

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

1

3

1. DATE OF ORDER 07/09/2008	2. CONTRACT NO. (If any) GS10F06LPA0003	6. SHIP TO:	
3. ORDER NO. HSCECR-08-J-00030		a. NAME OF CONSIGNEE DEPARTMENT OF HOMELAND SECURITY	
4. REQUISITION/REFERENCE NO. OASSC08RQ001/RQ001.1		b. STREET ADDRESS DETENTION & REMOVAL 801 I STREET, NW ROOM 900	
5. ISSUING OFFICE (Address correspondence to) ICE/Compliance & Removals/Removals Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Attn: Ronald Cruz 2026161878 Washington DC 20536		c. CITY WASHINGTON	e. ZIP CODE 20536
7. TO:		d. STATE DC	

a. NAME OF CONTRACTOR BAE SYSTEMS INFORMATION TECHNOLOGY LLC	f. SHIP VIA
b. COMPANY NAME	8. TYPE OF ORDER
c. STREET ADDRESS 2525 NETWORK PLACE	<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
d. CITY HERNDON	<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
e. STATE VA	f. ZIP CODE 201713514

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE ICE Assistant Secretary
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS		

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 07/21/2008	16. DISCOUNT TERMS
a. INSPECTION Destination	b. ACCEPTANCE Destination			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 175301720+0000 PROGRAM MANAGEMENT OFFICE SUPPORT SERVICE Accounting Info: Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME DHS, ICE			\$5,560,844.00
b. STREET ADDRESS (or P.O. Box) Burlington Finance Center P.O. Box 1620 Attn: ICE-DRO-HQ-RC			17(i) GRAND TOTAL
c. CITY Williston	d. STATE VT	e. ZIP CODE 05495-1620	

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

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

DATE OF ORDER CONTRACT NO.
07/09/2008 GS10F06LPA0003

ORDER NO.
HSCECR-08-J-00030

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0001	<p>BASE YEAR CONTRACT CEILING PRICE</p> <p>SEE THE ATTACHED PRICING TABLE (ATTACHMENT # 1) FOR ANNUAL PRICING AND SPECIFIC CLINS FOR EACH TASK ORDER YEAR</p> <p>OPTION YEAR ONE [REDACTED]</p> <p>OPTION YEAR TWO [REDACTED]</p> <p>OPTION YEAR THREE [REDACTED]</p> <p>OPTION YEAR FOUR [REDACTED]</p> <p>All services shall be performed in accordance with the Statement of Work (attachment # 2), and the contractor proposal (cost & technical volume) dated May 30, 2008. The contractor's proposal is hereby incorporated by reference. The period of performance shall be as follows:</p> <p>Base Year-Date of award (7/9/2008) through 6/30/2009</p> <p>Option Year One-7/1/09 through 6/30/2010</p> <p>Option Year Two-7/1/10 through 6/30/2011</p> <p>Option Year Three-7/1/11 through 6/30/2012</p> <p>Option Year Four-7/1/12 through 6/30/2013</p> <p>This award incorporate all terms & conditions of the vendor's GSA Schedule, DHS Blanket Purchase Agreement (BPA), and RFQ# HSCECR-08-Q-00007, as amended. This task order award is issued as a time and material (T&M) award. The base year annual amount including option year amounts are stated as ceiling price amounts and the contractor exceeds any ceiling amount in effect at his own risk.</p> <p>The following clauses are here by incorporated by reference;</p> <p>52.216-7 ALLOWABLE COST & PAYMENT (DEC 02)</p> <p>52.232-7 PAYMENTS UNDER TIME & MATERIAL AND LABOR HOUR CONTRACTS (FEB 07)</p> <p>THE TOTAL AMOUNT OF AWARD :\$29,951,782.00 (INCLUDING ALL OPTIONS IF EXERCISED)</p> <p>CONTRACTING OFFICER: MATTHEW MARSHMAN Continued ...</p>	1	EA	5,560,844.00	5,560,844.00	

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

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

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

DATE OF ORDER

CONTRACT NO.

07/09/2008

GS10F06LPA0003

ORDER NO.

HSCECR-08-J-00030

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(A)	(B)	(C)	(D)	(E)	(F)	(G)
	The total amount of award: \$5,560,844.00. The obligation for this award is shown in box 17(i).					

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

**Task Order
PRICING TABLE
HSCECR-08-J-00030**

CLINS	Program Management Services	Hours	Rate	Hours	Rate	Total Hours	Amount
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BASE PERIOD

Jul 1, 2008 - Jun 30, 2009

		7/1/08 - 9/30/08		10/1/08 - 6/30/09			
CLIN 0001	Senior Program Manager	480	\$	1440	\$	1920	\$
CLIN 0002	Senior Project Manager	480	\$	1440	\$	1920	\$
CLIN 0002A	Senior Project Manager	480	\$	1440	\$	1920	\$
CLIN 0003	Subject Matter Expert	480	\$	1440	\$	1920	\$
CLIN 0004	Sr. System Consultant	480	\$	1440	\$	1920	\$
CLIN 0005	Systems Consultant(2)	960	\$	2880	\$	3840	\$
CLIN 0006	Senior Consultant(2)	960	\$	2880	\$	3840	\$
CLIN 0007	Consultant(2)	960	\$	2880	\$	3840	\$
CLIN 0008	Analyst(5)	2400	\$	7200	\$	9600	\$
CLIN 0009	Documentation Specialist(2)	960	\$	2880	\$	3840	\$
CLIN 0010	Technical Writer	480	\$	1440	\$	1920	\$
CLIN 0011	Administrative Assistant	480	\$	1440	\$	1920	\$
						38400	Total
							\$

NOT TO EXCEED LINE ITEMS:

CLIN 0012	Travel						\$
CLIN 0013	Other Direct Costs						\$

BASE YEAR TOTAL \$ 5,560,845

OPTION YEAR 1

July 1, 2009 - June 30, 2010

		7/1/09 - 9/30/09		10/1/09- 6/30/10			
CLIN 1001	Senior Program Manager	480	\$	1440	\$	1920	\$
CLIN 1002	Senior Project Manager	480	\$	1440	\$	1920	\$
CLIN 1002A	Senior Project Manager	480	\$	1440	\$	1920	\$
CLIN 1003	Subject Matter Expert	480	\$	1440	\$	1920	\$
CLIN 1004	Sr. System Consultant	480	\$	1440	\$	1920	\$
CLIN 1005	Systems Consultant(2)	960	\$	2880	\$	3840	\$
CLIN 1006	Senior Consultant(2)	960	\$	2880	\$	3840	\$
CLIN 1007	Consultant(2)	960	\$	2880	\$	3840	\$
CLIN 1008	Analyst(5)	2400	\$	7200	\$	9600	\$

**Task Order
PRICING TABLE
HSCECR-08-J-00030**

CLINS	Program Management Services	Hours	Rate	Hours	Rate	Total Hours	Amount	
CLIN 1009	Documentation Specialist(2)	960	\$ [REDACTED]	2880	\$ [REDACTED]	3840	\$ [REDACTED]	
CLIN 1010	Technical Writer	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]	
CLIN 1011	Administrative Assistant	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]	
						38400	Total	\$ [REDACTED]
	NOT TO EXCEED LINE ITEMS:							\$ [REDACTED]
CLIN 1012	Travel							\$ [REDACTED]
CLIN 1013	Other Direct Costs							\$ [REDACTED]
							Option Year 1 Total	\$ [REDACTED]

OPTION YEAR 2		7/1/10 - 9/30/10	10/1/10- 6/30/11						
July 1, 2010 - June 30, 2011									
CLIN 2001	Senior Program Manager	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]		
CLIN 2002	Senior Project Manager	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]		
CLIN 2002A	Senior Project Manager	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]		
CLIN 2003	Subject Matter Expert	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]		
CLIN 2004	Sr. System Consultant	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]		
CLIN 2005	Systems Consultant(2)	960	\$ [REDACTED]	2880	\$ [REDACTED]	3840	\$ [REDACTED]		
CLIN 2006	Senior Consultant(2)	960	\$ [REDACTED]	2880	\$ [REDACTED]	3840	\$ [REDACTED]		
CLIN 2007	Consultant(2)	960	\$ [REDACTED]	2880	\$ [REDACTED]	3840	\$ [REDACTED]		
CLIN 2008	Analyst(5)	2400	\$ [REDACTED]	7200	\$ [REDACTED]	9600	\$ [REDACTED]		
CLIN 2009	Documentation Specialist(2)	960	\$ [REDACTED]	2880	\$ [REDACTED]	3840	\$ [REDACTED]		
CLIN 2010	Technical Writer	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]		
CLIN 2011	Administrative Assistant	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]		
						38400	Total	\$ [REDACTED]	
	NOT TO EXCEED LINE ITEMS:							\$ [REDACTED]	
CLIN 2012	Travel							\$ [REDACTED]	
CLIN 2013	Other Direct Costs							\$ [REDACTED]	
							Option Year 2 Total	\$ [REDACTED]	

**Task Order
PRICING TABLE
HSCECR-08-J-00030**

CLINS	Program Management Services	Hours	Rate	Hours	Rate	Total Hours	Amount
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OPTION YEAR 3		7/1/11 - 9/30/11		10/1/11- 6/30/12					
July 1, 2011 - June 30, 2012									
CLIN 3001	Senior Program Manager	480	\$	1440	\$	1920	\$		
CLIN 3002	Senior Project Manager	480	\$	1440	\$	1920	\$		
CLIN 3002A	Senior Project Manager	480	\$	1440	\$	1920	\$		
CLIN 3003	Subject Matter Expert	480	\$	1440	\$	1920	\$		
CLIN 3004	Sr. System Consultant	480	\$	1440	\$	1920	\$		
CLIN 3005	Systems Consultant(2)	960	\$	2880	\$	3840	\$		
CLIN 3006	Senior Consultant(2)	960	\$	2880	\$	3840	\$		
CLIN 3007	Consultant(2)	960	\$	2880	\$	3840	\$		
CLIN 3008	Analyst(5)	2400	\$	7200	\$	9600	\$		
CLIN 3009	Documentation Specialist(2)	960	\$	2880	\$	3840	\$		
CLIN 3010	Technical Writer	480	\$	1440	\$	1920	\$		
CLIN 3011	Administrative Assistant	480	\$	1440	\$	1920	\$		
						38400	Total	\$	
NOT TO EXCEED LINE ITEMS:									
CLIN 3012	Travel								
CLIN 3013	Other Direct Costs								
							Option Year 3 Total	\$	

OPTION YEAR 4		7/1/12 - 9/30/12		10/1/12- 6/30/13			
July 1, 2012 - June 30, 2013							
CLIN 4001	Senior Program Manager	480	\$	1440	\$	1920	\$
CLIN 4002	Senior Project Manager	480	\$	1440	\$	1920	\$
CLIN 4002A	Senior Project Manager	480	\$	1440	\$	1920	\$
CLIN 4003	Subject Matter Expert	480	\$	1440	\$	1920	\$
CLIN 4004	Sr. System Consultant	480	\$	1440	\$	1920	\$
CLIN 4005	Systems Consultant(2)	960	\$	2880	\$	3840	\$
CLIN 4006	Senior Consultant(2)	960	\$	2880	\$	3840	\$

**Task Order
PRICING TABLE
HSCECR-08-J-00030**

CLINS	Program Management Services	Hours	Rate	Hours	Rate	Total Hours	Amount	
CLIN 4007	Consultant(2)	960	\$ [REDACTED]	2880	\$ [REDACTED]	3840	\$ [REDACTED]	
CLIN 4008	Analyst(5)	2400	\$ [REDACTED]	7200	\$ [REDACTED]	9600	\$ [REDACTED]	
CLIN 4009	Documentation Specialist(2)	960	\$ [REDACTED]	2880	\$ [REDACTED]	3840	\$ [REDACTED]	
CLIN 4010	Technical Writer	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]	
CLIN 4011	Administrative Assistant	480	\$ [REDACTED]	1440	\$ [REDACTED]	1920	\$ [REDACTED]	
						3840	Total	\$ [REDACTED]
	NOT TO EXCEED LINE ITEMS:							
CLIN 4012	Travel						\$ [REDACTED]	
CLIN 4013	Other Direct Costs						\$ [REDACTED]	
							Option Year 4 Total	\$ [REDACTED]



Immigration and Customs Enforcement

**Secure Communities
Program Management Office Support**

Statement of Work



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1.0 BACKGROUND

The Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Secure Communities Program Management Office support encompasses the coordination and implementation of processes to support a new, nationwide effort to improve public safety by identifying and removing criminal aliens.

In the FY 2008 DHS Appropriations Act, Congress tasked the U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) to “improve and modernize efforts to identify aliens convicted of a crime, sentenced to imprisonment, and who may be deportable, and remove them from the United States once they are judged deportable.”

The U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) has responded to this Act by formulating a plan to improve community safety by transforming the way the federal government cooperates with state and local law enforcement agencies to identify, detain, and remove all criminal aliens held in custody. Secure Communities (SC) will revolutionize immigration enforcement by using technology to share information between law enforcement agencies and by applying risk-based methodologies to focus resources on assisting all local communities remove high-risk criminal aliens.

Although ICE has made considerable progress over the past several years in identifying and removing criminal aliens through its Criminal Alien Program (CAP), a fundamental change in ICE’s current approach is required to reach the goal of identifying and removing all aliens convicted of a crime. ICE currently screens 100 percent of all federal and state prisons, but has full coverage of only about 10 percent of the approximately 3,100 local jails throughout the United States. Leveraging emerging technology that shares law enforcement data between federal, state, and local law enforcement agencies, ICE is now able to expand coverage nationwide in a cost effective manner. Interoperability between the Federal Bureau of Investigation’s (FBI’s) Integrated Automated Fingerprint Identification System (IAFIS) and DHS’ Automated Biometric Identification System (IDENT) will help ICE and local law enforcement officers positively identify criminal aliens in prisons and jails.

Given that a nationwide jail/prison reporting system does not exist to determine the total number of criminal aliens in the United States, ICE extrapolated from various sources and estimates that about 300,000 to 450,000 criminal aliens who are amenable for removal are detained each year at federal, state, and local prisons and jails. Criminal aliens who are amenable for removal include illegal aliens in the United State who are convicted of any crime and lawful permanent residents (such as holders of a U.S. Permanent Resident Card) who are convicted of a removable offense as defined by the Immigration and Nationality Act (INA). Last year, ICE charged approximately 164,000 aliens in jails and removed approximately 95,000 criminal aliens.

Secure Communities: A Comprehensive Plan to Identify and Remove Criminal Aliens (referred to as the ‘SC Plan’) presents a historic opportunity to transform immigration enforcement and improve public safety by focusing on those criminal aliens that pose the greatest threats to their communities. The SC Strategic Goals are as follows:



- **Strategic Goal 1** – Identify and process all criminal aliens amenable for removal while in federal, state, and local custody;
- **Strategic Goal 2** – Enhance current detention strategies to ensure no removable criminal alien is released into the community due to a lack of detention space or an appropriate alternative to detention;
- **Strategic Goal 3** – Implement removal initiatives that shorten the time criminal aliens remain in ICE custody prior to removal, thereby maximizing the use of detention resources and reducing cost; and
- **Strategic Goal 4** – Maximize cost effectiveness and long term success through deterrence and reduced recidivism of criminal aliens returning to the United States.

SC relies upon a phased-in, risk-based approach to identify and remove all criminal aliens amenable for removal in jails and prisons throughout the United States based on their perceived threat to the community. The following three levels are illustrative of the SC risk-based approach. These levels will be used to allocate appropriate resources to identifying and determining the immigration status of aliens arrested for a crime that pose the greatest risk to the public.¹

Level 1 – Individuals who have been convicted of major drug offenses and violent offenses such as murder, manslaughter, rape, robbery, and kidnapping;

Level 2 – Individuals who have been convicted of minor drug offenses and mainly property offenses such as burglary, larceny, fraud, and money laundering; and

Level 3 – Individuals who have been convicted of other offenses.

Ensuring the identification and expedited removal of so many criminal aliens on an ongoing basis will require a sustained effort. SC will: (a) strengthen partnerships with federal, state, and local law enforcement agencies; (b) improve technologies and processes to share national, state, and local and law enforcement data; (c) streamline and expedite procedures for detaining, processing, and removing aliens; (d) expand the use of incentives to reduce sentences for non-violent offenders who cooperate in their removal; (e) engage foreign governments to emphasize their commitment under international law to accept the return of increased numbers of their citizens; (f) increase efforts to deter those who would come to the United States illegally; and (g) create greater disincentives for recidivism.

The cornerstone of SC is to increase state and local partnerships to ensure time-sensitive screening of all foreign-born detainees and identification of criminal aliens. ICE is assessing technology solutions to integrate seamlessly local booking data so that ICE can determine eligibility for removal and quickly prioritize each case to initiate the appropriate level of

¹ The three levels are based on National Crimes Information Center (NCIC) high-level codes. To implement SC, ICE will refine the crimes within each category based on data gathered from county and local law enforcement systems. Depending upon definitions, certain offenses within the high-level crime groupings could be included in different levels. NCIC is not a comprehensive repository for final disposition of crimes committed nationwide, and federal, state, and local law enforcement agencies do not submit arrest charges utilizing NCIC codes.

response. Responses may include such actions as: (a) placing the alien immediately in ICE custody to avoid release; (b) conducting personal interviews to gather additional information from the alien; (c) placing detainees; and (d) issuing charging documents.

SC's multifaceted, multi-agency approach will require a comprehensive, integrated strategy that brings together the expertise and commitment from all parts of ICE, the interagency community, and state and local law enforcement agencies. ICE's partners within DHS include Citizenship and Immigration Services (CIS), Customs and Border Protection (CBP), and the United States Visitor and Immigrant Status Indicator Technology (US-VISIT) Program. ICE's federal interagency partners include the Bureau of Prisons (BOP), Executive Office of Immigration Review (EOIR), U.S. Attorneys, Department of State (DOS), Department of Justice (DOJ), U.S. Marshal Service (USMS), and FBI's Criminal Justice Information Services Division (CJIS). Ongoing success will require enhancements to the nation's immigration strategy and providing even greater disincentives for recidivists.

2.0 OBJECTIVES

The objectives of the Secure Communities Program Management Office support procurement is to assist the organization in program and project management activities in support of the secure communities strategic plan designed to transform immigration enforcement and improve public safety. Within the PMO structure it is anticipated that there will be a dedicated team focused on the information technology aspects of the secure communities initiative. Additional information on this requirement is provided in paragraph 2.2.4 herein.

The Secure Communities Program Management Office will perform several functions critical to ICE's successful implementation of its Secure Communities plan. Chief among these will be detailing, documenting and coordinating the execution of a comprehensive, integrated set of activities that span multiple ICE programs and multiple government organizations, leading to the successful fulfillment of all four Secure Communities goals at the quickest possible schedule while meeting a reasonable cost of implementation. The Program Management Office must also provide quality communications support between ICE and all Secure Communities stakeholders, including Congress, the press and the American public, to ensure that successes in reaching the initiative's goals continue to meet and exceed stakeholder expectations for securing our homeland.

2.1 REQUIREMENTS

This statement of work (SOW) outlines the contractor support requirements for assisting ICE in implementing the SC Plan.

2.2 SPECIFIC TASKS

2.2.1 Task Management

The Contractor(s) shall propose a Program Manager who will disseminate policy and procedures to Contractor(s) personnel, prepare and distribute schedules, monitor Contractor(s) activities, and advise Government personnel of the status of projects. Given the dynamic environment within ICE, the Contractor(s) shall closely monitor tasks and provide advanced notification of any deviation from budget, schedule, or resources.

The Contractor(s) shall provide monthly status reports to the ICE Contracting Officer Technical Representative (COTR) that includes accomplishments, status of ongoing activities, issues, recommendations for problem resolution, and upcoming activities.

The Contractor(s) Program Manager shall meet with the ICE COTR as needed and shall monitor the performance of Contractor(s) personnel, identify any degraded quality of service, and propose corrective actions to the ICE COTR up to and including employee termination.

2.2.2 Secure Communities Program Management Support

The contractor shall provide program and project management support services, including the development and tracking of all program support documentation as mandated by DHS Management Directive (MD) 1400.1; integrated projected schedules; maintenance of program cost and schedule; program performance measures; project management improvement support; and earned value management; business case development and periodic updates required from the program manager and project coordination support utilizing approved DHS/ICE related information technology tools (i.e. Primavera, ProSite, MS Project). Justification shall be provided in advance to the ICE COTR prior to all proposed changes in scope, direction, and schedule relating to any body of work. The number of days of advance notice will be mutually agreed upon by the COTR and the Contractor after award.

Although the contractor shall support decisions and make recommendations to the ICE COTR, all final decisions and all policy statements will ultimately be the responsibility of the Government to make. This procurement will support activities in the area of Secure Communities Program Management Support.

The contractor shall provide program and project management support services, including assistance with preparation of briefings and high-level spending plans coordinating development and modifications as required, project coordination, project management improvement support, and performance measurement support.

The contractor shall provide support to the program office with development of key performance measures and indicators for the secure communities program mapping back to ICE and DHS priorities. Criterion must be established in coordination with the Secure Communities program manager and COTR.

The contractor shall establish/restore/ensure Secure Communities PMO capability to serve in the following:



- The Contractor shall provide assistance with the development of solutions to meet the strategic goals 1 through 4 (as described on page 2) of the Secure Communities initiatives.
- PMO-related functions (with related activities in parenthesis):
 - Program Management (Project Identification & Prioritization, Scope/Planning Management; Resource Management, Scheduling, Portfolio Management, Mgmt & Status Reporting, Program Planning);
 - Budget Analysis (Budgeting, Funding Approvals, Budget Tracking, Financial Reporting, Benefits Realization, Earned Value Management);
 - Quality Management (Quality Assurance Planning, Quality Assurance Implementation, Project Audits, Issues Management, Contingency Planning);
 - Risk Management (Risk Management Planning, Risk Mitigation, Risk Watchlist, Risk Reviews, Independent Risk Assessment (as needed), Risk Management Training);
 - Acquisition Management (Acquisition Program Baseline, Acquisition Planning and Coordination for Acquisition Support Activities);
 - Change Control (Change Control Processes, Scope Change Review and Approval, Issue Escalation, Project Reporting, Continuous Improvement);
 - Project and Operational Administration (Program Management Office Standards and Practices, Program Management Processes, Project Repository, Training, Knowledge Management, Vendor Management, Communications and Web Page);
 - Project Scheduler Support (a project schedule is developed by associating resources and time with the activities. The project schedule provides a graphical or tabular representation of when tasks will start, when tasks will be completed, when significant events (called milestones) will occur, logical dependencies between tasks, and resource requirements.);
 - Communications management to manage initiative advocacy, inquiries, reviews, external audits and related activities with the goal of keeping all Secure Communities stakeholders (including Congress, the press, GAO/OIG/OMB, and the American public) regularly informed on initiative plans, progress and performance.; and
 - Strategic planning, business case development and documentation to evolve the current Secure Communities plan according to stakeholder inputs, evaluate alternatives in several areas of plan execution, develop cost-benefit analyses in support of alternative evaluations, and articulate how the planned set of initiative activities will culminate in the achievement of initiative goals and performance metrics;

2.2.3 Program Assessment

A comprehensive Secure Communities Expenditure Plan, key to the successful continuation of the Program, shall be reviewed and modified as warranted carrying out DHS and ICE initiatives. The plan shall be based on agency priorities; address prior GAO/OIG recommendations (if applicable), oversight recommendations of external entities; a financial analysis of the Secure Communities Program as a whole, which shall be based on a financial analysis of the specific

technical projects, which in turn can be based on sub-projects relating to technical detail gathered in support of the project plans. The plan will:

- Demonstrate compliance with DHS and OMB capital planning principals and be in concert with all applicable laws, regulations and policies.
- Integrate ICE priorities with DHS mission rationalization and aid progress towards a consolidated DHS integrated enforcement environment.
- Demonstrate commitment to sound program planning and management.
- Map with consistency to Departmental as well as ICE priorities.

2.2.4 Secure Communities IT Program Management Support

A key component of the Secure Communities initiative is to leverage emerging technology to share law enforcement data between federal, state, and local law enforcement agencies and streamline the removal process. The contractor shall provide program and project management support services to coordinate Secure Communities technology development, integration, and deployment. This support will be dedicated to the oversight of multiple independent IT modernization efforts at different development maturity stages. Modernization efforts will include those managed within ICE and those where ICE is joint partner with other federal agencies (i.e. IDENT/IAFIS Interoperability). The Contractor shall designate a single Task Manager to manage all Information Technology Team functions. The Information Technology Team shall develop and maintain a detailed Project Plan in the designated government project management system for all activities that it performs. The Information Technology Team shall provide monthly or shorter status reporting on progress made against its Project Plan. The status report shall include accomplishments, status of ongoing activities, management issues, recommendations for problem resolution, and upcoming activities.

The contractor shall provide program and project management support services, including specific IT project management services, through coordination and reporting to the Secure Communities Program Management Office. The Secure Communities IT project management team will coordinate and report to the overall Secure Communities Program Office on various items to include project schedules, project costs, and project performance measures.

The contractor shall provide IT acquisition support services to support the ICE Office of Acquisition and/or any Secure Communities enforcement partners in awarding the large number of additional procurement actions that will be required to implement Secure Communities plans. Specifically, the contractor shall support ICE Office of the Chief Information Officer with both pre- and post- award acquisition support. Procurement actions that may include the development of system to prioritize Interoperability results, development of DROM detention and removal modules, establishing 24-hour command center, and purchasing video teleconference systems (VTCs).

The contractor shall provide required IT subject matter expertise to assess and recommend action plans for maintaining IT security, especially as it relates to Secure Communities-related



information sharing between systems; to assess impacts to privacy and recommend action plans for addressing privacy concerns, especially as it relates to Secure Communities-related information sharing between IT systems; to assess and provide recommendations for improvements in IT-related policy that would materially improve the ability to achieve Secure Communities goals or the efficiency with which such goals can be achieved; and to create and document information flows as required to support the development of IT requirements, architectures and assessments.

2.2.5 Additional Tasks

Over the same timeframe, the Program Management Office may be called upon to perform additional tasks in support of managing successful implementation of the Secure Communities initiative. These additional tasks may include:

- Business process analysis to evaluate existing processes and tools used by ICE and/or its Secure Communities enforcement partners, identify and document Secure Communities requirements for meeting stated initiative goals related to each evaluated process, and recommend potential changes to evaluated processes and tools that would meet or exceed Secure Communities requirements;
- Activity management to fully manage cost, schedule and performance for any Secure Communities initiative-related activity by performing all tasks outlined in the Secure Communities Program Management Office core task for specified Secure Communities activities instead of for the entire initiative;
- Secure Communities enforcement partner outreach to contact law enforcement organizations for the purposes of explaining their role in making Secure Communities a success, setting expectations on how and when Secure Communities may impact their organization, identifying interest and prioritization for achieving full participation in Secure Communities plans and otherwise communicating with such organizations to ensure the successful achievement of initiative goals;
- Acquisition support services to support the ICE Office of Acquisition and/or any Secure Communities enforcement partners in awarding the large number of additional procurement actions that will be required to implement Secure Communities plans; and
- Legal research and assessment services to support the ICE Office of the Principal Legal Advisor and/or any Secure Communities enforcement partners in assessing the existing legal environment as it impacts meeting Secure Communities requirements, assessing pending or proposed changes to the legal environment that may impact Secure Communities implementation, and otherwise providing required legal subject matter expertise to further the successful implementation of Secure Communities-related activities.



2.3 CONTRACTOR SUPPORT LABOR CATEGORIES

Senior Program Manager
Senior Project Managers
Subject Matter Experts
Senior Systems Consultant
Systems Consultant
Senior Consultant
Consultant
Analyst
Documentation Specialist
Technical Writer
Administrative Assistant

2.4 CONTRACTOR LABOR CATEGORY EDUCATIONAL AND/OR EXPERIENCE REQUIREMENTS

Senior Program Manager – The Senior Program Manager will be responsible for performing the day-to-day management of overall contract support operations under the task order. The Program Manager should have a professional certification in Program Management, certification as a project management professional or other equivalent certification approved by the contracting officer. Additionally, the Program Manager shall have a Bachelors degree in one of the following disciplines – Accounting, Finance, Management, Business, Computer Science, Management Information Systems Engineering or Math and a minimum of twelve (12) years of experience in performing program management support services or acquisition support services or any combination of the two.

Senior Project Manager – The Senior Project Manager shall be responsible for providing direct assistance to the program manager and PMO staff in ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects. Performing day-to-day management of overall contract support operations. The Senior Project Manager should have a professional certification in Program Management. Additionally, the Senior Project Manager shall have a Bachelors degree in one of the following disciplines – Accounting, Finance, Management, Business, Computer Science, Management Information Systems Engineering or Math and a minimum of ten (10) years of experience in performing program management support services.

Senior Project Manager (IT) – The Senior Project Manager (IT) shall be responsible for providing direct assistance to the program manager and PMO staff in ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects. Performing day-to-day management of overall contract support operations. The Senior Project Manager (IT) should have a professional certification in Program Management. Additionally, the Senior Project Manager (IT) shall have a Bachelors degree in

one of the following disciplines – Accounting, Finance, Management, Business, Computer Science, Management Information Systems Engineering or Math and a minimum of ten (10) years of experience in performing program management support services.

Subject Matter Experts – The Subject Matter Expert is a senior professional with unique credentials and provides expert advice/contributions in complex and critical efforts. The individual must be skilled in providing unique, subject matter expertise in specific functional, technical, professional or policy areas of the project. Responsibilities include: investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting expert analysis of these issues; and providing expert advice in support of major programs/projects. Assignments may require independent action, leading and/or guiding the efforts of peers, leading or collaborating with top level working groups and personnel involved in high level, highly complex efforts. The individual may be called upon to provide inputs, prepare and/or present high-level briefings of an innovative business, management, technological or strategic nature. Generally, the Subject Matter Expert is broadly recognized as an authoritative, trusted source of expertise within the business or scientific community. The subject matter expert will have at least eight (8) years related experience and a bachelor’s degree.

Senior Systems Consultant –The senior systems consultant is a top-level technical expert responsible for determining type of systems that best fit an organization. Models and understands key business processes within an organization and the impact technology may have on business processes. Works to build a coalition within organization that will formulate the architecture and manage the architectural development process/project. Actively monitors changes in critical business processes. Provides guidance to others. Performs highly complex responsibilities with considerable latitude. Interprets company initiatives and client requirements. Work impacts organizational success. The systems consultant will have at least eight (8) years related experience in systems analysis and a bachelor’s degree in computer science, management information systems, or a related field.

Systems Consultant –The systems consultant is a technical expert responsible for determining the type of systems that best fit an organization. Models and understands key business processes within an organization and the impact technology may have on these business processes. Works to build a coalition within the organization that will formulate the architecture and manage the architectural development process/project. Actively monitors changes in critical business processes. Provides guidance to others. Performs complex assignments with little guidance. Has latitude in completing broad objectives. Work impacts client relations. The systems consultant will have at least two (5) years related experience in systems analysis and a bachelor’s degree in computer science, management information systems, or a related field.

Senior Consultant –Within broad objectives, the senior consultant performs in a professional position requiring high-level specialized knowledge and experience. Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Individual is a recognized leader in one or more disciplines, and may serve as a prime point of contact for clients. Performs studies and reviews of management and

organizational structures to evaluate performance relative to business objectives. Advises on business strategies and realignment issues to focus on the most beneficial objectives. Provides strategic advice and plans. Provides assistance in the evaluation, auditor service, and implementation support of quality standards to achieve certification. Provides leadership in government and industry meetings, briefings, and forums to facilitate the exchange of ideas and concepts. May be called upon to provide inputs, prepare and/or present high-level briefings of innovative technological or strategic goals. Position may require significant travel. The consultant will have at least a bachelor's degree and a minimum of ten (10) years direct experience.

Consultant – The consultant demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Duties include business activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Works within general guidelines on broadly defined projects. Individual requires originality and the ability to present problems and recommended solutions to the Program Manager. The consultant will have at least a bachelor's degree and a minimum of five (5) years direct experience.

Analyst –The analyst conducts research and prepares management, organizational and business analyses and forecasts. The individual will generate management tools to effectively control programs and generates reports documenting findings. The analyst conducts research into management, organizational and business practices to assess/implement improvements to, or ensure compliance with acquisition procedures. The analyst prepares computerized programs utilizing commercial software to manage tasks. The analyst maintains database to produce monthly financial reports, and tracks, processes and distributes deliverables and monitors comment status. The analyst will have at least a bachelor's degree and a minimum of two (2) years of job-related experience or equivalent.

Documentation Specialist - The Documentation Specialist shall be responsible for all aspects of documentation management activities, including gathering, analyzing and composing technical or other documentation. Conducts research and ensures the use of proper technical terminology. Translates technical information onto clear, readable documents that can be used by technical and non-technical personnel. Performs any other related activities required in support of the activities of the PMO. The Documentation Specialist shall have a Bachelor's degree or equivalent in related field and a minimum of two (2) years of experience in preparing technical documentation and conducting related research.

Technical Writer – The Technical Writer shall be responsible for the gathering, organizing, analyzing, and composing technical information described in the SOW. Edits functional descriptions, system specifications, user manuals, and special reports, Statements of Work, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. The Technical Writer shall have a Bachelor's degree or equivalent and five (5) years of experience developing and preparing complex technical

publications utilizing state-of-the-art workstations, internal and external communications media, and software. In addition to the experience and educational requirements described above, the Technical Writer shall possess the ability to communicate effectively, both orally and in writing, possess the ability to analyze the needs of the target audience and have knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Administrative Assistant – The Administrative Assistant will directly support program managers or project managers by preparing documents, presentations and graphics and support the development of contract deliverables and reports by developing and updating the graphic presentations to improve the quality and enhance the usability of these documents. Additionally, the administrative assistant will provide program support by maintaining calendars, scheduling appointments, tracking correspondence and providing general office support. The Administrative Assistant shall have a high school diploma and at least three (3) years of experience.

3.0 DELIVERABLES

Below is a list of expected deliverables in support of the Secure Communities Program Management Office.

Frequency	Date of Submission	Copies	ICE Distribution
As Identified	As Identified	(1) Hard Copies/ (1) Electronic Copy	COTR/As Identified

Deliverables	Updated	Due Date
Draft Program Management Plan including: -Work Plan -Expenditure Plan -Performance Plan	As Needed	With proposal
Final Program Management Plan including: -Work Plan -Expenditure Plan -Performance Plan	As Needed	30 days after start of contract
Weekly Progress Reports (updates to work plan)	Weekly	
Monthly Progress Reports (updates work and expenditure plans)	Monthly	5 business days from end



		of previous month
Quarterly Progress Reports (program activities and next quarter plans)	Quarterly	5 business days from end of previous quarter
IT Project Plan	As Needed	30 days After Start of Contract
IT Weekly Report	Weekly	
Gap Analysis	As Needed	60 days after start of contract
ICE SLM Deliverables	As Needed	
Mission Needs Statement	As Needed	
Congressional/OMB Briefings	As Needed	
Investment Review Board Brief (ICE/DHS)	As Needed	
Acquisition Program Baseline	As Needed	
Acquisition Plan	As Needed	
Operational Requirements Document	As Needed	
Logistics Support Plan	As Needed	
Risk Management Plan	As Needed	
Risk Mitigation Plan/Strategy	As Needed	
Exhibit -300	As Needed	
Program Assessment Rating Tool Update	OMB Directed	

The COTR and the contractor shall mutually agree upon the content requirements for deliverables identified above after award.

The due dates for the above-listed deliverables without a specific due date will be mutually agreed upon by the COTR and the Contractor.

All deliverables shall be delivered in electronic form. The electronic copy can be delivered via email. All deliverables, including the electronic copy, which shall be written in MS Office 97 or a later version, shall be delivered to the following individuals:



COTR:

Immigration & Customs Enforcement

ATTN: **TBD**

801 I Street, NW, Suite #

Washington, DC 20536

Tel No: 202-XXX-XXXX

E-mail: @dhs.gov

3.1 Acceptance Criteria

ICE will accept or reject deliverables within 30 days after delivery. If rejected, the Contractor(s) shall make corrections as specified and resubmit the deliverable for review and approval.

3.2 Invoicing

The Contractor(s) shall submit an invoice 15 days after the close of the previous month to include: Contractor(s) name, labor categories, labor costs, completed travel, overtime, and any Other Direct Costs (ODCs) for the invoice period. All invoices submitted by the Contractor(s) for their sub-Contractor(s) must adhere to the 15-day invoice deadline.

Contractor(s) employees shall complete time sheets for each month and submit them to the COTR. The invoice shall list the total number of hours worked by each Contractor(s) employee. Overtime is not authorized for this requirement. Should the Contractor(s) employee be on approved leave, the Contractor(s) invoice shall note the dates of the leave.

Although overtime is not authorized per section 3.2, vendors shall provide a separate appendix or attachment section within their cost/price quotation describing their corporate policy on overtime and providing prospective overtime rates (if applicable) for all labor categories for each year of the period of performance. Overtime rates (if applicable) will not be evaluated as part of the cost/price evaluation, however, the corporate policy and labor category overtime rates identified will be considered the rates applicable in the event overtime is authorized at any time during the performance period. Overtime requirements and authorization will be solely at the discretion of the Contracting Officer.

4.0 TRAVEL & OTHER DIRECT COSTS

4.1 General

In accordance with contractual provisions, Government-specified ODCs include such items as travel, training, supplies (including non-consumable/expendable computer supplies) that the contractor requires to accomplish the task order work assigned.



At the direction of the COTR, the Contractor shall provide supplies necessary to support any activity under this task. No travel or training costs shall be incurred without the approval of the COTR.

The ODC total for all tasks should not exceed \$400,000 per year. The Contractor shall be required to travel for field office site visits, meetings, and conferences and use of specialized presentation supplies, etc. The Contracting Officer will approve individual ODC requests totaling \$3,000 or more.

For purposes of submission of the quotation, vendors shall use the pre-established Government ODC amounts in their quotation.

4.2 Travel

All contractor travel shall be approved in advance by the COTR. Advanced notice must be provided for any travel required.

Significant travel may be required at the COTR's discretion. The contractor shall be reimbursed for travel in accordance with the provisions and rates contained in the Federal Travel Regulations (FTR). All travel itineraries must receive the prior written approval of the COTR. The Contractor shall not be reimbursed for transportation expenses for assigned personnel for local commuting between their place of residence and their place of work.

4.3 Training

No training is anticipated at this time. If the Government determines that training is necessary, approval by the COTR is required.

5.0 PERIOD OF PERFORMANCE

The period of performance shall commence on the date of award and continue through 12 months thereafter with four (4) one-year option periods as follows:

Base Year – Date of award through 12 months thereafter

Option Year 1 (contract year 2) – 12 months

Option Year 2 (contract year 3) – 12 months

Option Year 3 (contract year 4) – 12 months

Option Year 4 (contract year 5) – 12 months

6.0 KEY PERSONNEL

A number of billets within the Contractor's organization are expected to significantly affect program success, and are accordingly designated as key. For this task order (TO), the positions of Senior Program Manager, Senior Project Managers, Subject Matter Expert, Senior Systems

Consultant, Systems Consultants, Senior Consultants and Consultants shall be designated as key personnel and shall be a full-time employee or sub-contractor of the Contractor at the time of task award. Key personnel are expected to serve for the life of the task, or until replacements with equivalent skills are nominated by the Contractor and accepted by ICE. In addition to these designations, the Government reserves the right to revise this designation during TO performance, including requiring the identification of additional key personnel.

Requests for key personnel changes shall be submitted at least 30 days in advance of a prospective substitution. The request should provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume of the proposed new personnel, and any other relevant information necessary to evaluate the impact of the prospective substitution on the program requested by the CO. The qualifications of proposed substitute key personnel must meet or exceed the qualifications of personnel whom they are proposed to replace. The CO will generally accept or reject the resume within ten working days.

7.0 PLACE OF PERFORMANCE

Personnel assigned to the performance of this call shall be required to work on-site at **(TBD, Washington, DC)**. Contractor personnel will be furnished with semi-private work areas equipped with a workstation, and have access to a laser printer, telephones, cellular phones, and general office supplies.

If space cannot be provided at Government facility, the Contractor will have to provide workspace at their offices with the understanding that off-site rates will apply.

8.0 Government Furnished Equipment (GFE)

The Government will provide furnished workspace(s), computer equipment and peripherals, and telecommunication equipment. The Contractor(s) shall keep and maintain an inventory of Government-furnished equipment, which shall be made available to the COTR upon request.

9.0 Government-Furnished Information (GFI)

The Secure Communities COTR, Program Manager and Staff shall provide initial familiarization, and any information manuals, texts, briefs and other materials associated with this task as required.

The Government will arrange all required meetings, teleconferences, video-teleconferences or consultations between Contractor and Government personnel associated with or have an interest in the Secure Communities Program.

10.0 DHS HLS EA Compliance

All services related to IT analysis or recommendations shall meet DHS Enterprise Architecture policies, standards, and procedures as it relates to this Performance Work Statement and

associated Task Orders. Specifically, the contractor shall comply with the following Homeland Security Enterprise Architecture (HLS EA) requirements:

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

11.0 Security

A) General Clause

To ensure the security of the DHS/ICE information in their charge, ICE contractors and sub-contractors must adhere to the same computer security requirements and regulations as ICE federal employees unless an exception to policy is agreed to by the prime contractors, ICE ISSM and Contracting Officer and detailed in the contract. The DHS Rules of Behavior document apply to both DHS federal employees and DHS support contractors and sub-contractors.

B) Security Policy References Clause

The following three primary DHS/ICE IT Security requirements documents are applicable to contractor/subcontractor operations supporting Sensitive But Unclassified (SBU) based contracts. Additionally, ICE and its contractors must conform to other DHS Management Directives (MD) (Note: these additional MD documents appear on DHS-Online in the Management Directives Section. Volume 11000 “Security and Volume 4000 “IT Systems” are of particular importance in the support of computer security practices)

- DHS 4300A Sensitive Systems Policy Directive (ICE OISS Intranet Site)
- DHS 4300A, IT Security Sensitive Systems Handbook (ICE OISS Intranet Site)
- ICE Directive, IT Security Policy Supplemental for SBU Systems (ICE OISS Intranet Site)

C) Contractor Information Systems Security Officer (ISSO) Point of Contact Clause

The Contractor must appoint and submit name to ICE Information Systems Security Manager (ISSM) for approval, via the ICE COTR, of a qualified individual to act as ISSO to interact with ICE personnel on any contractor IT security issues.

D) Protection of ICE Sensitive But Unclassified Information

The Contractor shall protect all DHS/ICE “sensitive information” to which the Contractor is granted physical or electronic access by adhering to the specific IT security requirements of this contract and the DHS/ICE security policies specified in the Reference Section above. Contractor shall ensure that their systems containing DHS/ICE information and data be protected from

unauthorized access, modification and denial of service. Further, the data must be protected in order to ensure the privacy of individual's personal information.

12.0 Performance Standards

The Contractor shall comply with all technology standards and architecture policies, processes, and procedures defined in ICE OCIO Architecture Division publications. These publications include, but are not limited to, the following:

- ICE Technical Architecture Guidebook
- ICE Systems Lifecycle Management (SLM) Manual
- ICE Enterprise Systems Assurance Plan
- ICE Architecture Test and Evaluation Plan and
- ICE Web Standards and Guidelines

The Contractor shall not deviate from the Technology Standards without approval granted by the Government via the formal Technology Change Process. If a deviation from the Technology Standards is desired, the Government Project Manager must submit a formal request to the Architecture Division for adjudication. The Contractor may not proceed with the deviation unless Architecture Division approves the formal request and grants a waiver to deviate from the Technology Standards. If Architecture Division approves the technology change request, the Contractor shall comply with all stipulations specified within the approval notification.

The Contractor shall not deviate from the SLM Process (including a Tailored SLM work pattern) without express approval granted by the Government Program Manager(s) via the formal Request for Deviation (RFD) Process. If a deviation from the SLM Process is desired, the Government Project Manager must submit a formal FRD to Architecture Division for adjudication. The Contractor may not proceed with the deviation unless Architecture Division approves the formal request and grants a waiver to deviate from the SLM Process. If Architecture Division approves the FRD, the Contractor shall comply with all stipulations specified within the approval notification.

13.0 SECTION 508 COMPLIANCE

Section 508 of the Rehabilitation Act requires Federal agencies to make their electronic and information technology accessible to people with disabilities. This applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology.

Any and all electronic and information technology (EIT) procured through this task order using Government funds must meet the applicable accessibility standards specified in 36 CFR 1194.2, unless an agency exception to this requirement exists. Any agency exceptions applicable to this task order are listed below. This requirement does not apply to contractor acquired EIT solely

with contractor funds for use by the contractor, whether or not used incidentally in support of the contract effort described herein.

The standards define Electronic and Information Technology, in part, as “any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information.” The standards define the type of technology covered and set forth provisions that establish a minimum level of accessibility. The application section of the standards (1194.2) outlines the scope and coverage of the standards. The standards cover the full range of electronic and information technologies in the Federal sector, including those used for communication, duplication, computing, storage, presentation, control, transport and production. This includes computers, software, networks, peripherals and other types of electronic office equipment.

14.0 SECURITY REQUIREMENTS

14.1 GENERAL

The Department of Homeland Security (DHS) has determined that performance of the tasks as described in Contract TBD requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following.

14.2 SUITABILITY DETERMINATION

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



14.3 BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees with adequate security clearances issued by the Defense Industrial Security Clearance Office (DISCO) may not be required to submit complete security packages, as the clearance issued by DISCO may be accepted. Prospective Contractor employees without adequate security clearances issued by DISCO shall submit the following completed forms to the Personnel Security Unit through the COTR, no less than 5 days before the starting date of the contract or 5 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions" Form will be submitted via e-QIP (electronic Questionnaires for Investigation Processing) **(2 copies)**
2. FD Form 258, "Fingerprint Card" **(2 copies)**
3. Foreign National Relatives or Associates Statement
4. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Optional Form 306 Declaration for Federal Employment (applies to contractors as well)
6. Authorization for Release of Medical Information

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU. Specific instructions on submission of packages will be provided upon award of the contract.

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

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to, development of, or maintenance to any DHS IT system.



14.4 CONTINUED ELIGIBILITY

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

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

The OPR-PSU may require reinvestigations when derogatory information is received and/or every 5 years.

DHS reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee DHS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU through the COTR. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

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

14.5 SECURITY MANAGEMENT

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

The COTR and the OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

The following computer security requirements apply to both Department of Homeland Security (DHS) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.

14.6 INFORMATION TECHNOLOGY SECURITY CLEARANCE

When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in *DHS IT Security Program Publication DHS MD 4300.Pub. or its replacement*. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

14.7 INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT

All contractor employees using Department automated systems or processing Department sensitive data will be required to receive Security Awareness Training. This training will be provided by the appropriate component agency of DHS.

Contractors who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).