stored at the Government Forms Center (GFC), the request for delivery will be to the GFC on a monthly basis instead of the secure storage. The GFC would then deliver to the CPF as requested.

Access to secure storage shall be limited and each unit of secure card stock manufactured, stored, and shipped to the USCIS must be fully tracked and disclosed to the USCIS. The Contractor facilities and all contract personnel, involved with the handling and shipping of cards will be subject to the conditions of Section 6, Security requirements.

If, prior to delivery to the USCIS, the Contractor is required to dispose of waste and defective supplies and consumables that have not been converted into USCIS-unique products, the Contractor shall handle such disposition in accordance with local, state, and federal environmental regulations and best commercial practices. If the waste and defective supplies and consumables have been converted into USCIS-unique deliverables, then the Contractor shall immediately notify the Contracting Officer's Representative (COR), include the relevant information in the monthly report, and await further disposition instructions. The USCIS will require that either the Contractor ship the items to the USCIS or proceed with the destruction of and disposal of the items.

#### **5.4 New or Modified Card Design**

At the direction of the Contracting Officer, the Contractor shall have the ability to modify existing designs or develop new designs and/or topology of PRC and EAD cards that included the background artwork design and security features printed during card stock manufacturing process, conforming to the specifications set forth in ISO 7810/14443 (ID-1 size cards) and ICAO 9303, Part 3 (card size TD-1) as applicable and as modified by the USCIS specific requirement. The artwork developed for the new design shall be property of the Government. The required card useful life span after being processed by the CPSTR will be determined by the specific card design requirements. Any minor changes to an existing card design shall be negotiated on an ad hoc basis.

This task includes the following:

- The Contractor shall provide USCIS with a project plan no later than 15 days after receipt of the Government's order for the new card design. The project plan shall include how the Contractor plans to ensure a smooth transition and implement the new card

consumables into production along with a timeline for key milestones in the design process.

- The card design task shall describe useful life span after being personalized by USCIS.
- The contractor shall conduct independent laboratory FAT of the newly designed card construction, and provide copies of all FAT Reports to the Government (Contracting Officer) for review and approval. This testing shall be comprised of accepted ISO/IEC 10373 test methods agreed upon with the Government. Any non-ISO/IEC test methods used will also need to be agreed upon by the Government. The following ISO/IEC 10373 test items and all other appropriate test items should be considered to ensure:
  - General Characteristics;
  - Card dimensional stability and readability;
  - Adhesion or blocking;
  - Dynamic bending stress;
  - Dynamic torsion stress;
  - Delamination;
  - Resistance to chemicals exposure;
  - Ultraviolet light;
  - Sutherland rub test;
  - Immersion in artificial perspiration;
  - RFID impact, electrostatic discharge, static magnetic field, x-ray exposure resistance;
- Other appropriate test items.
- Upon completion of the new card design background artwork, security features, embedded holographic image, and ISO/IEC 18000 – 6c and CBP WHTI compatible RFID chip inlay (Gen2 Monza 4D) testing have been successfully completed and approved by the Government, the Government plans to issue a Delivery Order of 5,000 prototype cards for USCIS CPSTR printing system test runs, CBP Officers training, and ICE HSI – FL forensic examiners training and Field Alerts. The serial numbers on the prototype cards should have an identifier which designates the card as a prototype, using an eye readable card serial number range that is mutually agreed upon between the Contractor and the Government. i.e.: 2B121499990001 – 2B121499995000. In addition, the Government will also place a live production order and the contractor shall provide the Government with the production ready cards once authorization to proceed is granted by the Program Office and Contracting Officer.
- Contractor shall coordinate and collaborate implementation efforts with the current contractor supporting card personalization hardware and software maintenance services provider for smooth transition to new PRC and EAD card stock implementation in CPF and LPF (if in production).

- The Contractor shall provide a card consumable quality inspection manual which provides Quality Control specifications for all card materials. These manuals shall be designed to facilitate the card consumables inspection process and provide the production staff with the information and guidelines necessary to ensure that card consumables meet the production standards.

### **5.5 Technical Analyses**

At the direction of the Contracting Officer, the Contractor shall perform technical analyses of issues concerning new card concepts, card designs, and other subjects, should these issues require focused analysis during the course of the contract.

Contractor shall attend meetings and provide meeting notes, white papers and meeting reports with detailed analysis, issues findings, and recommendations for USCIS review, considerations, and decisions.

Technical meetings will occur when there are new changes in legislation or card security concerns that would require such technical analyses.

### **5.6 Corrective Actions Process**

The Contractor shall respond to Government corrective action requests arising from problems with card personalization process at the Corbin Production Facility (CPF) and Lee's Summit Production Facility (LPF). The process should be designed to foster quickly determining where the problem is coming from and finding a solution. The Contractor shall provide an initial response to any Government corrective action request within 3 business days. In an emergency situation, response will be provided as soon as possible. The definition of an emergency situation is when something may delay or completely stop the production of cards.

The Contractor shall have an internal process or plan to respond with technical analysis findings, resolutions or recommendations to corrective actions requests in place within 30 days of the contract start, and the process should coincide with the Government's corrective action process found in Attachment 1. The contractor shall provide product replacements in the event their technical analysis findings and the Government's review of those findings indicate or confirms the problem reported is a valid finding, and a mutual agreement has been reached between the contractor and the Government that corrective actions are required for quality improvements and product replacements are deemed necessary.

### **5.7 Corrective Actions Preventative Measures**

The contractor shall preempt the need for Corrective Action Reports generated by LPF and CPF, by taking the necessary steps to avoid the following quality rejects and returns to vendors for replacements:

- Delamination - Peeling card stock substrate layers;
- Bubbling card stock corners;
- Bent card stock;
- Unreadable RFID;
- Incorrect RFID manifest;
- Duplicate 1D barcode or eye readable card serial number;
- Bleeding inks;
- Burning in the card stock material;
- Discoloration or inconsistent background artwork quality;
- Other quality issues.

## **5.8 Flexibility and Changes**

The contractor shall inform the Government about any potential changes in the materials, manufacturing processes, or composition of any of the consumables in this contract within 24 hours. The COR, PM and Contracting Officer must approve of any changes prior to the start of a new production run. The Contractor shall provide an initial assessment of the impacts of this change on the ability to produce and personalize these cards and any other impact to the card personalization system or any possible requirement to modifying the system if such changes are accepted. Any changes in the materials, manufacturing processes, or composition of any of the consumables may be subject to First Article Testing (FAT), and the cards shall be in accordance with the ISO and ICAO 9303 standards referenced in Section 5.1.1, and ICE Homeland Security Investigations – Forensic Laboratory quality standards assessments and final approval. All cards must still be in accordance with all card design, security and feature requirements outlined in this SOW.

The Government will have the final determination as to whether or not the proposed changes will require FAT sample testing in the Government production facility with samples provided by the Contractor. If the change causing the need for FAT wasn't generated by the Government, then the Contractor shall assume the cost of doing FAT.

The Government may require minor changes in the cards (i.e., changes other than those that would require a complete card redesign) in subsequent production batches to facilitate, for example, card security, identification and fraud prevention.

## **6. Deliverables - Plans and Reporting**

### **6.1 Security Plan**

The Security Plan (SP) shall clearly describe how the Contractor will prevent unauthorized disclosure of and access to USCIS sensitive information. The plan shall specifically address the physical precautions and associated procedures taken during production, storage and shipping, and how the Contractor will maintain continuity of operations in the event of natural disaster or

other disasters that may impact manufacturing operations. Procedures to be followed in the event of a security incident during production, storage, and shipping should also be delineated. Additionally, the plan shall identify all positions that will require USCIS clearances and up to date personnel security listing of in-process and Entry on Duty/Adjudication cleared personnel listing would be maintained, and include how the Contractor will ensure that only personnel with the appropriate clearances have access to sensitive card stock and related consumables. USCIS OSI will review and utilize the SP in the development of the Contractor facility Site Inspection Checklist for conducting OSI physical security site inspections at the card consumables manufacturing facilities.

## **6.2 Quarterly Contract Status Review Meetings**

Quarterly contract status review meetings shall take place between CO, COR, and Contractor to discuss any outstanding issues, deliveries, corrective actions, product replacements, invoice payments, and any other issues at hand. The Contractor shall provide Meeting Agenda and Meeting Minutes when meetings are held between the Contractor and Program Office.

## **6.3 Production & Inventory Report (Consumables Log)**

The Contractor shall prepare, submit, and maintain a monthly report (inclusive of all orders issued against this contract) containing the following information for all card stock (by format to include serial numbers):

- Quantities stored at the Contractor's (or supplier's) vault;
- Quantities on order but not yet completed (includes everything but completed cards);
- A monthly record of shipments to USCIS card production facilities (to include date shipped location, and card serial number range.);

The report shall be an Excel spreadsheet in a mutually agreeable format (format to be initiated by the Contractor). The report shall also be submitted to the CO and COR electronically two business days after additional quantities are ordered; or when USCIS-unique products are transferred to secure storage; or when a delivery is made to the Corbin Production Facility (CPF), located in Corbin, KY; or Lee's Summit Production Facility (LPF), located in Lee's Summit, MO; or when a calendar month passes with none of these things occurring.

## **6.4 Invoice Tracking Report**

The Contractor shall prepare, submit, and maintain a monthly report of partial shipments, payments, and payments outstanding for records reconciliation purposes.

## **6.5 Corrective Action Reports**

The Contractor shall deliver a response to all Corrective Action Requests on any products the contractor is responsible for which is brought up in any corrective actions issues reported from any production center, through the Corrective Actions Process (See Attachment A). The Contractor shall provide an initial response to any Government Corrective Action Request within three (3) business days of receipt of the Corrective Action Request. Each report should contain:

- a. A description of the problem;
- b. A determination of the cause of the problem;
- c. A proposed solution/replacement;
- d. A schedule for implementing the solution.

#### **6.6 Corrective Action Monthly Log**

The Contractor shall deliver a Monthly Corrective Actions Log to the CO and COR by the 10<sup>th</sup> business day of each month. The log shall be cumulative and contain any deliverable under this contract that is reported through the Corrective Actions Process (See Attachment A).

#### **6.7 Technical and Security Exchange Meetings and Report**

The Contractor shall support Technical and Security Exchange meetings with the Government on an as needed basis. This includes Contractor site inspections by OSI and COR. The Contractor shall prepare a meeting minutes and action items report covering the topics and decisions from each meeting for delivery within three business days after the meeting.

#### **6.8 PRC RFID Unique Identifier Manifests**

All deliveries of RFID enabled cards will be accompanied with a manifest cross referencing the PRC card serial numbers and barcode with their associated RFID unique identifiers. This manifest shall be provided to the COR with each shipment, on a compact disc (CD) in a format that can be imported into the CPSTR database. The CD format will be defined by the Government after the notice to proceed with full performance.

#### **6.9 Project Management Plan**

The Project Management Plan (PMP) shall include, at a minimum:

- Contractor's PMP Certification Level
- Contractor's goals and objectives
- The plan shall demonstrate the Contractor's method for handling individual delivery orders and how the Contractor will update the Government on its progress.
- The Contractor's problem identification and resolution system that would support the Corrective Action Process described in the SOW.



- The plan shall demonstrate the Contractor’s method to provide timely answers to correct product problems identified in its own manufacturing process or during incoming delivery inspections, and issues identified in the card personalization process at the card production facilities.
- Any pending risks associated with the contract and an associated risk mitigation plan
- Clear definition of what information is needed from the Government and the date it is required.

The Project Management Plan shall be prepared using Microsoft Office 2010 compatible document format.

**6.10 Quality Control Plan**

At a minimum, the plan shall include procedures for maintaining card consumables (including RFID) performance standards and identifying deficiencies in quality of services, the manufacturing processes, provisions to maintain inspection records/files, and corrective actions to prevent future occurrences.

**6.11 Deliverables Schedule**

<u>SOW Ref</u>	<u>Title</u>	<u>Frequency</u>	<u>Due</u>	<u>To</u>
6.1	Security Plan	Once with updates as required	Within 10 calendar days of Contracting Officer’s Notice to Proceed.	CO, COR
6.1A	Personnel Security Listing	Monthly	Shall be provided Monthly within 5 business of the ensuing month.	CO, COR
6.2	Quarterly Contract Status Review Meetings and Meeting Minutes	Quarterly	Shall be provided within three (3) business days following completion of the meeting.	CO, COR
6.3	Production & Inventory Report (Consumables Log)	Monthly after a request for additional cards	At least monthly and, if applicable, two days after a request for additional cards.	CO, COR
6.4	Invoice Tracking Report	Monthly	Shall be provided Monthly within 5 business of the ensuing month.	CO, COR
6.5	Corrective Action Report Initial Response	Individual occurrence	Shall be provided as soon as practical after following Attachment A procedures.	CO, COR
6.6	Corrective Action Log	Monthly	Shall be provided by the 10th business day of each month.	CO, COR
6.7	Technical and Security Exchange Meetings and Meeting Minutes, Technical Analysis and	As they occur	Shall be provided within three (3) business days following completion the meeting.	CO, COR

	Reports			
6.8	RFID Manifest	Each Shipment	Shall be provided with each shipment, on a compact disc in .txt format.	COR, CPF, LPF Facility Managers
6.9	Project Management Plan	Once with updates as required	Within 10 calendar days of Contracting Officer's Notice to Proceed.	CO, COR
6.10	Quality Control Plan	Once with updates as required	Within 10 calendar days of Contracting Officer's Notice to Proceed.	CO, COR

**7. Delivery Instructions and Capacity Requirements**

The Contractor shall deliver card stock with embedded holographic images into secure storage at the vendors facility (unless directed to ship directly to the CPF and/or LPF) based on the delivery schedule described in the delivery order. The cards delivered shall be packaged in sequential card serial number order.

The Contractor shall provide 10,000 out-of-sequence PRC and EAD (with RFID and embedded holographic image) cards from each production run for testing to ensure early detection of any production issues with card batches that would otherwise be in storage until being required for card personalization at a much later date after card production. Each delivery of 10,000 cards shall be shipped in lots of 5,000 cards to the CPF and LPF for production testing. If the LPF is not yet open for business, DMD will direct the shipment of 10,000 be sent to the CPF only until such time that both sites are available. The card consumables will be delivered to the Corbin Production Facility and Lee's Summit Production Facility once the site becomes operational, and possibly to one of the Forms Centers when directed.

DHS, USCIS Corbin Production Facility:  
 203 Allison Blvd.  
 Corbin, Kentucky

DHS, USCIS Lee's Summit Production Facility:  
 777 NW Blue Parkway  
 Lee's Summit, MO 64086

The Contractor shall ensure that any items removed from storage for shipment to Government facilities, shall be the oldest in the vault (unless otherwise instructed), to ensure no items are left in storage so long as to impact any usage warranties.

The Contractor shall securely store completed cards with embedded holographic images until required by the specified delivery schedule or Government direction to arrive at the USCIS production sites. While the Contractor is required to ship products as needed, the Contractor should plan to ship as frequently as twice monthly to USCIS locations utilizing a dedicated

shipping service. Within three business days of the Contractor's receipt of a written request for additional supplies the Contractor shall deliver to the production facility the products required. The current production facility is the Corbin Production Facility located in Corbin, Kentucky.

### **7.1 Packaging**

The contractor shall package the cards in methods that ensure the minimization of direct handling and the reduction of any potential for the creation and deposition of debris or scratching of the card stock. The Contractor shall package all materials with labeling that clearly indicates production dates and lot and beginning and ending 1D barcode serial number ranges and a separate CD containing the RFID data manifest for inventory management at the CPF and LPF.

### **8. Training**

Any Contractor employee requiring unescorted access to USCIS facilities or IT systems shall complete any USCIS required training and provide the COR with copies of the associated training certificates for all Contractor personnel who completed the training. Any such training, which may include Security Awareness, Records Management and Ethics and Integrity, will be provided to the contractor via briefing on a compact disk (CD).

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# U.S. Citizenship and Immigration Services

## Next Generation Card Consumables Security Requirements

09/17/2014

### **1 GENERAL**

U.S. Citizenship and Immigration Services (USCIS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to sensitive but unclassified information, and that the Contractor will adhere to the following.

### **2 SUITABILITY DETERMINATION**

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

### **3 BACKGROUND INVESTIGATIONS**

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

To the extent the Position Designation Determination form reveals that the Contractor will not require access to sensitive but unclassified information or access to USCIS IT systems, OSI PSD may determine that preliminary security screening and or a complete background investigation is not required for performance on this contract.

Completed packages must be submitted to OSI PSD for prospective Contractor employees no less than 30 days before the starting date of the contract or 30 days prior to EOD of any employees, whether a replacement, addition, subcontractor employee, or vendor. The Contractor shall follow guidelines for package submission as set forth by OSI PSD. A complete package will include the following forms, in conjunction with security questionnaire submission of the SF-85P, "Security Questionnaire for Public Trust Positions" via e-QIP:

1. DHS Form 11000-6, "Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement"
2. FD Form 258, "Fingerprint Card" (**2 copies**)
3. Form DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
4. Position Designation Determination for Contract Personnel Form
5. Foreign National Relatives or Associates Statement
6. OF 306, Declaration for Federal Employment (approved use for Federal Contract Employment)
7. ER-856, "Contract Employee Code Sheet"

#### **4 EMPLOYMENT ELIGIBILITY**

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

Only U.S. citizens are eligible for employment on contracts requiring access to Department of Homeland Security (DHS) Information Technology (IT) systems or involvement in the development, operation, management, or maintenance of DHS IT systems, unless a waiver has been granted by the Director of USCIS, or designee, with the concurrence of both the DHS Chief Security Officer and the Chief Information Officer or their designees. In instances where non-IT requirements contained in the contract can be met by using Legal Permanent Residents, those requirements shall be clearly described.

The Contractor must agree that each employee working on this contract will have a Social Security Card issued by the Social Security Administration.

## **5 CONTINUED ELIGIBILITY**

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

In accordance with USCIS policy, contractors are required to undergo a periodic reinvestigation every five years. Security documents will be submitted to OSI PSD within ten business days following notification of a contractor's reinvestigation requirement.

In support of the overall USCIS mission, Contractor employees are required to complete one-time or annual DHS/USCIS mandatory trainings. The Contractor shall certify annually, but no later than December 31<sup>st</sup> each year, that required trainings have been completed. The certification of the completion of the trainings by all contractors shall be provided to both the COR and Contracting Officer.

- **USCIS Security Awareness Training** (required within 30 days of entry on duty for new contractors, and annually thereafter)
- **USCIS Integrity Training** (Annually)
- **DHS Continuity of Operations Awareness Training** (one-time training for contractors identified as providing an essential service)
- **USCIS Office Safety Training** (one-time training for contractors working within USCIS facilities; contractor companies may substitute their own training)
- **USCIS Fire Prevention and Safety Training** (one-time training for contractors working within USCIS facilities; contractor companies may substitute their own training)

USCIS reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct or whom USCIS determines to present a risk of compromising sensitive but unclassified information and/or classified information.

Contract employees will report any adverse information concerning their personal conduct to OSI PSD. The report shall include the contractor's name along with the adverse information being reported. Required reportable adverse information includes, but is not limited to, criminal charges and or arrests, negative change in financial circumstances, and any additional information that requires admission on the SF-85P security questionnaire.

OSI PSD must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired USCIS issued identification cards and HSPD-12 card, or those of terminated employees to the COR. If an identification card or HSPD-12 card is not available

to be returned, a report must be submitted to the COR, referencing the card number, name of individual to whom issued, the last known location and disposition of the card.

## **6 SECURITY MANAGEMENT**

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

The COR and OSI shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COR 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.

The Contractor shall be responsible for all damage or injuries resulting from the acts or omissions of their employees and/or any subcontractor(s) and their employees to include financial responsibility.

## **7 Physical Security**

### **7.1 General**

The COR assisted by OSI Government Field Security Manager have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Moreover, *prior* to manufacturing or processing USCIS sensitive card items (i.e., cardstocks and holographic images), the Contractor's facility (or facilities) must be inspected and pre-approved by the Government and the Contracting Officer has issued a Notice to Proceed to the Contractor. The inspection should soon be followed by appropriate training of Contractor personnel charged with carrying out security functions at the facility, to include written standard operating procedures (SOPs) and user manuals to operate/monitor the security systems. Should the COR 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.

### **7.2 Security Management**

The Contractor is responsible for safeguarding all USCIS sensitive card items in their custody and control. The extent of protection afforded to sensitive card items must be sufficient to reasonably foreclose the possibility of loss or compromise. It is imperative that the Contractor ensure that physical access to the areas where USCIS sensitive card items are developed/processed (hereafter referred to as processing area) and stored are restricted to personnel cleared through the Government's security process. Personnel visiting or obtaining

access to these areas that have not been cleared by the Government, must be escorted by cleared/authorized personnel at all times.

Violations of any security procedures or requirements must be reported to the CO and COR via email within one (1) hour from time of occurrence. Additionally, any security incidents or threats to the facility or personnel must be reported to the Co and COR to ensure an appropriate response and implementation of security measures to mitigate any potential risk(s) to USCIS sensitive card items.

## **8 Physical Security Requirements – Controlled Access**

### **8.1 Processing Area**

The following construction and equipment specifications are for the area where USCIS sensitive card items are processed:

**a) Interior Perimeter Walls.** Interior perimeter walls are defined as those walls that separate the processing area from other areas within the facility. Interior perimeter walls must be constructed slab-to-slab.

**b) Doors.** Limit number to minimum required by fire safety. Solid core wood, minimum 1¾" thick, or hollow metal minimum 1¾" thick, installed in welded steel frame assembly. Hinges preferred on internal side of door; if external, hinges may need to be pinned based on a joint on-site assessment by the appointed Corporate Security Officer and Government Field Security Manager. Door hardware must be a Grade 1 cylindrical or mortise leverset. The door lock must be a keyed deadbolt with a 1" throw, and a non-hold open door closer must be installed/equipped on the door.

**Note:** Although not a requirement for this SOW, the Contractor may substitute the keyed deadbolt lock requirement with an electronic Physical Access Control System (PACS) with an electric strike (fail secure) lock with a bypass key at its expense. The system is controlled through the Contractor configured system utilizing a Contractor purchased door access proximity card. *If a PACS is employed at the facility, the Corporate Security Officer must review the access list and PACS generated reports of access to the processing and storage area(s) on a monthly basis with the intent to identify unauthorized access or suspicious activity and to remove from the facility access list the names of those personnel who no longer require access.*

**c) Intrusion Detection System (IDS).** Intrusion detection door contact located either in the door frame or on the secure (interior) side of the door.

**d) Windows.** Due to security concerns with windows being left unlocked or open after hours, operational windows are discouraged in the processing area. However, if they are used or already exist, windows must contain locks that are not susceptible to manipulation from the outside. The lock must be of a type that requires the user to throw a bolt or latch, or to slide a



handle to lock or unlock the window. Spring-loaded latches are not acceptable. During non-duty hours or non-processing hours, the windows must be closed and securely fastened.

## 8.2 Secure Storage

As mentioned in Section 5.3, Secure Handling, Storage and Disposition, the Contractor must securely store (or arrange for subcontract manufacturers to store) all USCIS-unique or otherwise sensitive card items that are not immediately shipped to the USCIS Card Production Facilities. At a minimum, the secure storage area must meet the following construction and equipment specifications:

**a) Walls.** Walls must be true floor to true ceiling and constructed of plaster, gypsum wallboard, metal panels, hardboard, wood, plywood, or other material offering similar resistance to and evidence of unauthorized entry to the area. If wall barriers do not extend to the true ceiling, the wall must be extended above the false ceiling to the true ceiling or the false ceiling must be reinforced with wire mesh or 18-gauge expanded metal.

**b) Doors.** Doors must be 1¾" 16-gauge hollow metal or 1¾" solid core wood. Doors must be equipped with a pneumatic door closer and have non-removable hinge pins or locking studs on the hinge edge and into the door frame of out-swinging doors. Out-swinging doors must also be equipped with a latch plate. Entrance/exits must be kept to a minimum. Where there are multiple door openings, only one must be used as the primary entrance/exit and equipped with locking mechanisms as stated below. All other openings must serve as emergency exits only and be equipped with emergency "panic" hardware on the inside and no hardware on the outside. Where the size of the room dictates multiple routine-use doors, all routine-use doors must be equipped with locking mechanisms as stated below.

**c) Locks.** The door lock must consist of a 6-pin high security lock with approved cylinder housing and a minimum 1" deadbolt. Cipher locks and card readers in and of themselves are not sufficient for securing the area and may be installed as a supplementary measure for access control purposes only.

**d) Windows.** Windows are not allowed.

**e) Other Openings.** Ducts, pipes, registers, sewers, etc. in excess of 96 square inches that penetrate the room perimeter must be secured with 18-gauge expanded metal or wire mesh, or by rigid metal bars ½" in diameter extending across their width with a maximum space of 6" between bars.

**f) Intrusion Detection System (IDS).** As a security best practice, an IDS must be used to supplement the structural requirements identified above. The IDS must be connected to a central monitoring station with an alarm keypad adjacent to the primary entrance/exit on the storage room's protected side. Additionally, the Contractor will also install and maintain dual

technology motion sensor (infrared and ultrasonic). The motion detector and the alarm keypad will have a 24 hour back-up power source.

**g) Signage.** There must be signs posted designating secure storage as a “Restricted Area.”

### **8.3 Intrusion Detection System**

As outlined above, the Contractor must secure both the processing *and* secure storage areas with a 24 hour monitored Intrusion Detection System (IDS) that utilizes dual technology motion sensors (infrared and ultrasonic). The motion sensor detection field must provide complete coverage in both areas to include entrances and windows (if applicable). The motion sensor keypad controller must be located adjacent to the primary entrance doors on the secure (interior) side. Additionally, the motion sensor programming configuration must be zoned separately between the processing and secure storage area. Unique individual keypad combinations must be assigned to all personnel authorized to arm and disarm the areas (e.g., shift supervisor that opens and disarms processing area at beginning of workday must have different combination than employee that arms and secures area at end of workday). A generic “master” keypad combination used by multiple personnel is not allowed.

The Contractor must conduct monthly documented tests of the IDS to ensure all equipment is operating properly. The COR must be notified immediately - both verbally and in writing at any time the IDS is not functioning properly and USCIS sensitive card items are stored on site.

### **8.4 Operations and Maintenance of Physical Security Countermeasures**

The Contractor is responsible for all security countermeasures and must ensure they are routinely tested, maintained, and replaced when no longer functional. Maintenance of security systems may be one of two types: preventive or breakdown.

- Preventative maintenance is performed on a regular basis, usually annually or semi-annually (but may be more often depending on the equipment), focused on routine servicing to prevent a system failure or breakdown.
- Breakdown maintenance is maintenance performed when a system or piece of equipment fails to function. Any [critical] security system component that becomes inoperable for service must be replaced or repaired within 72 hours. If the component is not replaced or repaired within 72 hours (e.g., parts on order), than an equivalent interim countermeasure or procedure must be implemented until the security system component is replaced or repaired. In the event that a security system becomes non-operational, the CO, COR and Government Field Security Manager will be notified immediately. During the period that the system is non-operational, the CO, COR and Government Field Security Manager must be informed of the compensatory measures (in place) until the system is repaired.

### **8.5 Accountability and Control**

The Contractor must establish and maintain a system to deter and detect unauthorized removal of USCIS sensitive card items from the facility. Sensitive card items must also be accounted for in case an imperfection or a mistake is discovered and the contractor assumes the responsibility of destruction. Destruction procedures are outlined in Section 5.3, Secure Handling, Storage and Disposition, while accountability and inventory procedures are covered in Section 7, Plans and Reporting.

What's more, the Contractor is responsible for the accountability and control of all lock combinations and keys used to secure the processing and storage areas for USCIS sensitive card items.

## 8.6 Keys

The Contractor must use a key control system and adopt administrative policies that facilitate the enforcement of key management procedures for the processing and secure storage areas of USCIS sensitive card items. The following bullets represent the basic and most critical elements of key control and must be included, at a minimum, in the Contractor's key control policy or outlined in the Security Plan.

- Method for the issuance and collection of all keys to the processing and secure storage areas for USCIS sensitive card items, and identification of personnel authorized possession of the keys.
- Keys must be stored in a locked cabinet (with a metal key and lock) or security container in a restricted (or secure) area.  
**Note:** Restricted areas are defined as rooms and offices to which access is strictly and tightly controlled. Admittance to a restricted area is limited to personnel assigned to the area or persons who have been specifically authorized access to the area. Visitors to a restricted area and non-cleared personnel are escorted by personnel assigned to the area and all sensitive and classified information is protected from observation, disclosure, or removal.
- Keys must only be issued to individuals who have a legitimate and official requirement for the key.
  - A requirement for access alone, when access can be accomplished by other means (such as request for entry, prior coordination with the Corporate Security Officer, etc.). must not convey automatic entitlement to a key.
- List of keys to the processing and secure storage areas (further identified by lock and area).
- Method for tagging keys for ready identification.
- Action required if keys are lost, stolen, or misplaced.

- Frequency and method of lock rotation.
- The Contractor must inventory keys and locks on an annual basis.
- Re-key locks whenever:
  - A key has been lost.
  - There is the possibility that a key has been compromised.
  - There is a change of personnel that were previously issued a key.

### **8.7 End of Day Security Checks**

The Contractor must establish a system of security checks at the close of each working day to ensure that all USCIS sensitive card items have been appropriately secured and accounted for.

### **8.8 Emergency Procedures**

The Contractor must develop procedures for safeguarding USCIS sensitive card items in emergency situations. The procedures must be as simple and practical as possible and should be adaptable to any type of emergency that may arise. The Contractor must promptly report to the COR any emergency situation that renders the facility incapable of safeguarding USCIS sensitive card items.

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# U.S. Citizenship and Immigration Services

## Next Generation Card Consumables Corrective Action Process

09/17/2014

The following process will be utilized when a problem arises with consumable products identified at any USCIS production site, and is effective for the term of the contract and any orders issued under the contract (including any storage requirements). For purposes of this corrective action process, there are two circumstances under which a corrective action will be initiated: visual inspection and actual card personalization.

### VISUAL INSPECTION

The card production operations personnel will receive consumable products at the production facilities. A visual inspection, utilizing the appropriate consumable specifications provided by the vendor, will be performed that includes looking for appropriate characteristics of performance as well as any defects or abnormalities with the consumable products delivered.

### ACTUAL CARD PERSONALIZATION

The other circumstance that will initiate the corrective action process is when the consumable passes the visual inspection but incurs problems in actual personalization.

When a problem is identified with a consumable product (see Consumable Definitions herein), the card production operations personnel will test the consumable and complete a corrective action form (see Attachment 2 - Corrective Action Form). Once completed and reviewed by USCIS facility management, an electronic copy of the corrective action form will be sent to the USCIS COR and the Contracting Officer. The Contracting Officer will then forward the report to the prime contractor's Program Manager. A sample of the consumable will also be sent to the prime contractor, at contractor expense, for review and/or testing. The prime contractor will acknowledge receipt of the sample by signing and returning the G-504, Report of Property Shipped/Received to Corbin, KY or Lee's Summit, MO, as appropriate, within two days.

At a minimum, the following information will be included on the corrective action form:

- (a) Identification of the consumable

- (b) Detailed description of the problem
- (c) Lot quality and quantity affected
- (d) Impact to operations
- (e) Lot number and manufacturing date and,
- (f) Facility where the consumable problem originated

The Contractor will review and/or test the sample and determine the condition of the consumable product in question. The Contractor will coordinate with any appropriate vendors/sub-contractors regarding the results of their review and/or test. The Contractor will submit a report to the USCIS COR and the Contracting Officer, who will then send a copy to the Card Production operations project manager within three weeks from the date of receipt of the corrective action form.

If this is an emergency situation the report will be submitted as soon as possible. An emergency situation is one that threatens work stoppage in production.

If the problem(s) identified on the corrective action form are invalidated by the review and/or test performed via the Consumables Contractor, USCIS and all other parties mentioned above will have the option to re-test the consumable in Corbin, KY upon agreement by all parties (see Attached Test Requisition).

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# U.S. Citizenship and Immigration Services

## Next Generation Card Consumables Corrective Action Form

09/17/2014

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# U.S. Citizenship and Immigration Services

## Next Generation Card Consumables Card Personalization System Technology Refreshment (CPSTR) System Impacts/Interface with Identification Card Stock

09/17/2014

### 1. Objective

The Card Personalization System Technology Refreshment (CPSTR) System was developed to receive data from the USCIS National Production System (NPS), personalize and issue cards, in a manner that assures efficiency and maximizes security and acknowledge production and mailing of the card.

### 2. Background

The USCIS Document Management Division (DMD) manages the secure identification card personalization system to personalize secure USCIS cards in a manner that assures efficiency and maximizes security. The current portfolio of secure cards produced within DMD includes the Permanent Resident Card (PRC) and Employment Authorization Document (EAD) Cards.

### 3. CPSTR System Components

The Contractor shall deliver on an indefinite delivery, indefinite quantity (IDIQ) basis, CPSTR workstation components and software, any available warranties, as required by the USCIS on an IDIQ basis. The delivered workstations shall be compatible with the most recent applications software versions being used in Corbin. The Contractor shall deliver these items per the purchase order.

- a. Inventory Control Workstations
- b. Card Counter Workstation with RFID reading capability
- c. Viewer Workstations
- d. Stampers Workstations
- e. Optical Card Encoding Workstation
- f. Laser Marking Workstations

- g. Automatic Inspection Workstations
- h. Manual Quality Assurance Workstations
- i. Batching Workstations
- j. Mailer/Inserter Workstations

## I CPSTR SYSTEM PERFORMANCE SPECIFICATION

### SECTION 1 - SCOPE

This specification covers the performance and verification requirements for the USCIS/DMD CPSTR system.

#### 1.1 System Overview

The CPSTR addresses the need to have an up-to-date, versatile and reliable identification CPS.

### SECTION 2 - APPLICABLE DOCUMENTS

#### 2.1 General

The documents listed in this section are referenced in Section 3 of this specification. This section does not include documents cited in other sections of this specification or recommended for additional information or as examples. While every effort has been made to ensure the completeness of this list, Offerors are cautioned they must meet all specified requirements documents as cited in Section 3.

#### 2.2 Government specifications, standards, or handbooks

The following specifications, standards, and handbooks of the exact revision listed below form a part of this specification to the extent specified herein.

Title – Description Number

NIST Special Publication - Information Security 800-73

Federal Information Processing Standard 201-1 FIPS-201-1

Federal Information Processing Standard 140-2 FIPS-140-2

#### 2.3 Non-Government publications

The following documents of the exact revision listed below form a part of this specification to the extent specified herein.

The system shall accommodate card types listed in this specification that meet the following standards:

Title – Description Number

Identification Cards - Physical characteristics ISO/IEC 7810

Identification Cards - General characteristics ISO/IEC 11693

Identification Cards - Physical characteristics ISO/IEC 11694-1

Identification Cards - Dimensions and locations of the accessible optical area ISO/IEC 11694-2

Identification Cards - Optical properties and Characteristics ISO/IEC 11694-3

Identification Cards - Logical data structure, Annex B ISO/IEC 11694-4

Identification cards Contactless integrated circuit(s) cards, Vicinity cards ISO/IEC 15693 Information Technology. Radio frequency Identification for Item Management ISO/IEC 18000 -1 through -6

Machine Readable Travel Documents ICAO Document 9303 – Part 3

#### 2.4 Order of precedence

In the event of a conflict between the text of this specification and the references cited herein, the text of this specification takes precedence. Nothing in this specification, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

### SECTION 3 – REQUIREMENTS

### 3.1 Operational Requirements

A system is the equipment, cabling, and software needed to provide a given production site's card personalization volume capability. Different sites could have different volume requirements and sizing requirements, therefore, not always the same number of components.

#### 3.2.1 Identification Card Production and Personalization

The CPSTR system shall personalize various types of blank card stock, leading to mailable identification cards such as Permanent Resident Cards (PRC) with RFID tags and Employment Authorization Document (EAD) cards. The system at any site shall have the identical capability of printing the same card types. The system shall control and coordinate the actions of all system hardware and software components and create all necessary files for printing and encoding optical and non-optical cards.

##### 3.2.1.1 Identification Data Matching

Upon first being processed by the system, the system architecture shall be able to scan and recognize an individual card's unique identifier (e.g., 1-D barcode, serial number, or chip identifier). The system shall be able to create a match to a card request record and process and track it throughout the personalization process based on that card's unique identifier/database record matching. The identification function shall match a single card's identifier with the following information in the local database, including but not limited to:

- a. Biometric Data
- b. Biographic Data

The CPSTR system architecture is based on an "Islands of Automation" approach" where each step in the card personalization process is occurs at a discreet workstation consisting of a combination of a computer or computers, custom developed card personalization or other hardware and software, and in some cases commercial-off-the-shelf (COTS) sub-systems.

The system shall process cards at the various CPSTR workstations at the rates required below for both the CPF and LPF locations. All workstations shall operate using the most recent CPSTR software release:

- a. Inventory Workstation – The Inventory workstation shall allow an operator to input a range of card serial numbers, which will be used by the CPSTR data base. The system shall have the functionality to implement a query for cards based on location, card type, and return ranges and perform status actions on those cards. The Inventory Control application shall allow "Uncounted" or "Counted" cards to be checked back to Secure Storage from Staging. Inventory moves will have a confirmation message. The system shall allow cards to be signed out or signed back in to the facility by ranges as well as individually. The system shall implement a user-friendly confirmation message for the check-in, check-out, and remove-cards buttons. This should prompt the operator to confirm that they want to proceed with the Card Check-In function. The confirmation message-box will list the card type and range(s) of cards to be checked in and ask the operator to confirm the operation.
- b. Card Counting - The Card Counting Workstations shall automatically take a stack of up to 500 cards at one time and automatically check the card serial number barcode, convey that data to the CPSTR database, and keep a correct count of the number of cards reviewed. The system shall check the card barcode for format inconsistencies. The counter shall interrogate the RFID chip of RFID enabled cards and add the card's unique RFID identifier to the database record for that card serial number. A single workstation shall process a total of at least 7,000 cards per hour (+/- 5%). The card counter software shall check each barcode read to ensure the format is <2-digits: recognized card type><2-digits: 01-12 for month><2-digits: 00-99 for year><8-digits: 00000000-99999999 for serial number>.
- c. Viewer Workstation - Operators will be able to "scrap" scanning issue cards using the Viewer application. The system shall allow a search by AppID for Viewer Request Reconciliation and Card Reconciliation. The Viewer application shall ensure the correct number of digits (7 digits of sequence

- plus 1 check digit) is generated and subsequently programmatically written to the 3600. The Viewer shall allow the operator to generate a Summary Aging Report and/or a Detail Aging Report by card type. The Viewer application shall allow the 1D barcode reader to be used to click the check boxes for multiple requests on the Request Reconciliation screen so that operators don't have to scroll and manually find each card in the list (e.g., scrap multiple cards by barcode number). The operator shall be able to change from the current date range selection to three specified date-selectable options allowing the Request Reconciliation searches to bring up request status information.
- d. Stamper Workstation - Stamper workstations shall be capable of applying any required holographic stamps to cards at a rate of at least 2500 cards per hour.
  - e. Optical Memory Card Encoding – Each optical memory encoding workstation (Currently comprised of two optical encoding towers per workstation) shall be capable of encoding at least 130 PRC cards per hour (+/- 5%) based on the results of uninterrupted optical encoding speeds/times.
  - f. Laser Marking Workstations - The Laser Marking stations shall be capable of marking PRC cards with gray-scale marking for images, black text, and clear text, tactile text markings. The work station shall be capable of producing black laser marking at variable resolutions at up to 1,200 dots per inch resolution. The lasers shall be able to operate at both 30 watts and 20 watts to accommodate different card substrates. The system shall be capable of switching from one card format to another (i.e., changing out card stock, switching card format software, etc.) in less than one hour. The Laser Marking stations shall be capable of marking vertical clear tactile Laser marked date of birth and gender indication data from CLAIMS on each card. The Laser Marking stations shall be capable of marking a machine Readable Zone (3-lines of OCR-B Text) shall be personalized with data from USCIS data systems. The Laser Marker shall allow for independent positional control of all data fields laser marked onto a card for both the front as well as the back of each card.
  - i. PRC Card Laser Marking: - A laser marking station shall be capable of completely marking at least 300 PRC cards per hour (+/- 5%) based on the results of uninterrupted speeds/times.
  - ii. EAD Card Laser Marking (4 stations) - A laser marking station shall be capable of completely marking at least 280 EAD cards per hour (+/- 5%) based on the results of uninterrupted speeds/times.
  - g. Automated Vision Station – The Automated Vision Station shall automatically check the personalized card for correct biometric/biographic data, when compared to the local database record. The Automated Vision Station Workstations will inspect cards at a rate of at least 725 cards per hour (+/- 5%).
  - h. Manual Quality Workstation – The workstation shall be capable of displaying a screen image automatically selected from the 1D barcode read and the Manual QA configuration file settings (i.e., the user does not need to select the card type when doing the Manual QA process). The Manual QA application shall display all personalized fields on the screen for visual verification by the operator. The Manual QA workstation shall be able to confirm readability of the RFID tag data, as well as read the RFID from PRC cards that include the Monza ID or Monza 4D chip, as well as reading the Machine Readable Zone (MRZ). Manual QA scanning issue selections shall be translated into code “MAXX” when the request record is returned to NPS.
  - i. Batching Workstation – The batching workstation shall allow an operator to perform card barcode scans of individual cards in order to form batches of 50 cards each which are ready for mailing. Batches shall consist of only PRCs or EAD cards. The system shall enable selection of batches by card type for SMI reports. A mixture of EADs and PRCs shall not be allowed. Each station shall be configured to allow operators to process at least 1800 cards per hour (+/- 5%).

j. Mailing/Stuffing Workstation – The workstations shall take finished cards and insert them with an associated mailing insert into envelopes ready for mailing. The mailing system shall be able to use standard business envelopes and envelopes measuring 6.0 inches by 9.0 inches, with the flap opening along the long side (top), made from at least 24 pound paper. The system shall be capable of either placing preprinted inserts in envelopes, or individually printing the inserts. The workstations produce shall process at least 1000 cards per hour (+/- 5%) based on the results of uninterrupted mailing/stuffing speeds/times. The system should be capable of printing text and bar codes on either the preprinted or blank inserts. The system shall print the USPS delivery confirmation barcode on the card carrier. The IMpb barcode shall appear in the window of the existing envelope. The system shall support a new IMpb upload file format (per USPS Publication 199, Appendix A, Pages 77-86) including a header record (H1) and detail records (D1). The system shall support USPS barcode standards on the carrier, an eye-readable header, and an eye-readable footer per USPS Publication 199, Section 4.4, Barcode Specifications, page-30. The system shall print a variable return address on the Card Mailer Envelope determined by data from USCIS data systems.

#### 3.2.4 CPSTR Operation

The system shall store, record and direct data to the appropriate personalization workstation for further card processing. The system shall produce reports on the results of card production to include information on cards completed, rejected, reprinted, and production rates and consumables usage.

#### 3.2.7 Card Bar Code and Serial Number Reading

The overall system architecture shall be designed such that an individual card, with its own unique 1-D bar code serial number, can be scanned into the system, to identify the card type to avoid a mismatch of card type and data. The 1-D bar code is then matched to a local network database record, and processed and tracked throughout the personalization process based on that serial number/database record matching.

#### 3.2.8 Card Barcode Serial Number Checks

The system shall allow card orders to be processed, tracked and have automated quality assurance checks performed throughout the personalization process based on a match of the unique card identifier against the matching local database record.

### 3.3 Interface Requirements

#### 3.3.1 Card Types

The CPSTR shall accept the following card types:

##### 3.3.1.1 Optical cards

Optical memory cards following the Drexler and International Civil Aviation Organization (ICAO) 9303 standard, and the International Organization of Standardization (ISO) 7810 standard ID-1 size.

##### 3.3.1.2. Non-Optical Cards

Non-Optical memory ISO 7810 ID-1 size cards, both PVC and Polycarbonate.

##### 3.3.1.3 RFID Cards

RFID enabled cards conforming to the sizes described in paragraphs 3.3.1.1 through 3.3.1.3, and complying with ISO/IEC 18000.

## II Acronyms and Abbreviations

Acronym	Meaning
AIS	Automatic Inspection System
CD	Compact Disk
CIS	Central Index System
CLAIMS3	Computer Linked Application Information Management System
CME	Card Manufacturing Executive
CO	Contracting Officer
COOP	Continuity of Operations
COR	Contracting Officer's Representative
COTS	Commercial Off-The-Shelf
CPE	Card Personalization Element
CPF	Corbin Production Facility
CPSTR	Card Personalization System Technology Refreshment
DB	Database
DelCon	Delivery Confirmation
DHS	Department Of Homeland Security
DMD	Document Management Division
EA	Enterprise Architecture
EAD	Employment Authorization Document
EPA	Environmental Protection Administration
EVM	Earned Value Management
FADR	Final Architecture and Design Review
FAR	Federal Acquisition Regulation
FIPS	Federal Information Processing Standards
FIPS-201-1	Federal Information Processing Standards - 201-1
GDIT	General Dynamics Information Technology
HSPD - 12	Homeland Security Presidential Directive - 12
IBR	Integrated Baseline Review
ICAO	International Civil Aviation Organization
ICD	Interface Control Document
ICPS	Integrated Card Production System
ID	Identity
IEC	International Electrotechnical Commission
INA	Immigration And Naturalization Act
ISO	International Standards Organization
IT	Information Technology
ITLM	Information Technology Lifecycle Management



ITSR	Information Technology Service Request
KPI	Key Performance Indicators
LCC	Life Cycle Cost
LPF	Lee's Summit Production Facility
LV	Laser Visa
LV/BCC	Laser Visa/Border Crossing Card
MS	Microsoft
MTBF	Mean Time Between Failures
N/A	Not Applicable
NPF	Nebraska Production Facility
NPS	National Production System
NSC	Nebraska Service Center
O&M	Operations And Maintenance
OIT	Office of Information Technology
OMC	Optical Memory Card
OSI	Office Of Security and Integrity
PM	Project Manager
PMP	Project Management Plan
POEM	Portable Optical Encoding Machine
PRC	Permanent Resident Card
PVC	Polyvinyl Chloride
QA	Quality Assurance
RFID	Radio Frequency Identification
RFP	Request For Proposal
RJ-45	Registered Jack-45
RRR	Release Readiness Review
SA	Security Authorization
SLM	Systems Lifecycle Management
SMI	Secure Mail Initiative
SOO	Statement Of Objectives
SWAD	System Workload Analysis Document
TRM	Technical Reference Model
TRR	Test Readiness Review
TSA	Transportation Security Administration
TWIC	Transportation Worker Identification Credential
TWP	Temporary Worker Program
USCIS	United States Citizenship And Immigration Services
VSC	Vermont Service Center
WBS	Work Breakdown Structure