

4.3.4 Funds Verification

In the process of Funds Verification, the Contractor shall:

- Verify all incoming negotiable instruments for completeness, signature, legibility, and characteristics which would jeopardize further processing of that instrument for payment
- Verify that the amount of payment is correct for the service or benefit sought
- Either accept or reject payment in a timely manner and account for rejected transactions
- Verify the appropriate processing office before accepting fee or further processing

4.3.5 Incoming Mail

Incoming Mail operations at the RFMF, NBC, and NRC sites include the activities described in the following sub-sections:

4.3.5.1 Incoming Mail -- Receipt and Tracking

The Contractor shall pick up and deliver mail to operating units within the office or center being served, in accordance with the ORS ROH. Receipt and tracking activities shall include:

- Opening mail. (Contractor employees who open classified mail shall have a DOD security clearance.)
- Date/Time-stamping mail.
- Validating contents of each piece of mail.
- Handling undeliverable mail, according to the ORS ROH.
- Maintaining a log (using existing DHS tracking systems) of incoming mail, whether by USPS, Commercial Carriers, or Courier services, containing all information necessary to effectively trace the progress of an individual item or, if necessary, to conduct an effective search for missing items. The log shall also contain information necessary to generate reports, at any time, on the timeliness of daily deliveries and on any missing or undelivered items. The log shall be maintained so as to record all receipt and delivery activities within the last 24 hours. Any misdirected and re-distributed mail shall be recorded in the log for purposes of gathering statistics. Logs shall be maintained at separate ROCs according to the ORS ROH.

4.3.5.2 Incoming Mail -- Distribution

In order to expedite delivery, the Contractor shall presort mail, based on urgency, sensitivity, special classification, and additional processing required, as defined by the ORS ROH. The Contractor shall deliver mail to the correct operational units in accordance with the schedules defined in the ORS ROH. All completed deliveries shall be entered into the tracking log.

4.3.5.3 Incoming Mail -- Special Handling

The Contractor shall use the procedures in the ORS ROH to process certified/registered, expedited, return receipt, and classified incoming mail.

4.3.5.4 Incoming Mail -- Local Guidance

Different sites may have unique procedures for the handling of incoming mail.

4.3.6 Outgoing Mail

The Contractor shall provide for the timely and accurate collection, preparation, and delivery of outbound mail within the facility. The Contractor shall ensure the timely pick-up of all outgoing mail and provide effective tracing, expediting, and follow-up of any problem shipments.

4.3.6.1 Outgoing Mail -- Collection and Packaging

The Contractor shall collect and prepare for delivery all outbound mail within the facility, and shall provide additional shipper documentation, in accordance with the provisions of the ORS ROH. The Contractor shall package all mail for safe transport in accordance with postal regulations, shipper requirements, and the ORS ROH. The Contractor shall package all mail in containers that will not tear or burst during handling and processing.

4.3.6.2 Outgoing Mail -- Delivery and Shipping

The Contractor shall ensure that each piece of mail, except those requiring special handling, is delivered to the USPS or other point of shipment in accordance with the ORS ROH and USPS requirements.

4.3.6.3 Outgoing Mail -- Tracking and Reporting

The Contractor shall maintain daily control logs, using existing DHS systems as identified in this SOW, to enable tracking capability of all outgoing mail, including special-services mail. The Contractor shall provide tracking, expediting, and follow-up correction and resolution for problem shipments. In the Monthly Status Report, the Contractor shall include mail statistics by site, including the following:

- Pieces of mail received and handled
- Percentage processed on time
- Postage and shipping expenses in accordance with local reporting requirements
- Circumstances of any problem shipments, including follow-up of previously-reported problem shipments until problems are resolved

4.3.6.4 Outgoing Mail -- Metered Mail

The Contractor shall ensure that the daily schedule provides for timely delivery of metered mail to the USPS on the metered date, in accordance with the provisions of the ORS ROH.

4.3.6.5 Outgoing Mail -- Special Handling

The Contractor shall provide additional shipper documentation (e.g., UPS electronic tracking/shipping program) for mail going out through special handling. The Contractor shall capture all information necessary to enable tracking of special-services mail in the logbook. The Contractor shall ensure that all special handling is in accordance with the ORS ROH and USPS requirements.

4.3.6.6 Outgoing Mail -- Local Guidance

Different sites may have unique procedures for the handling of outgoing mail.

4.3.7 System-Generated Notices

The Contractor shall ensure the timely and accurate preparation of system-generated notices and other correspondence for outgoing mail. Using mail-processing equipment suitable to the purpose, the Contractor shall sort, fold, stuff envelopes, and apply proper postage to system-generated notices, correspondence, and other bulk mail.

4.4 File Operations and Maintenance

The Contractor shall assure complete, accurate, and timely file storage, file maintenance, and file transaction processing, in accordance with the ORS ROH.

4.4.1 File Storage

The Contractor shall provide complete, orderly, traceable, and protective storage of all files and correspondence to be retained at the local site.

4.4.1.1 File Storage Tracking

The Contractor shall maintain empty A-File jackets for which they are the custodians, in a secured area, and shall maintain, issue, and log all empty A-File jackets. The Contractor shall be responsible for files entering and leaving storage at all times, and shall be accountable for the following information concerning any file:

- Date and time received at site and DHS source from which it was sent
- Record of distribution and movement within the site
- Current storage location within site
- Date and time file left site and DHS destination

4.4.1.2 File Storage Security and Integrity

The Contractor shall monitor the accuracy of file maintenance and the integrity of the storage facilities and shall, on a monthly basis, identify and report current or potential deficiencies to the On-Site COTR and COTR. If deficiencies are identified, the Contractor shall describe and undertake the necessary corrective and preventive actions. The Contractor shall be responsible for adhering to appropriate physical security measures.

4.4.2 File Maintenance

The Contractor shall perform the following file-maintenance activities:

- Perform file updates, consolidation, mergers, replacements, and retirements necessary to assure that files under the Contractor's control are accurate, current, and complete.
- Prepare and setup file materials, including assembly of the various applications and petitions received from the Lock Box Facility, according to the ORS ROH.

- Identify, document, and correct discrepant files, including, but not limited to, incomplete files, damaged files, duplicate files in accordance with the ORS ROH.
- Identify and document equipment failures, equipment and supply needs and recommendations, and other equipment and supply issues, which impede or prevent efficient file-maintenance operations.
- File "interfile" material in the correct A-File folder or Receipt File in Record of Proceedings (ROP) order or forward to the applicable FCO where the FCO will take the appropriate action (e.g., forward to operating unit) and perform maintenance and rehabilitation of files in disrepair.
- Destroy documents in accordance with Government-approved Federal records-control schedules, e.g., National Archive and Records Administration (NARA) approved Federal Records Disposition Schedules. No document shall be destroyed without the express approval of the COTR.
- Reproduce files.
- Perform continuous audits and error report reconciliation for all files within the site in accordance with the ORS ROH.
- Assure that operating manuals for DHS automated systems used at each site are available to employees and are kept updated; in order to maintain and verify the integrity of file location information in DHS automated systems.
- Locate, associate, reconcile, prepare for processing, and distribute forms, files, and records, which are not yet part of an A-File.
- In accordance with the standards of the ORS ROH, provide timely response to special inquiries, file extraction, conformance audits, and data-file reconciliation efforts, such as discrepancies between the Central Index System, the National File Tracking System (NFTS), and any other system introduced by DHS.
- Perform special searches for lost files.
- Pull files for internal and external requests received via fax, phone, pull tickets, and walk-in applicants, and charge to responsible requesting party.
- Sort and process completed Receipt Files that will be stored at the RFMF for long-term storage.

4.4.3 File Transactions

The Contractor shall provide an efficient, timely, accurate, traceable, transfer of files and records from the Contractor's control to a duly authorized requester/recipient (using existing DHS tracking systems). The Contractor shall provide for the controlled receipt of incoming or returned records and files. The Contractor shall implement the appropriate file maintenance activity to resolve file transfer discrepancies and preserve the integrity and traceability of files within the office.

4.4.4 File Barcode and Inventory Requirements

The Contractor shall ensure the accuracy of maintained data to support management, case completion, and financial information requirements. These are file handling and maintenance responsibilities undertaken with Government oversight and do not involve adjudicative or case decisions. In accordance with the ORS ROH, the Contractor shall:

- Affix appropriate barcode labels (or equivalent technology) and other labels on all file folders, "batch sheets," applications, petitions, and other materials as required
- Participate in periodic partial and complete inventories of all files, using barcode scanner equipment
- Participate in resolution of identified inventory data discrepancies
- Participate in validation of inventory, records, and case management system data

4.5 Data Systems Activities

The Contractor shall provide support to various records-related data systems, as described in the following sub-sections. DHS automated systems may include the CLAIMS, Central Index System, NFTS, Reengineered Naturalization Application Casework System (RNACS), and any other records management/mailroom operation system introduced by DHS.

4.5.1 Data Entry

The Contractor shall perform the following data entry activities to ensure the proper tracking and maintenance of DHS file holdings.

- Enter information from DHS records, including applications, petitions, forms, supplemental documentation, DHS decisions, other documentation, into various DHS automated systems using formatted input screens
- Create records for new A-Files and other records, using information contained in documentation submitted to, or provided by DHS, in compliance with the ORS ROH
- Modify, update, and reconcile data contained in automated systems with information contained in supplemental documents, forms, and other documentation submitted to, or provided by, DHS
- Correct data in DHS automated systems upon identification through Contractor Quality Control procedures, or based on Government Quality Assurance activities
- Insert and update processing worksheets to document actions taken according to the ORS ROH
- Attach worksheets to all files, as required
- Add new or transfer-in records as required, in the local tracking system (i.e., NFTS)
- Scan bio-metrics data (fingerprints, photo, and signatures) using desktop scanners
- Perform data entry and update information related to scanned documents

4.5.2 Data Transactions

The Contractor shall perform other transactions and generate appropriate records in accordance with procedures outlined in the ORS ROH for the transfer and maintenance of physical records. These transactions shall include:

- Performing name and number searches, including special file circular searches
- Transferring-in A-Files from other FCOs by correctly using the Central Index System, NFTS and other automated systems, and correctly charging the requesting office

- Performing data-error correction, including address change information in the RNACS, A-File number corrections in the RNACS, and RNACS/Central Index System interface failures
- Conducting searches in the Federal Bureau of Investigation (FBI) query system
- Verify that each assigned, pre-printed, A-File jacket number matches the electronic or automated identifier for the subject

4.5.3 Interagency Border Inspection System (IBIS) Check

DHS is in the process of centralizing the majority of this data entry function outside the scope of this SOW. However, the Contractor may be required to perform Interagency Border Inspection System (IBIS) checks until the transition is complete or in those locations or situations where it will not be centralized.

The task involves performing a query by entering the applicant or petitioner's name, birth date, and other pertinent information. Immigration applications or petitions are not approved or revalidated until the name of the applicant or beneficiary, or the names of any spouse and children who may derive status through their relationship to that applicant or principle beneficiary, have been checked against IBIS. The Contract employee screens possible matches to determine whether records matches and marks the application or petition "IBIS OK" when no match is obtained, or "IBIS Referral" when a match is obtained. Only contract employees meeting all of the following requirements may perform IBIS checks:

- Possess National Agency Credit Inquiry (NACI) clearance (equivalent to DOJ T2 clearance)
- Has successfully completed the mandatory IBIS training and certification provided by DHS

Further explanation of associated tasks will be detailed in each BPA Call SOW.

4.6 Processing Change of Address Cards (AR-11 Forms)

The Contractor shall process, scan, and enter into a database, store, and dispose of all Alien's Change of Address Cards (AR-11 Forms), Permanent Resident and Non-Immigrants.

4.6.1 Receipt of AR-11 Forms

The Contractor shall receive incoming AR-11 forms through the incoming mail operations requirements in this SOW. The Contractor shall record tracking numbers for certified and registered mail receipts.

4.6.2 Fingerprint Identification Numbers (FINS)

Approximately 15% of incoming AR-11 Forms may include Fingerprint Identification Numbers (FINS). When that number exists in an AR-11 Form, the Contractor shall set the AR-11 Form aside for priority handling, and it shall be processed within 72 hours of receipt.

4.6.3 AR-11 Completeness

The Contractor shall check that all data fields in the AR-11 Form are complete. Where possible, the Contractor shall use return addresses on envelopes or packaging to make minor edits in order to complete the form. The Contractor shall return to the sender all forms that lack any element of mandatory information. The return shall include a standard notice directing the alien to complete the required information. Minimum mandatory data elements are:

- Last Name
- First Name
- Date of Birth
- Current Address
- Signature

4.6.4 Scanning AR-11 Forms

The Contractor shall scan incoming AR-11 Forms in order to create digital images, assigned a document control number to each document scanned, and counter-count the number of documents per bundle to verify workload volumes.

4.6.5 Data Entry for AR-11 Forms

The Contractor shall key all fields on the AR-11 Forms into a Sequential Query Language (SQL)-compliant database, using standard code tables. There are approximately 30 data element fields on the current AR-11 Form. DHS is working to revise the current AR-11 Form that will result in more fields.

The Contractor shall provide DHS with electronic "flat files" in SQL-compliant database format. The data entry system shall allow duplicate submissions in database for Alien Number, FINS Number, Admission Number, and Name, since there may be multiple submissions of address changes by individuals.

4.6.6 Tracking of AR-11 Forms and Reporting

The Contractor shall maintain an arrival history database to track each AR-11 form through each processing stage, to include archival imaging, storage, and destruction. The Contractor shall use existing DHS tracking systems to provide statistical reporting and analysis.

4.6.7 Storage and Disposition of AR-11 Forms

The Contractor shall store the original AR-11 documents for 180 calendar days, then send the original submission of the I-94 and I-94W, *Non-Immigrant Visa Waiver Arrival-Departure Record*, forms to an off-site interim long-term storage facility according to provisions of future BPA Call(s). At present, revision of DHS policies on destruction of AR-11 Forms are undergoing review with General Counsel.

4.7 Studies and Analyses

The Contractor may be required to perform a variety of studies and analyses to assist the ORS in planning and development for ROC-related activities. The Contractor shall propose feasible

solutions and make recommendations for approval by the COTR. Should the Government decide to implement a positive recommendation, the Contractor shall implement the approved plan. These efforts shall take into consideration such factors as current and emerging technologies and developing or future information system support activities. Studies and analyses may include the following subjects, as they relate to ROC activities:

- Information systems strategic planning and analysis related to ROC activities
- Development of ROC system architectures
- Evaluation of Return on Investment (ROI) on ROC IT system implementation
- Technology assessments and studies related to ROC activities
- Technical architectural reviews related to ROC activities
- Site surveys of ROC sites
- Acceptance and testing plans, and testing for ROC activities

4.7.1 Other Ad Hoc Special Reports

The Contractor may be required to develop plans to guide the implementation of current and future ROC activities. Such planning documents may include:

- Functional Requirements for ROC related case-referral, case-status, change-of-address service expansion, data entry backlog reduction for recovered green cards
- Analyses of Alternatives (AoA) and risk mitigation efforts regarding legislation that impacts the continued initiatives, development, and implementation of ROC operations and related tasks to ensure DHS compliance with Congressional mandates
- Industry "best practices" for records centers, call centers, and other relevant activities
- Analysis of user environments and determination of potential system functions, related to ROC activities

4.8 Information Technology (IT) Support

The Contractor may provide the following IT support related to the improvement of ROC records management and mailroom operations services:

- Provide analyses and reports of best practices relevant to IT used at ROC facilities
- Assist in the evaluation, design, and implementation of new IT services, IT infrastructure, technologies, processes, methods, and functions relevant to ROC activities
- Provide technical and engineering evaluation of Commercial-Off-The-Shelf (COTS) hardware, software, and other technologies identified within the ROC project
- Evaluate the feasibility of integrating identified COTS products into the existing ROC organizational environment
- Design, develop, and implement database applications in support of ROC process improvement initiatives
- Work with DHS and existing Contractors in providing ongoing web development and content management support for the ROC related Internet and Intranet sites
- Provide IT support for local Contractor staff in support of ROC related activities

4.9 Business Process Improvement Support (BPIS)

The Contractor may assist in the DHS Business Process Improvement Support (BPIS) initiative, an effort to consider potential application of new technologies to support current and future ROC business processes that are related to the improvement of records management and mailroom operations services. The initiative will introduce benefits to DHS and its customers through increased electronic communication across ROC program areas and systems, and increased communication accessibility for business partners. The initiative will leverage best practices of technology application from Government and private industry. The BPIS effort will better align DHS information systems with each ROC missions, reduce information system redundancy, and streamline ROC records management and mailroom operations services to improve customer service.

4.9.1 BPIS Teaming

The Contractor may team with DHS program areas and business partners to identify the applicability of BPIS opportunities that related to ROC records management and mailroom operations services. As required, the Contractor shall facilitate an initial evaluation of the opportunities, and select and prioritize efforts according to cost/benefit and risk analysis results.

4.9.2 BPIS Tasks

The Contractor may provide management and technical support to mobilize projects, conduct “as is” and alternate “to be” process assessments, and provide planning and technical support for BPIS implementations, including processes and systems implementation, development and design, and performance measurements as they related to ROC records management and mailroom operations services.

4.9.3 BPIS Example Tasks

The following are examples of BPIS tasks, that relate to records management and mailroom operations services, that may be included in BPA calls:

- Common Management Information Services (CMIS) process improvement support for ROC activities
- Review of the current ROC business processes in local offices
- Redesign of DHS forms and customer notifications and subsequent impact on ROC operations
- ORS strategic planning and process improvement of ROC records management and mailroom operations services
- Provide liaison and coordination assistance with other DHS entities with respect to BPI training support
- Assist in the development of ROC related SOPs
- Provide ongoing review of ROC operational performance

4.10 Training

The Contractor shall perform the following training tasks.

4.10.1 Government Training in DHS-Specific Systems, Procedures, and Policies

Following BPA Award, the Government will provide initial training to the Contractor personnel on the procedures, standards, automated systems, and documents associated with the services required under this BPA. The Government will continue to provide guidance and additional instruction to Key Personnel as necessary.

4.10.2 Contractor Training

After the transition phase, the Contractor Key Personnel shall provide subsequent training to all other Contractor personnel assigned to the ROC BPA. Training shall be sufficient to ensure that Contractor personnel understand and can explain the procedures outlined in the ORS ROH and the performance standards that apply to their assigned tasks. At all times, the Contractor shall ensure that any Contractor employee assigned to a BPA Call is fully trained to assume the duties and responsibilities of more than one operational function under the BPA Call. The Government will not reimburse the Contractor for any training in COTS software, e.g., Microsoft Excel, Microsoft PowerPoint, or in any skills or new developments in the key competencies of the Contractor's labor categories. It shall be the Contractor's sole responsibility, at the Contractor's own expense, to maintain well-trained and professionally competent staff.

4.11 Quality Control

The Contractor shall develop a Quality Control Plan (QCP) as part of the PMP that shall support the objectives and requirements as defined in Attachment A.5, *Project Management Plans*. The Contractor shall not implement the QCP until the COTR approves it in writing. Changes to the QCP shall be subject to negotiation with the Government.

4.12 Transition Requirement and Plan

Ninety (90) business days before the expiration of this BPA, the Contractor shall develop a Transition Plan and shall support all transition efforts for follow-on requirements. Attachment A.5, *Project Management Plans*, addresses the minimum objectives and requirements of the Transition Plan. The Government will approve the Transition Plan before transition support is implemented. Transition support will commence 30 – 60 days prior to expiration of the BPA.

4.13 Potential New Operations Centers

During the course of this BPA, the Contractor shall be prepared to provide the services detailed in this SOW and set up additional turnkey services at new locations. Should new space be required for a new Government facility, the BPA Call will detail the terms under which the new space may be provided.

4.14 Central Office, Washington (COW) Headquarters Support

The Contractor shall support the COW HQ operations, including the following tasks:

- Provide administrative and technical support to each of the ROC locations- RFMF, NBC, and NRC
- Scan application files into the FIPS

- Create and delete responsible party codes for use by the Contractor and other DHS internal departments
- Pick up and deliver files and correspondence throughout DHS and the Contractor units/divisions
- Perform incoming and outgoing mail room tasks, including receiving, sorting, and routing incoming mail to the correct recipient
- Perform required AR-11 tasks as defined in the SOW
- Perform required training tasks as defined in the SOW
- Perform required transition tasks as defined in the SOW

4.15 Kick-Off Meeting

The Contractor shall meet with Government personnel at DHS HQ, Washington, DC, within 10 business days of a BPA Call award. The purpose of the meeting will be to identify primary points of contact, discuss scope, tasks, Government furnished Property (GFP), Government Furnished Equipment (GFE), and understanding of technical approach. The Contractor shall submit minutes of the meeting, broken into four sections with each section covering applicable RFMF, NBC, NRC, and COW HQ items. Minutes shall be submitted to the COTR within 10 business days of the meeting.

5. DELIVERABLES

5.1 Project Management Plan

Thirty (30) business days after BPA Award, the Contractor shall deliver a PMP for all tasks covered in this SOW. Minimum requirements for this plan are described in Attachment A.5, *Project Management Plans*. The Contractor shall establish criteria for the successful accomplishment of each milestone. For example, the criteria may be a series of tasks completed or other cost, schedule, and technical criteria that must be met.

5.2 Monthly Status Report

A Status Report, covering both technical and financial status, shall be delivered monthly to the COTR, CO, and to any additional Government personnel as designated in individual BPA Calls. The Status Report shall consolidate all ROC sites. Deliveries shall be on the 15th day of each month, reporting on the preceding month for review, processing, and acceptance. The Monthly Status Report shall contain the following:

- Management Summary, no longer than two pages in length, summarizing any major problems/issues and any significant progress or events
- Technical Narrative section, no longer than seven pages in length, describing:
 - Technical progress and work completed on the Call(s)
 - Discussions of any problems/issues and recommendations for correction
 - Status of deliverables
 - Travel by Contractor Personnel (trip reports required)
 - Meetings attended
 - Meetings schedules for next reporting period
 - Planned activities for next reporting period

- Unresolved issues including action plan and issues requiring Government action/intervention
- Financial Portion shall provide labor hour on-site, labor hour management, and ODCs for:
 - Current period
 - Cumulative by FY
 - Estimated hours and dollars for the next invoice period
 - Burn rate for current BPA Call(s)
 - Percent of funds expended
 - Percent of funds remaining

5.3 Monthly Status Meeting

At least once a month, the PM shall attend a status meeting held by the COTR to discuss the status of projects, issues, and problems related to the project. These status meetings may take the form of teleconference calls, NetMeeting via Microsoft Outlook, face-to-face meetings, or any other medium as directed by the COTR. Results of these meetings, including any Action Items, shall be documented in the Monthly Status Report.

5.4 Deliverable Schedule

The Contractor shall provide deliverables for review and acceptance in writing by the COTR according to the schedule contained in the table below. All documentation developed by the Contractor shall become the property of the Government and shall not contain proprietary markings.

Table 2: Schedule of Deliverables

Deliverable	Due Date	Task
Project Management Plan	30 business days after BPA award	4.1.5
Studies & Analyses	When requested by the BPA Call	4.7
Information Technology Support	When requested by the BPA Call	4.8
Business Process Improvement Support (BPIS)	Recommendations on BPIS to be included in the Monthly Status Report -- or on an Ad Hoc basis -- when requested by the BPA Call. Due date for implementation of recommendations to be specified upon approval of implementation, or according to BPA Call.	4.9
Kick Off Meeting & Report	No later than 10 days after BPA award	4.15
Monthly Status Report	15 th of the month following the month of the reporting period	5.2
Monthly Status Meeting	Time specified at Kick-Off meeting	5.3

5.5 Criteria for Acceptance

The Government will have 30 business days to review and provide comments to the Contractor prior to acceptance of all deliverables. The Contractor must then respond within 10 business days after receipt of Government comments. The Contractor shall submit all deliverables in accordance with instructions in BPA Calls. All deliverables shall be submitted to the COTR for review and approval in writing. The CO shall receive a cover letter for each deliverable. For

presentations and or briefings the Contractor shall use Microsoft PowerPoint, Microsoft Word, Microsoft Excel, or other requested medium compatible with the DHS environment.

6. PERFORMANCE-BASED CONTRACTING PLAN

This will be a Performance-Based contract. However, the performance standards and measurements will not be put into place until the third quarter of the contract. The Contractor shall provide an analyst with expertise in Performance-Based Contracting (PBC), and, for the first six months following contract award, the Contractor shall work with a team of Contractor and Government personnel to develop meaningful performance standards and performance measures that might be applied to the work performed under this contract.

6.1 PBC Planning

In the first six months of contract award, the team will gather quantifiable performance data to achieve the following goals:

- Determine reasonable, realistic, and measurable performance standards
- Determine how performance achievement for any given quarter can be accurately and quantifiably measured against performance standards
- Determine performance standards that measure significant, quantitative results to show whether overall performance is successfully achieving essential DHS objectives
- Choose performance measures that determine whether the previous quarter's performance needs urgent improvement or is on track

Within six months of contract award, the Contractor shall report on the team's findings, and shall propose a set of Performance Standards and Performance Measures, for inclusion in the development of a Performance Incentive Plan. Performance Standards or Measures will be incorporated by modifications to the BPA.

6.2 Proposed Performance Incentive Plan

The Government intends to exercise the option years identified in this contract's BPA on the basis of Contractor performance. The Performance Incentive Plan, as developed in the first six months, may provide other incentives and disincentives to achieve superior performance of contract activities. During the period of the BPA, the Contracting Officer may establish changes to the Performance Incentive Plan prior to the beginning of a new evaluation period.

7. TRAVEL

The Contractor may be required to travel to manage and oversee personnel at field locations, and to balance the workforce to meet workload surges. Travel outside of the Washington, DC Metropolitan area is anticipated to support ROC activities authorized under this BPA. The Contractor shall ensure their project management team, including the PM and APM is located within the Washington DC Metropolitan area to provide support activities authorized under this BPA. Local travel reimbursement under this BPA is not authorized.

7.1 COTR Approval for Travel

The Contractor shall obtain written approval from the COTR prior to performing any travel under a BPA Call. Contractor travel approved in advance by the COTR will be reimbursed in accordance with FAR 31.205-46, *Travel Costs*, and the Federal Travel Regulations prescribed by the General Services Administration, for travel in the contiguous 48 United States.

7.2 Trip Report

Upon completion of any travel, the Contractor shall submit a Trip Report including all documentation associated with the travel. Trip Reports shall be submitted with the invoices, and shall include, at a minimum:

- Trip authorization from COTR
- Trip itinerary, with documentation
- Receipts for travel (airplanes, trains, private vehicles, etc.), hotels, and all other allowable reimbursable expenses)
- Purpose of trip
- Personnel traveling
- Key POCs at site visited
- Assessment of trip's accomplishments

8. BPA CALLS AND PROJECT MANAGEMENT

Work on this BPA will be directed by BPA Calls, which will provide further details on specific tasks to be performed. The CO will issue four (4) initial BPA Calls (one per site) based upon the original proposals. Should additional work and deliverables be required under this BPA, the CO will issue future BPA Calls by sending a request for proposal. DHS may require meetings to discuss BPA Calls.

9. APPLICABLE DOCUMENTS

Work performed under this BPA shall conform to current applicable Federal and ORS ROH procedures, security regulations, systems protocols, and other procedures and regulations listed in the following documents. Except where otherwise noted, these documents are available on the Compact Disk (CD) accompanying this RFQ.

- *National Archives and Records Administration (NARA) regulations*. Available at <http://www.archives.gov/>
- *Freedom of Information Act (FOIA) and Privacy Act (PA)*. Included on the enclosed CD and is available at www.usdoj.gov/foia/privstat.htm
- *National Industrial Security Program Operating Manual (NISPOM)*. Available at <http://www.dss.mil/isec/nispom.htm>
- *INS Fee Collection Procedures Appendix 46-1*. Included on the enclosed CD.
- *Service Wide Inventory Plan (SWIP)* (or latest file and application inventory guidance). Included on the enclosed CD.
- *Office of Records Services (ORS) Records Operations Handbook (ROH)*. Included on the enclosed CD.

10. PERIOD OF PERFORMANCE (POP)

The POP for this BPA will be for one base year following BPA Award, plus four option years. The POP for each Call will be specified in each BPA Call awarded.

11. PLACE OF PERFORMANCE

The Contractor shall perform the work on this BPA at the following locations:

- RFMF, Harrisonburg, VA
- NRC, Lee's Summit, MO
- NBC, Lee's Summit, MO
- COW HQ in Washington, DC
- Potential new sites

12. HOURS OF OPERATION

Unless otherwise stated in BPA Calls, Contractor personnel shall work the normal daily hours of the offices to which they are assigned – usually 8:00am to 5:00pm. However, the local office may require some adjustments to these hours to satisfy local requirements. The normal workweek shall not exceed 40 hours. The Contractor shall not work overtime hours.

12.1 Shift Work

Some records centers require support on a 24/7 basis. Any requirements for other than a normal daily shift will be specifically authorized and directed in a formal BPA Call, a modification to a BPA Call, or a modification to the master BPA. Shifts may include the following:

- Day Shift - beginning during the normal daily shift but continuing for a normal “duty day” or for a number of hours thereafter)
- Second Shift - beginning at the conclusion of the normal daily hours
- Night Shift - beginning late in the evening and ending at the beginning of normal duty hours
- Split Shift - in which duty hours are interrupted by a non-duty period
- Partial Shift - in which the duty period may be terminated early

12.1.1 NRC Shift Work

The NRC currently provides 24/7 support in the Liaison Department with eight (8) Data Entry Clerks Level II (DEC II) working three (3) eight (8) hour shifts (i.e., day, second, and night shifts).

12.1.2 RFMF Shift Work

The RFMF currently performs shift work with four (4) DEC II/III FTEs working two (2) ten (10) hours shifts (i.e. day and second shifts).

12.1.3 NBC and COW HQ Shift Work

The NBC and COW HQ currently have one shift (i.e., normal core hours).

13. GOVERNMENT FURNISHED PROPERTY (GFP)

13.1 GFP at NBC, NRC, RFMF, and COW HQ

For all Contractor employees billable on-site and included under the Pricing Schedule labor categories, DHS will provide workspace with desks and other office furniture. The Government will furnish computer resources, DHS stationary, telephones, computer terminals, custodial services and equipment maintenance, access to mail processing and document reproduction equipment, and security containers for sensitive material. The Government will provide all essential office supplies necessary for production-related work to meet the requirements of the BPA.

13.2 Additional GFP at RFMF

The Government will provide Federal Records Center boxes for the storage and shipment of files at the RFMF, and pre-printed, pre-numbered A-File jackets.

13.3 Federal Information Technology (IT) Resources

The Government will provide the Contractor with Federal information technology (IT) resources necessary to perform work at DHS sites. These resources include office automation equipment. In addition, the Contractor will be allowed access (with appropriate security level access) to applications and automated systems. Automated IT systems to which the Contractor will have access, as needed, may include the following:

- Central Index System
- Computer-Linked Application Information Management System (CLAIMS) 3
- CLAIMS 4
- Interagency Border Inspection System (IBIS)
- National File Tracking System (NFTS)
- Reengineered Naturalization Application Casework System (RNACS)
- FOIA/PA Information Processing System (FIPS)

The Contractor shall receive initial training in all DHS-proprietary systems. This training will take place at the individual sites by appropriate Government personnel. The schedule will be determined at the Kick-Off meeting. Contractor personnel shall not load any programs or applications on Government-owned equipment.

13.4 Access to Government Property

The On-Site COTR, with approval by the COTR, will make all necessary arrangements for access by Contractor personnel to the work site(s). While on Government property, the Contractor personnel shall comply with all applicable rules and regulations, not only as they apply to themselves, but also as they apply to other personnel and property at the site. At each site, the local Government representative will have sole authority to determine when, and under

what conditions, Contractor personnel can be present on site – for instance, the Government may prohibit Contractor personnel from being on site if there are no Government personnel present at the same time.

14. LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE

The Federal Government observes the following days as holidays:

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

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

ATTACHMENT A.1

ROC-RELATED ACRONYMS AND DEFINITIONS

Acronym	Meaning
.doc	Microsoft Word document
.ppt	Microsoft PowerPoint document
.xls	Microsoft Excel document
ACH	Automatic Clearing House
A-Files	Alien Files
AoA	Analysis of Alternatives
APM	Assistant Project Manager
AQL	Acceptable Quality Level
BCIS	Bureau of Citizenship and Immigration Services
BEC	Business Evaluation Committee
ICE	Bureau of Immigration and Customs Enforcement
BPA	Blanket Purchase Agreement
BPI	Business Process Improvement
BPIS	Business Process Improvement Support
CAS	Cost Accounting Standards
CASB	Cost Accounting Standards Board
CD	Compact Disk
CFE	Contractor Furnished Equipment
CFR	Code of Federal Regulations
CIS	Central Index System
CLAIMS	Computer-Linked Application Information Management System
CLIN	Contract Line Item Number
CMIS	Common Management Information Services
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-The-Shelf
COW	Central Office Washington
C&TS	Computer and Training Security
CPAF	Cost Plus Award Fee
CPIF	Cost Plus Fixed Fee
CSSO	Computer Special Security Office
D.C.	District of Columbia
DEC	Data Entry Clerk
DHS	Department of Homeland Security
DHS-ORM	Department of Homeland Security, Office of Records Management
DOJ	Department of Justice
DSS	Defense Security System (formerly Defense Investigative Service (DIS))
EOD	Entry on Duty
EPSQ	Electronic Personnel Security Questionnaire
EST	Eastern Standard Time
FAR	Federal Acquisition Regulation
FASAB	Federal Accounting Standards Advisory Board
FBI	Federal Bureau of Investigation
FCO	File Control Office
FCCM	Facilities Capital Cost of Monies

Acronym	Meaning
FedEx	Federal Express
FFP	Firm Fixed Price
FINS	Fingerprint Identification Numbers
FIPS	Freedom of Information Act/Privacy Act Information Processing System
FOIA	Freedom of Information Act
FOIA/PA	Freedom of Information Act/Privacy Act
FP	Fixed Price
FSS	Federal Supply Schedule
FTE	Full Time Equivalent
FY	Fiscal Year
GED	General Education/Equivalency Degree
GFP	Government Furnished Property
GSA	General Services Administration
HQ	Headquarters
HQPRO	Headquarters Procurement
IBIS	Interagency Border Inspection System
IDIQ	Indefinite Delivery Indefinite Quantity
IEEE	Institute of Electrical & Electronics Engineers
IGCE	Independent Government Cost Estimate
INS	(Formerly) Immigration and Naturalization Service
ISD	Immigration Services Division
IT	Information Technology
JAR	Department of Justice Acquisition Regulation
LPR	Lawful Permanent Resident
MS	Microsoft (e.g., MS Word) Office
MSC	Missouri Service Center
NACI	National Agency Credit Inquiry
NARA	National Archives and Records Administration
NBC	National Benefits Center
NETS	National File Tracking System
NISPOM	National Industrial Security Program Operating Manual
NIIS	Non-Immigration Information System
NQP	Naturalization Quality Procedures
NRC	National Records Center
NT	New Technology (Microsoft Windows operating system)
ODC	Other Direct Costs
ORM	Former INS Office of Records Management
ORS	Office of Records Services
PA	Privacy Act
PCO	Procuring Contracting Officer
PM	Project Manager
PMP	Project Management Plan
POC	Point of Contact
POE	Port Of Entry
QC	Quality Control
QCI	Quality Control Inspector
QCP	Quality Control Plan
RAPID	Records and Processes Improvement Design Project
RAFACS	Receipt and Alien-File Accountability and Control System
RJMF	Remote File Maintenance Facility
RFP	Request for Proposal
RNACS	Reengineered Naturalization Application Casework System

Acronym	Meaning
ROC	Records Operations Centers
ROH	Records Operations Handbook
ROI	Return On Investment
RSS	Records Services Support
ROP	Record of Proceeding
SF	Standard Form
SIN	Special Identification Number
SOP	Standard Operating Procedure
SOW	Statement of Work
SQL	Sequential Query Language
SSA	Source Selection Authority
SSAC	Source Selection Advisory Council
SSO	Source Selection Organization
SSP	Source Selection Plan
SWIP	Service-Wide Inventory Plan
T&M	Time and Materials
TAIS	Telecommunications and Automated Information Systems
TAW	Time Allocation Worksheet
TEC	Technical Evaluation Committee
TM	Technical Manager
ULLICO	Union Labor Life Insurance Company
UPS	United Parcel Service
U.S.	United States
VAR	Visit Authorization Request

ATTACHMENT A.2

**ROC
IMMIGRATION-RELATED FORMS**

Form Number	Title
AR-11	Change of Address
I-94	Arrival-Departure Record
I-94W	Non-Immigrant Visa Waiver Arrival-Departure Record
I-129	Petition for Alien Fiancé'
I-131	Application to Travel
I-485	Application to Register Permanent Residence or to Adjust Status
I-539	Application to Extend/Change Nonimmigrant Status
I-765	Application for Employment Authorization
I-817	Application for Family Unity Benefits
N-400	Application for Naturalization

The forms listed in this table are not inclusive of all DHS immigration forms, and refer only to the forms identified in the SOW. For a complete listing, go to the following hyperlink for easy access to all immigration forms from the CIS homepage:

<http://onlineplus.ins/graphics/formsfee/forms/index.htm>

ATTACHMENT A.3

**ROC
SECURITY-RELATED FORMS**

Form Number	Title
DD 254	Department of Defense Contract Security Classification Specification
DOJ 555	Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act
FD 258	Fingerprint Card
G-736	Pre-Employment Suitability Check
SF-18	Request for Quotation
SF-85P	Questionnaire for Public Trust Positions

The forms listed in this table are not inclusive of all DHS security forms, and refer only to the forms identified in the SOW.

Attachment A.5

**ROC-REQUIRED
PROJECT MANAGEMENT PLANS**

This attachment describes the Project Management Plans listed as a contract requirement in the Statement of Work (SOW) Section 4.1.5, *Project Management Plan*. The Contractor shall maintain these plans throughout the period of contract performance.

1.0 PROJECT ORGANIZATION AND COMMUNICATIONS PLAN

The Contractor shall submit a Project Organization and Communications Plan that shall meet the following Objectives and Requirements.

1.1 Objectives:

- Promote an understanding of the organization the Contractor will employ in the performance of BPA calls
- Promote an understanding of the relationship and responsibilities of project management personnel
- Promote an understanding of the lines of communication employed to advance the performance of BPA Call requirements

1.2 Requirements:

- Clearly identify the project's organizational structure using an organizational chart to indicate the relationships between the PM, corporate offices, and other proposed staff functionaries, e.g., Project Manager; On-Site COTR; subcontractors, etc.
- Note any formal requirements of the relationship (e.g., a formal corporate review might be noted in connection with the corporate/Project Manager relationship)
- Identify all formal communication requirements among personnel at the corporate, project, subcontractor, and DHS levels
- Provide a problem resolution system with the ability to track, prioritize, and document any corrective action taken to resolve Contractor/DHS issues
- Describe the site-based and enterprise-level methods used to promote innovative approaches to productivity increases and product/service quality improvements
- Include appropriate cross-references to related plans
- Provide positions and names of all key personnel performing BPA Call requirements on the contract

1.3 Updates

The Contractor shall formalize any changes in the plan in accordance with Section 4.1.6, *PMP Updates*, of the SOW.

2.0 PERSONNEL PLAN:

The Contractor shall submit a Personnel Plan that shall meet the following Objectives and Requirements.

2.1 Objectives:

- Identify the strategies to manage fluctuations and growth in workload and for providing resources to meet unusual work surges and emergencies
- Identify the approaches to recruitment, retention, and rewarding of employees
- Identify the qualification, training, and placement of new hires
- Identify the clearance processing requirements and procedures
- Identify the subcontracted personnel, if applicable
- Identify the workload management approaches to address leave, sickness, walkout, etc.

2.2 Requirements:

- Describe method to locate, interview, and process the clearance for a proposed hire within 10 business days
- Describe how Contractor will track submitted clearances and report delays
- Describe how Contractor will track incumbent employees (separately identify Contractor/subcontractor personnel) on a local - site basis
- Specifically note, by name and site, new hires, terminated or resigned employees; transferred employees; and employees moving from one labor classification to another
- Describe systems in place or to be implemented for the recruitment, retention, and reward of Contractor employees
- Track and report on all training provided to Contractor employees by DHS or Contractor personnel
- Disclose personnel written practices communicated to the employees through a mechanism such as employee handbook
- Include a subsection in the plan to addresses appropriate attire and behavior in the work place
- Include appropriate cross-references to other related plans

2.3 Updates

The Contractor shall formalize any changes in the plan in accordance with Section 4.1.6, *PMP Updates*, of the SOW.

3.0 SECURITY PLAN

The Contractor shall submit a Security Plan that shall meet the following Objectives and Requirements.

3.1 Objectives:

- Build quality controls and reviews into the security clearance process that permit timely recruitment and clearance of personnel without significantly slowing the Contractor's response to increased work load requirements or vacancies created by personnel turnover
- Establish quality-control checks and procedures that preclude inappropriate employment of personnel, e.g., drivers with poor driving records
- Establish quality-control checks and procedures that preclude security breaches and the compromise of the DHS mission

3.2 Requirements:

- Detail the procedures the Contractor will employ using the Electronic Personnel Security Questionnaire (EPSQ) in performance of the security and privacy act requirements
- Describe procedures for submitting security clearance requests
- Detail the procedures for security clearance tracking and record keeping;
- Detail the procedures that will be used to submit Site-Visit requests and Visitor Authorization Requests (VAR), including time frames
- Detail the procedures for processing Secret clearances for mailroom and other key personnel
- Detail the procedures for monitoring driver licensing and driving records of staff
- Describe the processes of operations requirements such as key control data systems security
- Describe employee security orientation and training
- Detail the procedures for mail and file security programs
- Include appropriate cross-references to related plans

3.3 Updates

The Contractor shall formalize any changes in the plan in accordance with Section 4.1.6, *PMP Updates*, of the SOW.

4.0 QUALITY CONTROL PLAN

The Contractor shall submit a Quality Control Plan that shall meet the following Objectives and Requirements.

4.1 Objectives

The Contractor shall develop and implement a comprehensive, standardized Quality Control Plan (QCP) at all sites and for all functions/services tasked, meeting the following objectives:

- Build quality controls and reviews into the operating procedures for all major tasks and sub-tasks without slowing the flow of work
- Employ best QC practices to promote process improvement
- Establish quality control checks and procedures to review valid samples of work at critical/predetermined stages in the workflow to determine the accuracy of the work before it proceeds to the next stage. Determine that work is being done correctly and that the methodology is in conformance with DHS procedures. Identify, document, and restore to proper procedures any work not being done correctly.
- Develop methods to identify work that has not been performed properly or on time
- Identify any systemic problems, such as misfiled or lost records, that would diminish the DHS' ability to locate and account for its records and propose appropriate corrections
- Accurately document the methodology and procedures for the inspection system covering all services provided
- Identify, respond to, and correct deficiencies or shortcomings identified through the DHS feedback process or through site specific lessons learned
- Improve customer service levels while maintaining compliance with Government/DHS policy, procedures, and regulations
- The Government reserves the right to enforce subsequent reviews pursuant to FAR Part 46.2, *Contractor Quality Requirements*

4.2 Requirements:

- Maintain, retain, and organize on-site records of all Contractor-conducted inspections and the corrective actions taken
- Delineate the organizational placement, duties, and responsibilities of the QC staff
- Ensure that when samples are used for quality verification, they are sufficient to produce a statistically valid result and to yield an acceptable minimum confidence level and a maximum acceptable margin for all populations, unless waived in writing in advance by the COTR
- Contractor supervisors may perform random quality checks, record the statistical results, make recommendations based on findings, direct and verify the correction of any errors
- The QC personnel shall perform quality checks, record the statistical results, make recommendations based on findings, direct and verify the correction of any errors
- Deliver a QCP report for each site, for each month, to the COTR summarizing the findings of these reviews, including the number, percentage, and functional area(s) of errors, the corrective actions taken, and any trends or perceived systemic problems that

require further review and analysis. Deliverable requirement to be defined at the Kick-Off Meeting.

- Continuously and systematically audit the files in all file areas supported by the Contractor to ensure the accuracy of filing and the tracking of records
- Conduct employee orientation and training in what constitutes acceptable performance of their duties in accordance with DHS regulations and policies
- Foster a recognition among Contractor employees that excellent performance, beyond the level of "minimally acceptable," benefits the DHS, the general public, and themselves
- Include appropriate cross-references to related plans

4.3 Updates

The Contractor shall formalize any changes in the plan in accordance with Section 4.1.6, *PMP Updates*, of the SOW.

5.0 DELIVERABLES, REPORTING, NOTICES AND INVOICES PLAN

The Contractor shall submit a Deliverables, Reporting, Notices, and Invoices Plan that shall meet the following Objectives and Requirements.

5.1 Objectives:

- Identify the deliverables and standard reports required under the contract
- Identify the administrative and operational notices/approvals required under the contract
- Identify the personnel, processes, and timing of the invoicing process

5.2 Requirements:

- All deliverables and recurring reports required by the contract shall be identified and associated with the appropriate requirement in the contract
- All administrative and operational notices required under the contract (e.g., the administrative notices related to funding and the operational notice/approval associated with risk factors in fluctuating workloads), shall be identified and associated with the appropriate requirement in the contract
- The personnel, process, and timing of the invoice preparation, submission, and tracking shall be identified and supported with sufficient narrative and flowcharts to accomplish the objective above
- The plan shall include appropriate cross-references to related plans

5.3 Updates

The Contractor shall formalize any changes in the plan in accordance with Section 4.1.6, *PMP Updates*, of the SOW.

6.0 TRANSITION PLAN:

The Contractor shall submit a Transition Plan that shall meet the following Objectives and Requirements.

6.1 Objectives

The Plan shall meet the following objectives for two kinds of transition activities:

6.1.1 Transitioning from One Operating Contractor to Another

- Identify the strategies to prepare for providing full service from the issuance of a new BPA Call through the initial learning curve period
- Identify the initial baseline performance metrics
- Identify all operational, technical, personnel, schedule, and cost related risk factors connected with a move from one operating Contractor to another
- Identify the likelihood that specific risks will occur and the risk mitigation strategies
- Identify the key personnel involved in the transition process at each site
- Identify the transition schedule of events for continuity of the program
- Inventory all GFP in Contractor possession
- Identify status of all deliverables; any outstanding problems not resolved by the end of the current contract; and any current issues, problems, or activities in process, which require immediate action

6.1.2 Transitioning from an Active to an Inactive BPA Call

- Identify the process for completing work and phasing out personnel on an expiring Call
- Identify the process for providing summary files, records, documentation, updated procedures and deliverables
- Identify the process for assisting in the transition of replacement personnel (either DHS employees or another Contractor) where applicable

6.2 Requirements:

- Develop a Transition Plan to support all transition efforts for follow-on requirements 90 business days before the expiration of this BPA
- Effect the transition from the previous operating Contractor within 30-60 days prior to expiration of the BPA
- Operate at the same or an improved level of efficiency and effectiveness at the conclusion of the transition period
- Describe efficient and effective closeout of expiring BPA Calls
- Include appropriate cross-references to other related plans

6.3 Updates

The Contractor shall formalize any changes in the plan in accordance with Section 4.1.6, *PMP Updates*, of the SOW.

SI International Inc.
(f/k/a SEI Technology)

Blanket Purchase Agreement
Modifications 1 - 7
HSSCCG-05-A-0031
(Old Number COW-4-A-0153)

07-01-2004 12:18 FAX

FIELD SUPPORT CENT.

002

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. A001	3. EFF. DATE 07/12/2004	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable)	
6. ISSUED BY Department of Homeland Security Citizenship & Immigration Services 70 Kimball Avenue South Burlington VT 05403		7. ADMINISTERED BY (If other than Item 6) Department of Homeland Security Citizenship & Immigration Services 70 Kimball Avenue South Burlington VT 05403		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) SEI Technology Inc Joe Thomas 220 University Boulevard Harrisonburg VA 22801		9A. AMENDMENT OF SOLICITATION NO.		
CODE		9B. DATED (SEE ITEM 11)		
FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. X COW-4-A-0153 / --		
		10B. DATED (SEE ITEM 13)		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing items 8 and 15, and returning _____ copies of the amendment;
- (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or
- (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

NET CHANGES: \$0.00

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

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

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

The purpose of this modification is to change the labor mix for CLIN's 0003, 1003, 2003, 3003 and 4003 at the National Benefits Center in Lee Summit, MO. Delete CLIN's 0003, 1003, 2003, 3003 and 4003 as it exists on pages 5, 7, 9, 11 and 13 of the Basic BPA and replace with CLINS on page 2 of this modification. In consideration of the modification agreed to herein as complete equitable adjustments for the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to this action.

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

15A. NAME AND TITLE OF SIGNER (Type or print) James D. Ballard CFO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter M. Dietrich	
15B. CONTRACTOR/OFFEROR <i>[Signature]</i> (Signature of person authorized to sign)		15C. DATE SIGNED 7/1/04	16B. UNITED STATES OF AMERICA BY <i>[Signature]</i> (Signature of Contracting Officer)
			16C. DATE SIGNED 7/2/04

- Vendor
- Official
- Requestor
- Receiving
- G-104 Oblig.
- Other

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

07/01/2004 12:18 FAX

FIELD SUPPORT CENT.

003

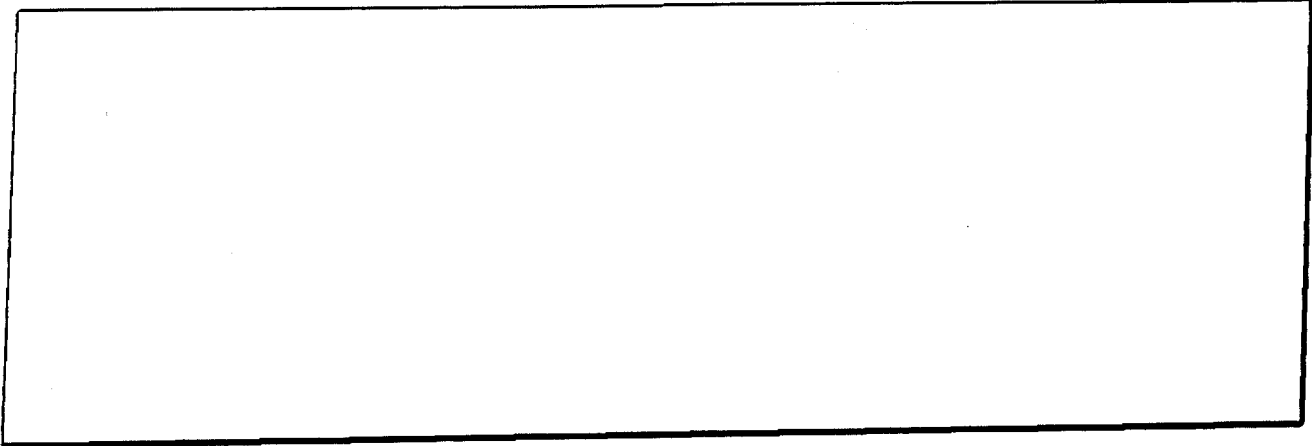
COW-4-A-1053 Modification A001

Page 2 of 2

CLIN 0003, 1003, 2003, 3003 and 4003 Lee's Summit, MO (NBC)

Labor Category	FTE	GSA Schedule Rate	Discount %	Discounted Rate	Shift Differential Rate	Estimated Hours	Total Estimated Price
----------------	-----	-------------------------	---------------	--------------------	-------------------------------	--------------------	--------------------------

(b)(4)



Estimated Total	\$15,953,184.00
-----------------	-----------------

07/12/2004 11:50 FAX

FIELD SUPPORT CENTER

002

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. A002	3. EFF. DATE 07/26/2004	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (if applicable)
6. ISSUED BY Department of Homeland Security Citizenship & Immigration Services 70 Kimball Avenue South Burlington VT 05403		7. ADMINISTERED BY (if other than item 6) Department of Homeland Security Citizenship & Immigration Services 70 Kimball Avenue South Burlington VT 05403	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) SEI Technology Inc Mr. Joe Thomas 200 University Blvd Harrisonburg VA 22801		9A. AMENDMENT OF SOLICITATION NO.	
CODE		9B. DATED (SEE ITEM 11)	
FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. X COW-4-A-0153	
		10B. DATED (SEE ITEM 13)	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to this solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

NET CHANGES: \$0.00

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

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

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

The purpose of this modification is to change the labor mix for CLIN's 0004, 1004, 2004, 3004 and 4004 at the National Records Center in Lee Summit Mo. Delete CLIN's 0004, 1004, 2004, 3004 and 4004 as it exists on pages 6, 8, 10, 12 and 14 and replace with the CLIN's on page 2 of this modification. In consideration of the modification agreed to herein as complete equitable adjustments for the Change the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to this action.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) James S. BAILLARD CFO		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter M. Dietrich	
15B. CONTRACTOR/OFFEROR 		16B. UNITED STATES OF AMERICA 	
15C. DATE SIGNED 7/12/04		16C. DATE SIGNED 7/13/04	

Vendor Receiving Official G104 Oblig. Requestor Other

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

CLIN 0004, 1004, 2004, 3004 and 4004

Labor Category	FTE	GSA Schedule Rate	Discount %	Discount Rate	Shift Differential Rate	Estimated Hours	Total Estimated Price
(b)(4)							

Estimated Total \$10,828,423.00

These changes must be phased in over the period of 7/26/2004 and 9/30/2004 as discussed between Joe Thomas at SEI Technology and Peter M. Dietrich Contracting Officer.

Proposed Staffing

Employee Category Labor Rate Number of employees Annual Labor Annual Cost

(b)(4)

Employee Category	Labor Rate	Number of employees	Annual Labor	Annual Cost

Total

\$10,856,885.00

Current Staffing

(b)(4)

Employee Category	Labor Rate	Number of employees	Annual Labor	Annual Cost

Total

\$10,872,104.00

Estimated Annual Funding	\$10,872,104.00
Proposed Staffing	-\$10,856,885.00
Difference	\$15,219.00

11/11/2004 12:07 FAX

FIELD SUPPORT CENTER

004

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 11/10/2004	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY CIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (if other than Item 6) CIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SEI TECHNOLOGY, INC. 220 UNIVERSITY BLVD. HARRISONBURG VA 228013748		9A. AMENDMENT OF SOLICITATION NO. (x)	
CODE 6118142520000 FACILITY CODE		9B. DATED (SEE ITEM 11)	
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. COW-4-A-0153	
		10B. DATED (SEE ITEM 13) 04/01/2004	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 9 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

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

(a)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

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

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

GSA Contract #: GS-25F-0026N
 Tax ID Number: 541478718
 DUNS Number: 611814252

By this modification Blanket Purchase Agreement (BPA) COW-4-A-0153 is re-designated as BPA HSSCCG-05-A-0031. This is done in accordance with the Homeland Security Acquisition Manual (HSAM) 3004.602-7101 direction for Procurement Instrument Identifier (PIID) requirements, and Acquisition Alert-Number 04-08 Homeland Security Contract Information System (HSCIS) and Federal Procurement Data System-Next Generation (FPDS-NG) directives.

Period of Performance: 04/01/2004 to 03/31/2005

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Tom E. Newland U.S. Finance	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter M. Dietrich
15B. CONTRACTOR/OFFEROR 	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED 11/17/04	16C. DATE SIGNED 11-10-04

2. AMENDMENT/MODIFICATION NO. P00004
 3. EFFECTIVE DATE 12/29/2004
 4. REQUISITION/PURCHASE REQ. NO.
 5. PROJECT NO. (If applicable)

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

8. NAME AND ADDRESS OF CONTRACTOR (No. , street, county, State and ZIP Code)
 SEI TECHNOLOGY, INC.
 220 UNIVERSITY BLVD.
 HARRISONBURG VA 228013748
 9A. AMENDMENT OF SOLICITATION NO. (x)
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. X
 HSSCCG-05-A-0031
 10B. DATED (SEE ITEM 13)
 04/01/2004
 CODE 6118142520000 FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required.)
 See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF.
 D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 GSA Contract #: GS-25F-0026N
 Tax ID Number: 541478718
 DUNS Number: 611814252
 By this modification, paragraphs 2.9.1 Ordering Officials and 2.11 Invoice Distribution are changed as follows: Joseph M. Garforth, Jr is deleted as Contracting Officer (CO); Peter M. Dietrich (70 Kimball Avenue, South Burlington, VT 05403; telephone (802) 872-4102) is added as CO.

By this modification, paragraph 2.11 Invoice Distribution is changed as follows: Janice Parker is deleted as Contracting Officer Technical Representative (COTR); Patrick E. Clark (USCIS, 111 Massachusetts Avenue NW - 4th floor, Washington, DC 20529; telephone (202) _____)
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
 15B. CONTRACTOR/OFFEROR
 15C. DATE SIGNED
 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 Peter M. Dietrich
 16B. UNITED STATES OF AMERICA
 16C. DATE SIGNED
 12/29/04
 (Signature of person authorized to sign) (Signature of Contracting Officer)

NAME OF OFFEROR OR CONTRACTOR
SBI TECHNOLOGY, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	616-7049) is added as COTR. Period of Performance: 04/01/2005 to 04/01/2009				

From: unknown Page: 2/3 Date: 2/22/2005 10:49:02 AM

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID/COMP	PAGE 2 OF 3 PAGES
2. AMENDMENT/MODIFICATION NO P00005	3. EFFECTIVE DATE 02/22/2005	4. REQUISITION/PURCHASE REQNO	5. PROJECT NO. (if applicable)
6. ISSUED BY CIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (if other than item 6) CIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS
8. NAME AND ADDRESS OF CONTRACTOR (Firm, street, county, State and ZIP Code) SBI TECHNOLOGY, INC. 220 UNIVERSITY BLVD. HARRISONBURG VA 228011748		(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 611814252000 FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCC7-05-A-0031	10B. DATED (SEE ITEM 13) 04/01/2004

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers is extended. is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and securing copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)
See Schedule

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

<input type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in pricing, dates, authorization data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.100(h).
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:
X <input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) by mutual agreement

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

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

GSA Contract #: GS-25P-0026N
 Tax ID Number: 541478718
 DUNS Number: 611814252

By this modification the position of Assistant Task Manager is added to CLIN 0001 (Central Office Washington) with a discounted rate for the Blanket Purchase Agreement Base Year of (GSA Schedule Rate of \$49.86; discount of). (b)(4)
 Period of Performance: 04/01/2005 to 04/01/2009

(b)(4)

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

15A. NAME AND TITLE OF SIGNER (Type or print) Kathleen S. Harris VP, Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter M. Dietrich
15B. CONTRACTOR/OFFICER <i>[Signature]</i>	16B. DATE SIGNED 2/24/05
15C. UNITED STATES OF AMERICA <i>[Signature]</i>	16C. DATE SIGNED 3/7/05

NSN 7540 01-152-8070 Previous edition unusable

STANDARD FORM 33 (REV. 10-65) Prescribed by GSA FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00006	3. EFFECTIVE DATE 03/24/2005	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY CIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	7. ADMINISTERED BY (If other than Item 6) CIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SEI TECHNOLOGY, INC. 220 UNIVERSITY BLVD. HARRISONBURG VA 228013748		(x)	9A. AMENDMENT OF SOLICITATION NO.	
CODE 6118142520000 FACILITY CODE			9B. DATED (SEE ITEM 11)	
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-05-A-0031	
			10B. DATED (SEE ITEM 13) 04/01/2004	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required.)

See Schedule

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

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43 103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

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

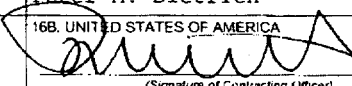
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

GSA Contract #: GS-25F-0026N
Tax ID Number: 541478718
DUNS Number: 611814252

By this modification BPA labor rates are revised to reflect changes to the GSA Schedule contract rates; see Attachment A to this modification for revised labor rates.

Period of Performance: 04/01/2005 to 04/01/2009

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter M. Dietrich	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 03/24/2005
<small>(Signature of person authorized to sign)</small>		<small>(Signature of Contracting Officer)</small>	

NSN 7540-01-152-8070
Previous edition unusable

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

ROC Pricing Schedule
Option Year 1

(b)(4)

Option Year 1
Option Year 2
Option Year 3
Option Year 4

Labor	ODCs	ODC MH&E Rate (%)	ODC Subtotal	Total Discounted Cost
				\$31,002,146
				\$31,002,146
				\$31,002,146
				\$31,002,146

(b)(4)

Option Year 1								
Location	Labor Category	FTE	(a) GSA Schedule Rate	(b) Discount %	(c) Discounted Rate	Shift Differential Rate (d)	(e) Est Hours	Extension (c x d x e)
CLIN 1001: COW Washington, DC								
								\$1,088,840.41

(b)(4)

Option Year 1								
Location	Labor Category	FTE	(a) GSA Schedule Rate	(b) Discount %	(c) Discounted Rate	Shift Differential Rate (d)	(e) Est Hours	Extension (c x d x e)
CLIN 1002: RFMF Harrisonburg, VA								
								\$2,041,741.40

(b)(4)

Option Year 1								
Location	Labor Category	FTE	(a) GSA Schedule Rate	(b) Discount %	(c) Discounted Rate	Shift Differential Rate (d)	(e) Est Hours	Extension (c x d x e)
CLIN 1003: NBC Lee's Summit, MO								
								\$15,702,655.82

(b)(4)

Option Year 1								
Location	Labor Category	FTE	(a) GSA Schedule Rate	(b) Discount %	(c) Discounted Rate	Shift Differential Rate (d)	(e) Est Hours	Extension (c x d x e)
CLIN 1004: NRC Lee's Summit, MO								
								\$11,566,408.60
Total Option Year 1 Labor								\$30,499,646.23

Note: Pricing is updated to reflect SEIT's GSA Schedule 36 rates effective January 22, 2005

ROC Pricing Schedule
Option Year 3

(b)(4)

Option Year 1
Option Year 2
Option Year 3
Option Year 4

Labor	ODCs	ODC MH&E Rate (%)	ODC Subtotal	Total Discounted Cost
				\$31,002,146
				\$31,002,146
				\$31,002,146
				\$31,002,146

Option Year 3	Location	Labor Category	FTE	(a) GSA Schedule Rate	(b) Discount %	(c) Discounted Rate	SMR Differential Rate (d)	(e) Est Hours	Extension (c x d x e)
---------------	----------	----------------	-----	-----------------------	----------------	---------------------	---------------------------	---------------	-----------------------

(b)(4)

CLIN 3001: COW Washington, DC	\$1,088,840.41							

(b)(4)

CLIN 3002: RFMF Harrisonburg, VA	\$2,041,743.40							

(b)(4)

CLIN 3003: NBC Lee's Summit, MO	\$15,702,655.82							

(b)(4)

CLIN 3004: NRC Lee's Summit, MO	\$11,666,408.80 \$30,499,646.23							

Note: Pricing is updated to reflect SEIT's GSA Schedule 36 rates effective January 22, 2005

ROC Pricing Schedule
Option Year 4

(b)(4)

Option Year 1
Option Year 2
Option Year 3
Option Year 4

Labor	ODCs	ODC MH&E Rate (%)	ODC Subtotal	Total Discounted Cost
				\$31,002,146
				\$31,002,146
				\$31,002,146
				\$31,002,146

Option Year 4	Location	Labor Category	FTE	(a) GSA Schedule Rate	(b) Discount %	(c) Discounted Rate	Shift Differential Rate (d)	(e) Est Hours	Extension (c x d x e)
---------------	----------	----------------	-----	-----------------------	----------------	---------------------	-----------------------------	---------------	-----------------------

(b)(4)

CLIN 4001: COW Washington, DC									\$1,088,840.41

(b)(4)

CLIN 4002: RFMF Harrisonburg, VA									\$2,041,741.40

(b)(4)

CLIN 4003: NBC Lee's Summit, MO									\$15,702,855.22

(b)(4)

CLIN 4004: NHC Lee's Summit, MO									\$11,666,408.60

\$30,499,646.23

Note: Pricing is updated to reflect SEIT's GSA Schedule 36 rates effective January 22, 2005 incorporation of the approved EPA on Schedule-36

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE	PAGE OF PAGES 1 2
2 AMENDMENT/MODIFICATION NO P00007	3 EFFECTIVE DATE 03/29/2006	4 REQUISITION/PURCHASE REQ NO	5 PROJECT NO. (If applicable)
6 ISSUED BY CIS	CODE CIS	7 ADMINISTERED BY (If other than Item 6) CIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	CODE CIS
8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SEI TECHNOLOGY INC 220 UNIVERSITY BLVD HARRISONBURG VA 228013748		(x) 9A AMENDMENT OF SOLICITATION NO	9B DATED (SEE ITEM 11)
CODE 6118142520000	FACILITY CODE	X 10A MODIFICATION OF CONTRACT/ORDER NO HSSCCG-05-A-0031	10B DATED (SEE ITEM 11) 04/01/2004

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

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

CHECK ONE	A THIS CHANGE ORDER IS ISSUED PURSUANT TO. (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D OTHER (Specify type of modification and authority)

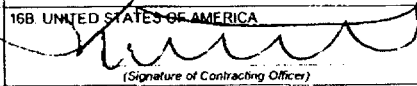
IMPORTANT: Contractor is not is required to sign this document and return _____ copies to the issuing office.

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

GSA Contract #: GS-25F-0026N
Tax ID Number: 54-1478718
DUNS Number: 611814252

By this modification BPA labor rates are revised to reflect changes to the GSA Schedule contract rates; see Attachment A to this modification for revised labor rates.
Period of Performance: 04/01/2005 to 04/01/2009

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A NAME AND TITLE OF SIGNER (Type or print)		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter M. Dietrich	
15B CONTRACTOR/OFFEROR	15C DATE SIGNED	16B UNITED STATES OF AMERICA 	16C DATE SIGNED 03/29/2006
<small>(Signature of person authorized to sign)</small>		<small>(Signature of Contracting Officer)</small>	

NSN 7540-01-152-8070
Previous edition unusable

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

2006 Economic Price Adjustment (EPA) for BPA (HSSCCG-05-A-0031) Labor Rates.
All rates adjusted to 3.3% EPA to GSA Schedule-36, GS-25F-0028N. All BPA discounts apply.

(b)(4)

Labor Category Mapping			NBC		PM		COW		RFMF		NRC	
ROCS Functional Skill Category	SEIT Schedule 36 Skills Category	GSA Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate
Administration Specialist	Administrative Specialist	\$ 52.03										
Assistant Project Manager	Program Manager, Senior	\$ 110.98										
Assistant Task Manager: Data/Records Management	Task Leader, Assistant	\$ 55.49										
Assistant Task Manager: Data/Records Management, (2nd shift)	Task Leader, Assistant	\$ 55.49										
Data Analyst	Data Management Analyst	\$ 79.76										
Data Entry Clerk I (Day)	Clerk I	\$ 32.24										
Data Entry Clerk I (2nd shift)	Clerk I	\$ 32.24										
Data Entry Clerk II (2nd shift)	Clerk II	\$ 29.18										
Data Entry Clerk II (3rd shift)	Clerk II	\$ 29.18										
Data Entry Clerk II (Day)	Clerk II	\$ 29.18										
Data Entry Clerk III (2nd shift)	Clerk III	\$ 28.22										
Data Entry Clerk III (Day)	Clerk III	\$ 28.22										
Driver (Courier) (2nd shift)	Clerk III	\$ 28.22										
Driver (Courier) (Day)	Clerk III	\$ 28.22										
Lead Task Manager	Task Leader	\$ 83.93										
Management Analyst	Business Analyst	\$ 86.01										
Network Engineer	Network Engineer	\$ 43.40										
Network Engineer (2nd shift)	Network Engineer	\$ 43.40										
Network Engineer (Day)	Network Engineer	\$ 43.40										
Programmer	Programmer/Program Analyst	\$ 69.35										
Programmer, Junior	Programmer/Program Analyst, Junior	\$ 55.49										
Project Manager	Program Manager, Principal	\$ 173.19										
Quality Control Inspector (2nd shift)	Process Design Analyst, Junior	\$ 55.49										
Quality Control Inspector (3rd shift)	Process Design Analyst, Junior	\$ 55.49										
Quality Control Inspector (Day)	Process Design Analyst, Junior	\$ 55.49										
Senior Administration Specialist	Admin Specialist, Sr	\$ 83.60										
Senior Business Process Analyst	Process Design Analyst, Sr	\$ 87.10										
Task Manager	Task Leader	\$ 83.93										

2006 Economic Price Adjustment (EPA) for BPA (HSSCCG-05-A-0031) Labor Rates.
All rates adjusted to 3.3% EPA to GSA Schedule-38, GS-25F-0026N. All BPA discounts apply.

Labor Category Mapping

ROCS Functional Skill Category	SEIT Schedule 36 Skills Category	GSA Rate	NBC		PM		COW		RFMF		NRC	
			Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate	Discount	Rate
Administration Specialist	Administrative Specialist	\$ 52.03										
Assistant Project Manager	Program Manager, Senior	\$ 110.98										
Assistant Task Manager, Data/Records Management	Task Leader, Assistant	\$ 55.49										
Assistant Task Manager, Data/Records Management, (2nd shift)	Task Leader, Assistant	\$ 55.49										
Data Analyst	Data Management Analyst	\$ 79.76										
Data Entry Clerk I (Day)	Clerk I	\$ 32.24										
Data Entry Clerk I (2nd shift)	Clerk I	\$ 32.24										
Data Entry Clerk II (2nd shift)	Clerk II	\$ 29.16										
Data Entry Clerk II (3rd shift)	Clerk II	\$ 29.16										
Data Entry Clerk II (Day)	Clerk II	\$ 29.16										
Data Entry Clerk III (2nd shift)	Clerk III	\$ 28.22										
Data Entry Clerk III (Day)	Clerk III	\$ 28.22										
Driver (Counser) (2nd shift)	Clerk III	\$ 28.22										
Driver (Counser) (Day)	Clerk III	\$ 28.22										
Lead Task Manager	Task Leader	\$ 83.93										
Management Analyst	Business Analyst	\$ 86.01										
Network Engineer	Network Engineer	\$ 43.40										
Network Engineer (2nd shift)	Network Engineer	\$ 43.40										
Network Engineer (Day)	Network Engineer	\$ 43.40										
Programmer	Programmer/Program Analyst	\$ 69.35										
Programmer, Junior	Programmer/Program Analyst, Junior	\$ 55.49										
Project Manager	Program Manager, Principal	\$ 173.10										
Quality Control Inspector (2nd shift)	Process Design Analyst, Junior	\$ 55.49										
Quality Control Inspector (3rd shift)	Process Design Analyst, Junior	\$ 55.49										
Quality Control Inspector (Day)	Process Design Analyst, Junior	\$ 55.49										
Senior Administration Specialist	Admin. Specialist, Sr.	\$ 83.60										
Senior Business Process Analyst	Process Design Analyst, Sr.	\$ 97.10										
Task Manager	Task Leader	\$ 83.93										

(b)(4)

Note: Pricing is updated using SEIT's GSA Schedule 36 rates effective January 29, 2006
Option years 3 pricing is based upon the replacement of the expired EPA on 02/28/08