

2. CONTRACT (Proc. Inst. Ident.) NO. HSCEEC-08-D-00005	3. EFFECTIVE DATE 05/23/2008	4. REQUISITION/PURCHASE REQUEST/PROJECT NO.
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5. ISSUED BY	CODE	ICE/FPS/EACCG/R11/A	6. ADMINISTERED BY (If other than Item 5)	CODE	ICE/FPS/EACCG/R1
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ICE/FPS/East CCG/Region 11/Group A Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106	ICE/FPS/East CCG/Region 11/Group A Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: Peter J. Andrews Philadelphia PA 19106
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7. NAME AND ADDRESS OF CONTRACTOR (No., Street, City, Country, State and ZIP Code)	8. DELIVERY
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JENKINS SECURITY CONSULTANTS, INC 2001 BUNKER HILL RD. N.E. WASHINGTON DC 200183223	<input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)
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	9. DISCOUNT FOR PROMPT PAYMENT
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(b)(4)

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN				ITEM	12
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CODE 9267694310000	FACILITY CODE	
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11. SHIP TO/MARK FOR	CODE	DC1230	12. PAYMENT WILL BE MADE BY	CODE	HSCE00
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TRANSPPOINT 2100 2ND ST SW WASHINGTON DC	DHSICE Burlington Finance Center Attn: FPS HQ Invoice P.O. Box 1279 Williston VT 05495-1279
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13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:	14. ACCOUNTING AND APPROPRIATION DATA
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10 U.S.C. 2304 (c) () 41 U.S.C. 253 (c) () See Schedule

15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
Continued					
15G. TOTAL AMOUNT OF CONTRACT					\$0.00

16. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 2 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number HSCEMP-07-R-00004 including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
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19A. NAME AND TITLE OF SIGNER (Type or print)	20A. NAME OF CONTRACTING OFFICER	20C. DATE SIGNED
Robert M Jenkins (Signature of person authorized to sign)	Michael D. Byrne (Signature of the Contracting Officer)	22 May 08
19B. NAME OF CONTRACTOR	19C. DATE SIGNED	20B. UNITED STATES OF AMERICA
(Signature)	5/20/08	USA

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEEC-08-D-00005

PAGE OF
 2 7

NAME OF OFFEROR OR CONTRACTOR

JENKINS SECURITY CONSULTANTS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Section K of the Contractor's proposal is hereby incorporated by reference. Jenkins Security Proposal Dated November 7, 2007 is incorporated by reference.</p> <p>All items are accepted. The base year for the contract shall be from July 1, 2008 - June 30, 2009. Funding for the base year will be provided under Task Orders.</p> <p>The Contracting Officer Technical Representative (COTR) for this contract is Robert Dyer. He can be reached at 202-245-(b)(2)Low (b)(6)</p> <p>The Contract Specialist for this contract is Peter J. Andrews. He can be reached at 215-521-(b)(2)Low (b)(6)</p> <p>FOB: Destination Period of Performance: 08/01/2008 to 07/31/2013</p> <p>Base Period - Line Items 0001 - 0004 cover the initial period of performance for this requirement (August 1, 2008 - July 31, 2009).</p>				
0001	<p>Armed Guard Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: GUARD SERVICES</p> <p>Accounting Info: Funded: \$0.00</p>	100836	HR	31.05	
0002	<p>Supervisory Armed Guard Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: GUARD SERVICES</p> <p>Accounting Info: Funded: \$0.00</p> <p>Line Items 0003 and 0004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.</p>	19584	HR	32.40	
0003	<p>TAS Armed Guard Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: GUARD SERVICES</p> <p>Continued ...</p>	150	HR	31.05	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCEEC-08-D-00005

PAGE OF
3 7

NAME OF OFFEROR OR CONTRACTOR

JENKINS SECURITY CONSULTANTS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: Funded: \$0.00				
0004	TAS Supervisory Armed Guard Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	100	HR	32.40	
	Accounting Info: Funded: \$0.00				
	Option One - Line Items 1001-1004 cover the first option period for this requirement (August 1, 2009 - July 31, 2010).				
1001	Armed Guard Amount: \$3,184,400.88 (Option Line Item) 07/01/2009 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	100836	HR	31.58	
	Accounting Info: Funded: \$0.00				
1002	Supervisory Armed Guard Amount: \$646,663.68 (Option Line Item) 07/01/2009 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	19584	HR	33.02	
	Accounting Info: Funded: \$0.00				
	Line Items 1003 and 1004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
1003	TAS Armed Guard Amount: \$4,737.00 (Option Line Item) 07/01/2009 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	150	HR	31.58	
	Accounting Info: Funded: \$0.00				
1004	TAS Supervisory Armed Guard Continued ...	100	HR	33.02	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEEC-08-D-00005

PAGE OF
 4 7

NAME OF OFFEROR OR CONTRACTOR

JENKINS SECURITY CONSULTANTS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Amount: \$3,302.00 (Option Line Item) 07/01/2009 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00 Option Two - Line Items 2001-2004 cover the second option period for this requirement (August 1, 2010 - July 31, 2011).				
2001	Armed Guard Amount: \$3,210,618.24 (Option Line Item) 07/01/2010 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00	100836	HR	31.84	
2002	Supervisory Armed Guard Amount: \$652,538.88 (Option Line Item) 07/01/2010 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00 Line Items 2003 and 2004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.	19584	HR	33.32	
2003	TAS Armed Guard Amount: \$4,776.00 (Option Line Item) 07/01/2010 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00	150	HR	31.84	
2004	TAS Supervisory Armed Guard Amount: \$3,332.00 (Option Line Item) 07/01/2010 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Continued ...	100	HR	33.32	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCEEC-08-D-00005

PAGE OF
5 7

NAME OF OFFEROR OR CONTRACTOR

JENKINS SECURITY CONSULTANTS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: Funded: \$0.00				
	Option Three - Line Items 3001-3004 cover the third option period for this requirement (August 1, 2011 - July 31, 2012).				
3001	Armed Guard Amount: \$3,210,618.24 (Option Line Item) 07/01/2011 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	100836	HR	31.84	
	Accounting Info: Funded: \$0.00				
3002	Supervisory Armed Guard Amount: \$652,538.88 (Option Line Item) 07/01/2011 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	19584	HR	33.32	
	Accounting Info: Funded: \$0.00				
	Line Items 3003 and 3004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
3003	TAS Armed Guard Amount: \$4,776.00 (Option Line Item) 07/01/2011 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	150	HR	31.84	
	Accounting Info: Funded: \$0.00				
3004	TAS Supervisory Armed Guard Amount: \$3,332.00 (Option Line Item) 07/01/2011 Product/Service Code: S206 Product/Service Description: GUARD SERVICES	100	HR	33.32	
	Accounting Info: Funded: \$0.00				
	Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCEEC-08-D-00005

PAGE OF
6 7

NAME OF OFFEROR OR CONTRACTOR

JENKINS SECURITY CONSULTANTS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Option Four - Line Items 4001-4004 cover the fourth option period for this requirement (August 1, 2012 - July 31, 2013).				
4001	Armed Guard Amount: \$3,210,618.24 (Option Line Item) 07/01/2012 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00	100836	HR	31.84	
4002	Supervisory Armed Guard Amount: \$652,538.88 (Option Line Item) 07/01/2012 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00 Line Items 4003 and 4004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.	19584	HR	33.32	
4003	TAS Armed Guard Amount: \$4,776.00 (Option Line Item) 07/01/2012 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00	150	HR	31.84	
4004	TAS Supervisory Armed Guard Amount: \$3,332.00 (Option Line Item) 07/01/2012 Product/Service Code: S206 Product/Service Description: GUARD SERVICES Accounting Info: Funded: \$0.00 In accordance with the requirements of FAR 16.504(a)(2), the Government is satisfying the minimum obligation associated with this award on the first delivery order which will be issued Continued ...	100	HR	33.32	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCEEC-08-D-00005

PAGE OF
7 7

NAME OF OFFEROR OR CONTRACTOR

JENKINS SECURITY CONSULTANTS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>concurrently with this award.</p> <p>The total amount of award: \$19,226,275.82. The obligation for this award is shown in box 15G.</p>				

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE OF PAGES 1 5	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER HSCMP-07-R-00004	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER
7. ISSUED BY ICE/FPS/EACCG/HQ/NC		8. ADDRESS OFFER TO (if other than Item 7) ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the
 repository located in _____ until 1700 ET local time 09/10/2007
 (Hour) (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Peter Andrews	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS (b)(6)
		AREA CODE 215	NUMBER 521-	EXT. (b)(2)Low	

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input type="checkbox"/>	A	SOLICITATION/CONTRACT FORM		<input type="checkbox"/>	I	CONTRACT CLAUSES	
<input type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT		<input type="checkbox"/>	J	LIST OF ATTACHMENTS	
<input type="checkbox"/>	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input type="checkbox"/>	E	INSPECTION AND ACCEPTANCE		<input type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
<input type="checkbox"/>	F	DELIVERIES OR PERFORMANCE		<input type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
<input type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA		<input type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	
<input type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS					

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	10 CALENDAR DAYS (%) 0%	20 CALENDAR DAYS (%) 0%	30 CALENDAR DAYS (%) 0%	CALENDAR DAYS (%) 0%
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR Jenkins Security Consultants, Inc. 2001 Bunker Hill Road, NE Washington, DC 20018	15B. TELEPHONE NUMBER AREA CODE: 202 NUMBER: 832-9653	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Robert A. Jenkins President
---	---	--	--

17. SIGNATURE <i>Robert A. Jenkins</i>	18. OFFER DATE 11/07/07
---	----------------------------

AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input type="checkbox"/> 41 U.S.C. 253 (c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)
24. ADMINISTERED BY (if other than Item 7)	25. PAYMENT WILL BE MADE BY	26. NAME OF CONTRACTING OFFICER (Type or print) Peter J. Andrews
27. UNITED STATES OF AMERICA	28. AWARD DATE	(Signature of Contracting Officer)

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.
 AUTHORIZED FOR LOCAL REPRODUCTION
 Previous edition is unusable

Contracting Officer

STANDARD FORM 33 (Rev. 9-97)
 Prescribed by GSA - FAR (48 CFR) 53.214(c)

“USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL.”

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSCMP-07-R-00004	2	5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	The solicitation covers Guard Services at various Federally Owned and Leased Locations around Buzzard Point in Washington, DC. This is a Small Business Set-Aside under SIC Code 561612. Delivery Location Code: DC1230 TRANSPORT 2100 2ND ST SW WASHINGTON DC FOB: Destination Period of Performance: 11/01/2007 to 10/31/2012				
0001	Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	100836	HR	31.05	3,130,957.80
0002	Supervisory Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	19584	HR	32.40	634,521.60
	Line Items 0003 and 0004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
0003	TAS Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	150	HR	31.05	4,657.50
0004	TAS Supervisory Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	100	HR	32.40	3,240.00
	Option One - Line Items 1001-1004 cover the first option period for this requirement.				
1001	Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009	100836	HR	31.58	3,184,400.88
1002	Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009	19584	HR	33.02	646,663.68
	Line Items 1003 and 1004 are for Temporary Continued ...				

NSN 7540-01-152-8067

Contracting Officer

OPTIONAL FORM 336 (4-86)
Sponsored by GSA
FAR (48 CFR) 53.110

“USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL.”

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSCMP-07-R-00004	3	5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
1003	TAS Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009	150	HR	31.58	4,737.00
1004	TAS Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009 Option Two - Line Items 2001-2004 cover the second option period for this requirement.	100	HR	33.02	3,302.00
2001	Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010	100836	HR	31.84	3,210,618.24
2002	Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010 Line Items 2003 and 2004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.	19584	HR	33.32	652,538.88
2003	TAS Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010	150	HR	31.84	4,776.00
2004	TAS Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010 Option Three - Line Items 3001-3004 cover the third option period for this requirement.	100	HR	33.32	3,332.00
3001	Armed Guard (Option Line Item) Continued ...	100836	HR	31.84	3,210,618.24

NSN 7540-01-152-8087

Contracting Officer

OPTIONAL FORM 336 (4-86)
Sponsored by GSA
FAR (48 CFR) 53.110

“USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL.”

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSCEMP-07-R-00004	4	5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 11/01/2010 to 10/31/2011				
3002	Supervisory Armed Guard (Option Line Item)	19584	HR	33.32	652,538.88
	Period of Performance: 11/01/2010 to 10/31/2011				
	Line Items 3003 and 3004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
3003	TAS Armed Guard (Option Line Item)	150	HR	31.84	4,776.00
	Period of Performance: 11/01/2010 to 10/31/2011				
3004	TAS Supervisory Armed Guard (Option Line Item)	100	HR	33.32	3,332.00
	Period of Performance: 11/01/2010 to 10/31/2011				
	Option Four - Line Items 4001-4004 cover the fourth option period for this requirement.				
4001	Armed Guard (Option Line Item)	100836	HR	31.84	3,210,618.24
	Period of Performance: 11/01/2011 to 10/31/2012				
4002	Supervisory Armed Guard (Option Line Item)	19584	HR	33.32	652,538.88
	Period of Performance: 11/01/2011 to 10/31/2012				
	Line Items 4003 and 4004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
4003	TAS Armed Guard (Option Line Item)	150	HR	31.84	4,776.00
	Period of Performance: 11/01/2011 to 10/31/2012				
4004	TAS Supervisory Armed Guard (Option Line Item)	100	HR	33.32	3,332.00
	Continued ...				

NSN 7540-01-152-8067

Contracting Officer

OPTIONAL FORM 336 (4-86)
Sponsored by GSA
FAR (48 CFR) 53.110

"USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL."

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSCOMP-07-R-00004	5	5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Period of Performance: 11/01/2011 to 10/31/2012</p> <p>FAR 52.232.18 - Availability of Funds (Apr 1984) and FAR 52.232-19 - Availability of Funds for the Next Fiscal Year (Apr 1984) are incorporated into this solicitation.</p> <p>FAR 52.232-18 - Availability of Funds (Apr 1984) Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.</p> <p>FAR 52.232-19 - Availability of Funds for the Next Fiscal Year (Apr 1984) Funds are not presently available for performance under this contract beyond "To Be Determined". The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond the Base Period, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.</p>				

NSN 7540-01-152-8067

Contracting Officer

OPTIONAL FORM 336 (4-86)
Sponsored by GSA
FAR (48 CFR) 53.110

"USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL."

SOLICITATION/CONTRACT BIDDER/OFFEROR TO COMPLETE BLOCKS 11, 13, 15, 21, 22, & 27		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING	PAGE OF	PAGES
				1	5
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. SOLICITATION NUMBER HSCOMP-07-R-00004	5. SOLICITATION TYPE <input type="checkbox"/> SEALED BIDS (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	6. SOLICITATION ISSUE DATE	
7. ISSUED BY ICE/FPS/EACCG/HQ/NC ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106		8. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)			
		NAICS: 561621 SIZE STANDARD: \$11.50			
		NO COLLECT CALLS			
9. (AGENCY USE)					

10. ITEMS TO BE PURCHASED (BRIEF DESCRIPTION) <input type="checkbox"/> SUPPLIES <input type="checkbox"/> SERVICES		11. IF OFFER IS ACCEPTED BY THE GOVERNMENT WITHIN _____ CALENDAR DAYS (60 CALENDAR DAYS UNLESS OFFEROR INSERTS A DIFFERENT PERIOD) FROM THE DATE SET FORTH IN BLK 9 ABOVE, THE CONTRACTOR AGREES TO HOLD ITS OFFERED PRICES FIRM FOR THE ITEMS SOLICITED HEREIN AND TO ACCEPT ANY RESULTING CONTRACT SUBJECT TO THE TERMS AND CONDITIONS STATED HEREIN.		12. ADMINISTERED BY CODE ICE/FPS/EACCG/H ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: Peter J. Andrews Philadelphia PA 19106	
13. CONTRACTOR OFFEROR CODE _____ FACILITY CODE _____	14. PAYMENT WILL BE MADE BY CODE _____		SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK:		
15. PROMPT PAYMENT DISCOUNT		16. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304 () <input type="checkbox"/> 41 U.S.C. 253 ()			

17. ITEM NO.	18. SCHEDULE OF SUPPLIES/SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
	The solicitation covers Guard Services at various Federally Owned and Leased Locations around Buzzard Point in Washington, DC. This is a Small Business Set-Aside under SIC Code 561621. Delivery Location Code: DC1230 TRANSPORT Continued ...				

23. ACCOUNTING AND APPROPRIATION DATA		24. TOTAL AWARD AMOUNT (FOR GOVT. USE ONLY)	
25. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER _____ <input type="checkbox"/> ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY CONTINUATION SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.		26. AWARD OF CONTRACT: YOUR OFFER ON SOLICITATION NUMBER SHOWN IN BLOCK 4 INCLUDING ANY ADDITIONS OR <input type="checkbox"/> CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
27. SIGNATURE OF OFFEROR/CONTACTOR		28. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
NAME AND TITLE OF SIGNER (TYPE OR PRINT)	DATE SIGNED	NAME OF CONTRACTING OFFICER	DATE SIGNED
		Peter J. Andrews	

NO RESPONSE FOR REASONS CHECKED

CANNOT COMPLY WITH SPECIFICATIONS		CANNOT MEET DELIVERY REQUIREMENT
UNABLE TO IDENTIFY THE ITEM(S)		DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED
OTHER (Specify)		
WE DO	WE DO NOT, DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE OF ITEM(S) INVOLVED	
NAME AND ADDRESS OF FIRM (Include ZIP Code)		SIGNATURE
		TYPE OR PRINT NAME AND TITLE OF SIGNER

FROM:

AFFIX
STAMP
HERE

TO:

ICE/FPS/EACCG/HQ/NC
 ICE/FPS/East CCG/HQ-Natl Contracts
 Immigration and Customs Enforcement
 Federal Protective Service
 Office of Acquisition Management
 701 Market Street, Suite 4200
 Philadelphia PA 19106

SOLICITATION NO. HSEMP-07-R-00004

DATE AND LOCAL TIME _____

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCOMP-07-R-00004

PAGE 3 OF 5

NAME OF OFFEROR OR CONTRACTOR

(A) ITEM NO.	(B) SUPPLIES/SERVICES	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT
	2100 2ND ST SW WASHINGTON DC FOB: Destination Period of Performance: 11/01/2007 to 10/31/2012				
0001	Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	100836	HR		
0002	Supervisory Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	19584	HR		
	Line Items 0003 and 0004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
0003	TAS Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	150	HR		
0004	TAS Supervisory Armed Guard Period of Performance: 11/01/2007 to 10/31/2008	100	HR		
	Option One - Line Items 1001-1004 cover the first option period for this requirement.				
1001	Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009	100836	HR		
1002	Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009	19584	HR		
	Line Items 1003 and 1004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
1003	TAS Armed Guard (Option Line Item) Continued ...	150	HR		

NAME OF OFFEROR OR CONTRACTOR

(A) ITEM NO.	(B) SUPPLIES/SERVICES	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT
	Period of Performance: 11/01/2008 to 10/31/2009				
1004	TAS Supervisory Armed Guard (Option Line Item)	100	HR		
	Period of Performance: 11/01/2008 to 10/31/2009				
	Option Two - Line Items 2001-2004 cover the second option period for this requirement.				
2001	Armed Guard (Option Line Item)	100836	HR		
	Period of Performance: 11/01/2009 to 10/31/2010				
2002	Supervisory Armed Guard (Option Line Item)	19584	HR		
	Period of Performance: 11/01/2009 to 10/31/2010				
	Line Items 2003 and 2004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
2003	TAS Armed Guard (Option Line Item)	150	HR		
	Period of Performance: 11/01/2009 to 10/31/2010				
2004	TAS Supervisory Armed Guard (Option Line Item)	100	HR		
	Period of Performance: 11/01/2009 to 10/31/2010				
	Option Three - Line Items 3001-3004 cover the third option period for this requirement.				
3001	Armed Guard (Option Line Item)	100836	HR		
	Period of Performance: 11/01/2010 to 10/31/2011				
3002	Supervisory Armed Guard (Option Line Item) Continued ...	19584	HR		

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCEMP-07-R-00004

PAGE 5 OF 5

NAME OF OFFEROR OR CONTRACTOR

(A) ITEM NO.	(B) SUPPLIES/SERVICES	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT
	Period of Performance: 11/01/2010 to 10/31/2011				
	Line Items 3003 and 3004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
3003	TAS Armed Guard (Option Line Item)	150	HR		
	Period of Performance: 11/01/2010 to 10/31/2011				
3004	TAS Supervisory Armed Guard (Option Line Item)	100	HR		
	Period of Performance: 11/01/2010 to 10/31/2011				
	Option Four - Line Items 4001-4004 cover the fourth option period for this requirement.				
4001	Armed Guard (Option Line Item)	100836	HR		
	Period of Performance: 11/01/2011 to 10/31/2012				
4002	Supervisory Armed Guard (Option Line Item)	19584	HR		
	Period of Performance: 11/01/2011 to 10/31/2012				
	Line Items 4003 and 4004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
4003	TAS Armed Guard (Option Line Item)	150	HR		
	Period of Performance: 11/01/2011 to 10/31/2012				
4004	TAS Supervisory Armed Guard (Option Line Item)	100	HR		
	Period of Performance: 11/01/2011 to 10/31/2012				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 4
2. AMENDMENT/MODIFICATION NO. 000003	3. EFFECTIVE DATE 10/24/2007	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/FPS/East CCG/Region 11/Group A Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106	CODE ICE/FPS/EACCG/R1	7. ADMINISTERED BY (If other than Item 6) ICE/FPS/East CCG/Region 11/Group A Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: Peter J. Andrews Philadelphia PA 19106	CODE ICE/FPS/EACCG/R1
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Jenkins Security Consultants, Inc. 2001 Bunker Hill Road, NE Washington, DC 20018 202-832-9653		(x) 9A. AMENDMENT OF SOLICITATION NO. HSCEMP-07-R-00004	9B. DATED (SEE ITEM 11) 09/25/2007
CODE	FACILITY CODE	10A. MODIFICATION OF CONTRACT/ORDER NO.	10B. DATED (SEE ITEM 11)

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

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

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.)

The purpose of this amendment is to address issues and questions that have been raised since the issuance of the solicitation, Amendment 0001, Amendment 0002 and the Preproposal Conference.

1. There is not change in the due date for the submission of proposals. All proposals are due by November 9, 2007 at 2:00 PM EST.

2. The solicitation on page J-11, Exhibit 2E indicates: The magazine shall hold a minimum of ten (10) 9mm rounds and not more than fifteen (15) 9mm rounds. The implication is that the pistol is to be a 9mm. During the Pre Bid Meeting, there was discussion that a 38 caliber may be acceptable. The solicitation does not specify the specific type of pistol to
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) Robert A. Jenkins, President	15B. CONTRACTOR OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 11/02/07	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter J. Andrews	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED
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NSN 7540-01-152-8070
Previous edition unusable

Contracting Officer

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

"USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL."

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCMP-07-R-00004/000003

PAGE OF
 2 4

NAME OF OFFEROR OR CONTRACTOR

EM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>be furnished. Will you please specify the pistol type? The document is very specific about the type of Shotguns to be furnished. Answer: The basic firearm for the contract will be a 9MM. Contract guards will be required to qualify with the firearm that they will carry on post. Contractor shall purchase and have on-site at least one 9MM firearm per guard assigned to the contract.</p> <p>3. Amendment 00002 states that the new contract term will start on January 1, 2008. Will you please clarify and state the proposed/definite start date? Answer: Based on the current schedule the start date is anticipated to be February 1, 2008. Dates for the base period and options will be adjusted at the time of award.</p> <p>4. There are two Collective Bargaining Agreements (CBA) with two different organizations. The proposed contract envisions one (1) Guard Force/one contract, with the officers to provide security support services to both locations and possibly float between the two sites. Since there are two separate and distinct CBAs with different unions, is this a workable situation? Answer: Yes. FPS has several contracts that contain multiple Service Contract Act Decisions and/or CBAs. The wages provided in both types of documents reflect the minimum that a contractor is obligated to pay their employees. The actual amount paid at either, or both, site is a decision for the contractor.</p> <p>5. We understand that the officers cannot leave one site in route to the other while armed, and that arms must be left and one site and re-armed at the other site, again, is this workable? Answer: This is one of the reasons why the Government is attempting to get Special Police Officers (SPO) under this contract. An SPO would have the ability to travel from one building to another while armed. FPS will work with the contractor to obtain the SPO license from the appropriate authority.</p> <p>6. Are both facilities considered "Level IV" facilities? Answer: Yes</p> <p>7. Is the incumbent contractor a Small Business Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCOMP-07-R-00004/000003

PAGE OF
 3 4

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Firm, and is the firm eligible to participate in this Small Business Set-Aside procurement? Answer: There are two incumbents on this solicitation, Master Security and Covenant. Their size will be determined by the information available under www.ccr.gov and www.orca.gov. In the event of a dispute the matter will be referred to the appropriate authority for a final determination.</p> <p>8. Exhibit 2A - The exhibit lists 65 cellular telephones and associated equipment. It is the intention of the specification that all guards on posts have a contractor furnished cellular telephone while they are on post, plus a few spares. If the number of guard posts increases, the contractor will be required to provide additional cellular phones to cover those additional posts. Those phones will be provided at no additional cost to the government.</p> <p>9. Exhibit 2B - There is no vehicle, contractor provided or government provided, required under this solicitation.</p> <p>10. Exhibit 2C - The contractor is responsible for providing all uniform items. A question was raised about the use of shoes vs. all-weather boots. Shoes are not required. Contract shall provide a low quarter black boot described in the solicitation. Boots shall be kept clean and well maintained.</p> <p>11. Exhibit 2C - The color for the uniform shall be black, not navy blue.</p> <p>12. Exhibit 2D - All guards will be issued Personal Body Armor and it shall be worn on post.</p> <p>13. Exhibit 2E - In addition to the comments made about the 9 MM being the basic firearm for the contract, there is also a requirement for shotguns. Shot guns are only to be used during increased threat levels and not carried between buildings.</p> <p>14. The number of posts under this contract is expected to increase. In accordance with the terms of the solicitation, the Government has the unilateral right to increase, or decrease, Continued ...</p>				

CONTINUATION SHEETREFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCOMP-07-R-00004/000003PAGE OF
4 4

NAME OF OFFEROR OR CONTRACTOR

EM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	services during the life of this contract. Period of Performance: 02/01/2008 to 01/31/2013				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE	PAGE OF PAGES 1 33
2 AMENDMENT/MODIFICATION NO 000002	3 EFFECTIVE DATE 10/25/2007	4 REQUISITION/PURCHASE REQ NO	5 PROJECT NO (If applicable)
6 ISSUED BY ICE/FPS/East CCG/Region 11/Group A Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106	CODE ICE/FPS/EACCG/R1	7 ADMINISTERED BY (If other than item 6) ICE/FPS/East CCG/Region 11/Group A Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: Peter J. Andrews Philadelphia PA 19106	CODE ICE/FPS/EACCG/R1
8 NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) Jenkins Security Consultants, Inc. 2001 Bunker Hill Road, NE Washington, DC 20018 202-832-9653		(x) 9A AMENDMENT OF SOLICITATION NO HSCEMP-07-R-00004	
CODE		FACILITY CODE	
		x 9B DATED (SEE ITEM 11) 09/25/2007	
		10A MODIFICATION OF CONTRACT/ORDER NO	
		10B DATED (SEE ITEM 11)	

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

12 ACCOUNTING AND APPROPRIATION DATA (If required)

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

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


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):
The purpose of this amendment is to address issues and questions that have been raised since the issuance of the solicitation and Amendment 0001.

I. Section L. Page L-11. A site visit is required. Is a site visit being schedule? Or do offerors need to arrange for a visit. POC? Phone number? Answer: Site visits are encouraged but not mandatory. Due to the nature of the work done at the sites visits will be restricted to two dates. The first will be during the Pre-proposal Conference on MONDAY, OCTOBER 29, 2007 at 9:00 AM. Here are the particulars:

Place: Coast Guard Headquarters
Room 2415
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) Robert A. Jenkins, President	15B CONTRACTOR/OFFEROR 	15C DATE SIGNED 11/07/07	16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter J. Andrews	16B UNITED STATES OF AMERICA	16C DATE SIGNED
--	---	-----------------------------	---	------------------------------	-----------------

NSN 7540-01-152-8070
Previous edition unusable

Contracting Officer

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

"USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL."

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCOMP-07-R-00004/000002

PAGE 2 OF 33

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2100 2nd Street SW Washington, DC 20593</p> <p>Enter at the flagpole entrance on the 2nd Street side of the building only.</p> <p>Note: All contractors must present a valid state picture ID/driver's license. All contractors will be escorted Limited meter parking is available around the site. A tour of the facilities will be provided after the meeting.</p> <p>The second visit (tour) will be on November 2, 2007 at 9:00 AM starting from the 2nd Street entrance. These will be the only site visits permitted under the solicitation.</p> <p>Any questions that arise as a result of either the Pre-Proposal Conference or the site visits must be submitted to the Contracting Officer in writing for an answer. Verbal answers received during these events are not binding to the solicitation.</p> <p>2. Clarification: Exhibit 2D requests Level III body armor but Section C-17.2-4 requests Level IIA body armor. Please confirm which type is required. Answer: Level II-A is the correct type.</p> <p>3. Clarification: Amendment 0001. There is a typo in the address of the buildings (mentions Half Street twice). Please clarify which location has the FPS requirements currently and which does not. Answer: 1900 Half Street SW, Washington D.C. 20593 has four floors of Coast Guard and one floor FPS. 2100 2nd Street SW, Washington D.C. 20593 is all Coast Guard.</p> <p>4. Question: Section C.4.1 requires all uniformed contract employees to be U.S. citizens. Are all of the current employees U.S. citizens? If not, will this requirement be waived for the incumbent staff? Answer: It is the understanding of FPS that all guards are U.S. Citizens.</p> <p>5. An updated CBA is provided under Exhibit 1 for the Collective Bargaining Agreement between Master Security and the NUPSA. This Exhibit Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCOMP-07-R-00004/000002

PAGE 3 OF 33

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>replaces the CBAs listed under the solicitation and Amendment 0001.</p> <p>6. Amendment No 5 to the CBA between CSMI and the SPFPA is attached under Exhibit 2. The amendment shall be added to the CBA provided under the solicitation.</p> <p>7. The proposal due date is extended until November 9, 2007 at 2:00 PM EST. Period of Performance: 01/01/2008 to 12/31/2012 Enclosures</p> <p>Exhibit 1 - CBA Masters - NUPSA Exhibit 2 - CBA Amennment CSMI - SPFPA</p>				

RS
1-18-87

PREAMBLE

THIS AGREEMENT entered into by and between MASTER SECURITY, INC. hereinafter referred to as the "Employer" and the NATIONAL UNION OF PROTECTIVE SERVICES ASSOCIATIONS (SECURITY OFFICER'S UNION) AEROSPACE CENTER. (901 D Street, Washington, DC) and 1900 Half Street, Washington, DC, hereinafter referred to as the "Union," and collectively referred to as "the Parties," will set forth procedures for the equitable resolution of grievances, the terms of employment with respect to wages, hours, and working conditions, and means by which the Parties may consult periodically on mutually perceived problems. By accepting this Agreement, it is recognized to be the duty of the Parties to cooperate fully with each other, both individually and collectively, for the advancement of the purposes of this Agreement.

ARTICLE 1

UNION RECOGNITION

Section 1. The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, standards of productivity and performance and other terms and conditions of employment for all of its security guards, hereinafter referred to as "Employees," "Employee," and/or Bargaining Unit, working under the Employer's contract with Department of Homeland Security, Washington, D.C., excluding all clerical and administrative Employees and managerial Employees and supervisors, as defined in Section 2 of the National Labor Relations Act, as amended

Section 2. The Employer will not aid, promote or finance any labor group or organization that purports to engage in collective bargaining, or make any agreement with any such group or individual for the purpose of undermining the Union or changing any condition in the Agreement.

ARTICLE 2

UNION SECURITY, MEMBERSHIP, and DUES CHECKOFF

Section 1. All Employees who are members of the Union on the effective date of this Agreement shall be required to remain members of the Union as a condition of employment during the term of this Agreement. All other Employees shall be required to become and remain members of the Union, in good standing, as a condition of employment within thirty (30) days following the dates of their employment, or the effective date of this Agreement, whichever is later.

Section 2. The provisions of Article 2, Section 1., shall be deemed to be of no force and effect in any state whose law governs this contract to the extent to which the making or enforcement of such provisions is contrary to statutes, constitutional amendment or the law of such state; provided, however, that whenever any such court of last resort having jurisdiction of such questions finds the state law to be invalid or inapplicable, the provisions of Section 3. Below shall immediately thereupon be deemed to cover this Bargaining Unit or Employees directly affected by such declaration of invalidity.

Exhibit 1

RS
1-19-07

Section 3. If the provisions of Article 2, Section 1., shall be deemed to be of no force and effect, the following shall govern: Employees who are members of the Union on the date of execution of this Agreement, and Employees who join the Union subsequent to the execution hereof, shall retain their membership in the Union as a condition of employment during the term thereof.

Section 4. The Union shall have the exclusive right to the checkoff and transmittal of Union dues on behalf of each Employee.

Section 5. An Employee may consent in writing to the authorization of the deduction of Union initiation fees and dues from his/her wages and to the designation of the Union as the recipient thereof.

Section 6. An Employee may consent in writing to the authorization of the deductions of an agency service fee from his/her wages and to the designation of the Union as the recipient thereof.

Section 7. The Employer shall deduct Union initiation fees and dues or agency service fees from the pay of Employees who request such deductions in accordance with this Article and transmit such funds to the proper officer of the Union, together with a list of Employees whose dues or agency service fee are transmitted. This list shall show individual names, social security numbers, dates hired and/or terminated, and the amounts deducted. The list shall also contain the names of Employees who were hired during the month for which the list is prepared but are not yet subject to dues or agency service fee withholding.

Section 8. Payment for membership dues shall not be required as a condition of employment during leaves of absence without pay in excess of thirty (30) days or during periods of permanent transfer to a classification not covered by this Agreement.

Section 9. In the event of termination of employment, there shall be no obligation upon the Employer to collect dues until all other deductions have been made.

ARTICLE 3

AGENCY SERVICE FEE (FAIR SHARE)

Section 1. Each Employee who elects not to join or maintain membership in the Union shall be required to pay as a condition of employment, beginning thirty (30) days following the commencement of his/her employment, an agency service fee to the Union in an amount that is proportionately commensurate with the cost of collective bargaining and contract administration, but not to exceed the amount of periodic dues paid by Employees who are members of the Union.

Section 2. This Article shall not become operative until this Agreement has been formally executed, pursuant to a vote of a majority of all Employees in that Bargaining Unit present and voting.

RS
1-13-07

Section 3. The Union shall reimburse the Employer for any expenses incurred as a result of being ordered to reinstate an Employee terminated at the request of the Union for not paying the agency service fee. The Union will intervene in and defend any administrative or court litigation concerning the propriety of such termination for failure to pay the agency service fee or fair share. In such litigation, the Employer shall have no obligation to defend the termination.

Section 4. Disputes between the parties concerning this Article shall be resolved in accordance with the grievance procedure contained in this Agreement. In the event such a dispute is submitted to arbitration, the arbitrator shall have no power or authority to order the Employer to pay such agency service fee on behalf of any Employee.

If the arbitrator decides that an Employee has failed to pay or authorize the payment of the agency service fee in accordance with the Article, the only remedy shall be the termination of the employment of such Employee if the Employee continues to refuse to pay or authorize payment of the required agency service fee after having sufficient time to do so.

Section 5. It is specifically agreed that the Employer assumes no obligation, financial or otherwise, arising out of the provisions of this Article and the preceding Dues/Agency Service Fee (Fair Share) Checkoff Article, and the Union hereby agrees it will indemnify and hold the Employer harmless from any claims, actions or proceedings by an Employee arising from the termination of an Employee hereunder or from deductions made by the Employer.

ARTICLE 4

UNION BUSINESS

Section 1. Union Representation. Union staff representatives shall be permitted to have access to the premises of the Employer for the performance of official Union business, provided that there is no disruption of operations. Requests for such access will be made in advance and will not be unreasonably denied. The Union will furnish the Employer with a list of staff representatives and their areas of jurisdiction.

Section 2. Grievance Processing. Except as Union stewards and officials shall conduct hereinafter provided, Union business on off-duty hours.

Union stewards and officials shall be permitted to have time off without loss of pay for the investigation and processing of grievances and arbitrations. Grievants shall be permitted to have time off without loss of pay for processing their grievances through the contractual grievance procedure, except that for class action grievances no more than three (3) grievants shall be granted such leave. Requests for such time off shall be made in advance and shall not be unreasonably denied. No steward or other representative of the Union shall at any time use his/her Union position as an excuse to refuse to carry out his/her own duties or to interfere with the work of any other Employee. This Section shall not be construed to mean that any Union business conducted on an Employee's unscheduled time or time off shall be entitled to receive any compensation or wages from Employer.

The Union will furnish the Employer with a list of Union stewards and their jurisdictions.

RS
1-18-07

Section 3. Paid Union Leave of Absence.

- A. Reasonable leaves of absence without loss of wages, benefits or other privileges may be granted to Union negotiating committee members for attendance at negotiating sessions with the Employer and related Union caucuses. Such leave will require the prior approval of the Employer.
- B. Leaves of absence without loss of wages, benefits, or other privileges may be granted for attendance at joint labor-management meetings. Such leave will require the prior approval of the Employer.

All leave granted under this section subject to prior approval of the Employer shall not be unreasonably denied.

Section 4. Unpaid Union Leave of Absence. Upon request by the Union, an Employee may be granted a leave of absence without pay to perform full-time official duties on behalf of the Union. Such leave of absence shall be for a period of up to one year and may be extended for one or more additional periods of one year or less at the request of the Union. Advance approval of the Employer is required for all such leaves of absence or the extension thereof.

Leaves of absence without loss of benefits or other privileges (not including wages) may be granted to Union Officers and stewards to attend executive board meetings and other union meetings. Such leave will require the prior approval of the Employer along with at least forty-eight (48) hours notice to the Employer, and will be limited to two (2) hours.

All leave granted under this section subject to prior approval of the Employer shall not be unreasonably denied.

Section 5. Attendance at Hearings. Representatives and officers of the Union may be granted leave of absence without loss of wages, benefits or other privileges to attend hearings before the Legislature and State agencies concerning matters of importance to the Union and the Employer. Such leave will require prior approval of the Employer.

Witnesses called by the Union to testify at a Step 4 hearing or in arbitration proceeding (Step 4) may be granted time off without loss of benefits or other privileges (not including wages).

All leave granted under this section subject to prior approval of the Employer shall not be unreasonably denied.

Section 6. Union Use of Premises. The Union shall be permitted to use the same or similar facilities of the Employer for the transaction of Union business during working hours, which have been used in the past for such purpose, and to have reasonable use of the Employer's facilities during off duty hours for Union meetings

This section shall not be interpreted to grant an Employee the right to carry on Union business during his/her own working hours, not granted elsewhere in the contract.

Section 7. Bulletin Boards. The Union may post notices on designated bulletin boards or an adequate part thereof in places and locations where the Employer for Employees to read usually

RS
1-18-07

posts notices. All notices shall be on Union stationery, signed by an official of the Union, and shall only be used to notify Employees of matters pertaining to Union affairs. The notices may remain posted for a reasonable period of time. No material shall be posted which is inflammatory, profane or obscene, or defamatory of the Employer or its representatives, or which constitutes election campaign material for or against any person, organization or faction thereof.

ARTICLE 5

NON-DISCRIMINATION

Section 1. The Employer and the Union agree not to discriminate in any way against Employees covered by this Agreement on account of race, religion, creed, color, national origin, marital status, parental status, sexual orientation, sex, age, mental or physical disability, veterans' status, or on account of membership in or activity on behalf of the Union, or any other basis protected by law.

Section 2. The Union and the Employer acknowledge that sexual harassment is a form of unlawful sex discrimination, and the parties mutually agree that no Employee should be subjected to sexual harassment.

Section 3. This Article is not subject to the Grievance Procedure as set forth in Article 18. All claims must be made by the individual employee with the appropriate governmental and/or legal authority.

ARTICLE 6

MANAGEMENT RIGHTS

Section 1. Subject to such limitations as may be imposed by this Agreement and applicable statute, the Employer retains the sole and exclusive right to manage its business and to direct the working force, including but not limited to the right to schedule work, to determine shifts, to assign work and working hours to Employees, to determine the amount and location of work, to determine the type of services performed, to establish reasonable quality and performance standards, to determine the most efficient means of providing service, to require every Employee to comply with normal, reasonable operating procedures, to formulate and enforce reasonable company rules and regulations that are equitably applied, to hire Employees, to discipline (including discharge) for just cause, to promote, demote, lay off and transfer Employees, to maintain the discipline and efficiency of Employees, to judge skill, ability and physical fitness in a reasonable, nondiscriminatory manner, to control and regulate the use of all equipment and other property of the Employer and/or the Government; provided however, that with respect to any action that results in a change in established work rules, existing hours of work or the size of work force, the Employer shall give reasonable prior written notice to the Union and shall negotiate such actions and changes with the Union upon request. Further, the Employer may have its supervisors or managers perform Bargaining Unit work if no Bargaining Unit Employee is available or eligible to perform the duties in question. The Employer explicitly retains any and all rights that are not covered by this Agreement.

RS
7-18-07

ARTICLE 7

LABOR-MANAGEMENT COMMITTEE

Section 1. There shall be established a Committee to be known as the Labor/Management Committee. Such Committee shall be comprised of six (6) members: three (3) representing the Employer and three (3) representing the Union. The Employer's representatives shall consist of the first level supervisor not covered by the Bargaining Unit, Director of Operations, and Employer's President or their respective designees. The Union's representatives shall consist of the President and two (2) other full-time members of the Bargaining Unit covered by this Agreement or their respective designees.

Section 2. The purpose of said Committee shall be to discuss matters of mutual concern to the Employer and the Union, including safety, equipment, working conditions, and employer/employee relations.

Section 3. The Employer and the Union agree to meet regularly, preferably quarterly, but no less than two (2) meetings per year, unless mutually agreed otherwise. It is understood that said Committee shall not discuss pending grievances and shall have no power to negotiate, alter, or amend the terms of this Agreement.

Section 4. The parties shall mutually agree upon a reasonable date, place, and hour of meetings. The President of the Union shall forward to the Director of Operations at least seven (7) days in advance of such meeting the names the Union has selected to participate at the meeting.

ARTICLE 8

NO STRIKES/NO LOCKOUT

Section 1. Neither the Union nor any Employee shall engage in, induce, support, encourage, or condone a strike, work stoppage, slowdown or withholding of services by Employees.

Section 2. The Union shall exert reasonable efforts to prevent any violation of Section 1 of this Article and, if such action does occur, to exert reasonable efforts to terminate it.

Section 3. The Union and the Employer agree to take all steps possible to ensure that Government property is properly secured and protected in the event of labor disputes involving other Employee organizations at the facilities covered by this Agreement.

Section 4. The Employer shall not cause, permit or engage in the lockout of Employees.

RS
1-18-07

ARTICLE 9

SAFETY PROCEDURES

Section 1. The Employer shall comply with any and every applicable statute, federal and state, and with any such rules and regulations as may be promulgated thereunder, that govern the conditions of health and safety in the place of work of its Employees. The Employer may promulgate and enforce any such rules and regulations as it may deem appropriate from time to time to provide for the safety of its Employees and to ensure compliance with any such statute or with the rules and regulations promulgated thereunder.

Section 2. All work-related injuries shall be reported to the appropriate administrator immediately upon their occurrence in accordance with the procedures in effect with the Employer.

Section 3. An Employee injured during working hours shall receive the rest of the day off without loss of pay.

Section 4. Grievances involving the interpretation or application of the provisions of this Article may be processed through Step 4 of the Grievance Procedures set forth in Article 18 of this Agreement but shall not be processed to Step 5 thereof.

ARTICLE 10

WORKWEEK AND WORK SCHEDULES

Section 1. Scheduled Hours, Workweek, Workday.

A. Except as otherwise specified in this Agreement, the regular hours of work for full-time Employees shall be thirty-two (32) hours per week including meal periods, as has been established for that job title at the particular job location.

B. The work schedule for each week shall be posted at least two (2) weeks in advance.

C. When the Employer desires to change the regular work schedule of an Employee he shall give the affected Employee at least two (2) working days written notice of such contemplated change, except in cases of emergency involving the protection of the property of the Government or Employer or involving the health and safety of those persons whose care and/or custody have been entrusted to the Employer.

D. To the extent practicable the normal workweek shall consist of five consecutive days with the regular hours of work each day to be consecutive except for meal periods. Similarly, to the extent practicable, Employees in continuous operations shall receive two days off in each seven-day period.

E. Each Employee shall be required to sign in and sign out on GSA Form 139, in accordance with procedures presently established by the Employer.

RS
1-18-07

F. Employees shall have the right to select available work schedules by Seniority as defined in this Agreement in job assignments for which they are qualified, subject to the reasonable requirements and needs of the Employer.

Section 2. Overtime.

A. An Employee shall be compensated at the rate of time and one-half his/her regular rate of pay for authorized overtime work performed in excess of forty (40) hours per week.

B. The Employer shall not, for the purpose of avoiding the payment of overtime, curtail the scheduled hours of an Employee during the remainder of a workweek in which the Employee has previously worked hours beyond his/her normally scheduled workday. This paragraph shall not apply to Employees who, because of the nature of the duties of their positions, work an irregular workday, nor shall it apply to Employees who have been permitted by the Employer to participate in an approved voluntary flexible hours program that has been duly authorized by the Employer.

C. With the exception of sick leave, vacation, and holidays, all time for which an Employee is on full pay status shall be considered time worked for the purpose of calculating overtime compensation.

D. There shall be no duplication or pyramiding of the premium pay for overtime work provided for in this Agreement.

E. Overtime shall be distributed as equitably and impartially as practicable among persons in each work location who ordinarily perform such related work in the normal course of their workweek.

F. In instances where no Employee can be found to perform institutional overtime work, the Employer may assign such work to the least senior Employee who, in the judgment of the Employer, is capable of carrying out the required duties.

Section 3. Regular Meal Periods. A meal period shall be scheduled as close to the middle of the shift as possible considering the needs of the Employer and the needs of the Employee.

Section 4. Rest Periods. Employees shall be granted two fifteen-minute rest periods per workday of at least eight (8) hours, but separate from the meal period.

Section 5. Call Back Pay. Effective on the date of signing of this Agreement, an Employee who has left his/her place of employment after completing work on his/her regular shift and is called back to work prior to the commencement of his/her next scheduled shift shall receive a minimum of four (4) hours pay at his/her regular rate of pay. Only those hours actually worked will be counted in any subsequent calculation for overtime purposes. This Section shall not apply to an Employee who is called in to start his/her shift early and who continues to work that shift.

RS
1-18-07

Section 6. Court Time

Any Employee who, while off duty, is required by the Employer to appear as a witness in a criminal case, in district, juvenile or superior court, License and Police Commissions, and show cause hearings and civil cases arising out of such criminal cases shall be paid at a rate of time and one-half. The Employee will be paid a minimum of four (4) hours at the time and one-half rate.

Section 7. Government Closings. In the event a building is closed by order of the Government at any time, the Employee will be paid only for those hours actually worked. Should the Government pay the Employer for scheduled hours not worked due to the building closing, the Employer agrees to pass on to any Employee (at the Employee's regular rate of pay) who was regularly and normally scheduled to work.

ARTICLE 11

PROBATIONARY EMPLOYEES

Section 1. New Employees hired into the Bargaining Unit shall be considered probationary Employees for the first one hundred twenty (120) days of their employment; provided, however, whenever any such Employee shall, without a break in service, have performed, on a part-time basis, the job whose specifications are the same as those of the position being so filled, such part-time service shall be credited toward fulfillment of the probationary requirement in such prorated amount as such part-time service bears to full-time service.

Section 2. The 120-day probationary period for new Employees required to attend a formal training program as a condition of employment, will commence on the first full day of employment upon successful completion of the program.

Section 3. There shall be no seniority during the probationary period, but upon successful completion of that period, the Employee shall be credited with seniority from the date of hire.

Section 4. The Union shall represent probationary Employees for the purposes of collective bargaining with respect to tours of duty and other conditions of employment.

Section 5. During the probationary period an Employee may be disciplined or terminated without recourse to the grievance procedure; provided that no Employee will be disciplined or discharged for lawful and protected Union activity.

Section 6. An Employee whose employment is severed must serve an additional probationary period upon reemployment, whether in the same or different job title; provided, however, that this requirement shall not apply to Employees who are recalled.

Section 7. The purpose of the probationary period is to provide for the evaluation of an Employee over a period of 120 days. Should that period be interrupted for more than thirty (30) consecutive working days, the probationary period shall be extended to compensate for that absence. The Employee will be notified of this extension and the reasons for it.

R3
1-18-07

Section 8. Accrual of Benefits during Probationary Period.

A. Accrual. Upon completion of sixty (60) days of the 120 day probationary period, probationary Employees shall begin to accrue all benefits such as Sick/Personal days, Vacation days, Health & Welfare contributions, and Pension contributions.

B. Sick/Personal Days. Upon completion of the 120 day probationary period. Employees shall be credited with one Sick/Personal Day. Thereafter, Employees will accrue one sick day every thirty (30) days until a maximum of six (6) Sick/Personal Days are reached in their first anniversary year.

ARTICLE 12

PROMOTIONS AND FILLING OF VACANCIES

Section 1. Posting of Vacancies.

A. A vacancy in a position subject to this Agreement, when available to be filled as determined by the Employer, shall be posted for not less than four (4) calendar days.

B. The notice of vacancy shall include the following.

1. Job Title
2. Grade and/or Salary Range
3. Application Closing Date
4. A description of duties and qualifications or the location where such description can be obtained.

C. Any Employee seeking to be considered for any such vacant position shall submit a written application in accordance with the procedures and within the time limits prescribed in such notice. The pool of candidates for such vacant position shall include every Employee and every other person who shall have applied for such position in accordance with the terms of such notice.

Section 2. Criteria for Appointments and Promotions

A. The following criteria shall be used by the employer in selecting a candidate to fill a vacant position except where the position is a targeted position in accordance with the Employer's Affirmative Action Plan.

1. Ability to perform the requirements of the position
2. Education and training related to the vacant position
3. Experience in related work
4. Work history and performance.

B. Where qualification of applicants for posted Bargaining Unit vacancies are substantially equal, classification seniority shall be the deciding factor.

RS
1-15-07

C. Permanent vacancies for promotion shall be filled from within the Bargaining Unit.

Section 3. Probationary Period for Promoted Employees

A. An Employee who has been promoted to a new position shall be on trial status for a period not to exceed thirty (30) calendar days. When any position requires that an Employee successfully complete a formal training program, the trial period will commence upon successful completion of such program.

B. At any time during the probationary period, the Employer for cause may return the Employee to that Employee's former position without any loss of seniority. Such Employee may have the right to file a grievance or have other recourse to the grievance procedure with regard to any such return to former classification.

C. If the promoted Employee is not satisfied with the new position, he or she may elect to return to the former position within ninety (90) days after said promotion.

D. All promotions made pursuant to this Article shall be temporary or provisional appointments at least until the completion of the probationary period. All vacancies resulting from an Employee's promotion pursuant to this Article shall be filled temporarily or provisionally at least until the promoted Employee has completed his/her trial period.

ARTICLE 13

OUT OF CLASSIFICATION WORK

Section 1. Work in a Lower Classification

A. When an Employee is assigned by the Employer to perform the duties of a position classified in a grade lower than that in which the Employee performs his/her duties, he/she will be compensated at his/her rate of pay as if performing his/her regular duties.

B. An Employee who is assigned by the administration to perform overtime work in a lower classification shall have overtime compensation computed at the Employee's regular rate of compensation.

Section 2. Work in a Higher Classification

A. Any Employee who is assigned by the Employer to a vacant position in a higher grade for more than thirty (30) days in any one hundred twenty (120) day period shall receive the salary rate at the first step of the higher classification from the first date of the appointment.

B. An Employee who is assigned by the Employer to perform overtime work in a higher classification shall have overtime compensation computed at the first step rate of the higher classification, unless the Employee's regular rate of compensation is higher, in which case the overtime compensation shall be computed at the Employee's regular rate of compensation.

MS
1-18-07

ARTICLE 14

SENIORITY

Section 1. Seniority List.

It is agreed that the Employer and the Union will meet for the purpose of establishing a seniority list for all Employees employed in the Bargaining Unit at the time of the signing of the Agreement. Said seniority list will be based upon official records of the Union, of the Employer, its predecessors, and state and federal agencies. No later than fifteen (15) days prior to the expiration of the Employer's contract covering any facility, covered by this contract, the Employer shall furnish the Union and the, successor contractor a list of all its current Employees together with their dates of hire and the dates their last vacation, sick leave accrued, and the dates of the last time it was paid by the Employer. The Employer shall provide the Union with copies of all seniority lists at least once every ninety (90) days. The following Sections of this Article shall become applicable and shall be in force and effect upon the establishment of the seniority list. Seniority shall, except as otherwise provided, be on the basis set forth in this Article.

Section 2. Computation of Seniority

For the purpose of computing seniority as defined above, when an Employee is off the payroll for a period of thirty (30) consecutive working days or more, except when such absence from the payroll is for industrial accident leave, military leave, or maternity leave, his/her seniority shall be computed from the day he/she returns to the payroll until such time as he/she remains continuously on the payroll for a period of twice the length of his/her absence at which time he/she may add his/her previous creditable service for consideration under the specific personnel procedure in which seniority is a factor. An Employee who is recalled shall, upon reinstatement, be credited with such seniority as he/she had on the date of layoff.

Section 3. Termination of Seniority. An Employee's seniority shall be terminated and his/her rights under this Agreement forfeited for the following reasons.

- A. Discharge for cause, resignation or retirement.
- B. Acceptance of a settlement for total and permanent disability.
- C. Absence from work for two (2) days without valid reasons and without proper and timely notification to the Employer, except where excused therefrom by the Employer.

ARTICLE 15

LAYOFFS and RECALLS

Section 1. Layoff

A. Subject to the provisions of Article 5, in the event the Employer finds it necessary to lay off Employees for contractual changes by GSA or the agency, and/or both, those Employees having least seniority within classification would be first considered for release.

RS
1-18-07

B. As soon as feasible after the Employer becomes aware of impending reduction in the work force and prior to notifying any Employees who may be affected, the Employer shall notify the Union of such impending reduction. Thereafter, the Employer shall meet with the Union to discuss the impact of the layoff on the affected Employee, including the availability of similar vacant positions within the same Employer and including the availability of any training program, which may be applicable to the Employees.

C. In the event an Employee is scheduled to be laid off and there exists a position in an equal or lower-graded classification with the Employer, the duties of which the Employee has the ability to immediately perform, Bargaining Unit seniority shall prevail in permitting such Employee to bump the least senior individual in such classification in the Bargaining Unit.

D. In the event an Employee is scheduled to be laid off and there exists a vacant position with the Employer that has been certified for filling in an equal or lower-graded classification in the Bargaining Unit, upon timely application by the Employee, Bargaining Unit seniority shall prevail in permitting such an Employee to fill such position provided the Employee has the ability to perform the work.

Section 2. Recall

A. The Employer shall maintain a recall roster from which laid off Employees will be recalled to available positions within their classification in accordance with Bargaining Unit seniority and subject to their ability to perform the work.

B. A laid off Employee will remain on the recall roster for two years, provided that an Employee who is offered recall to a position in the same job grade as the position from which he/she was laid off and who fails to accept such offer within seven (7) days from the date on which he/she received or should have received such notice, shall be removed from the recall list and his/her recall rights and seniority shall terminate at that time.

C. Written notice of recall shall be sent to the affected Employees. The Employer shall mail the notice to the Employee's last known address. It is the Employee's responsibility to keep the Employer advised of his/her current address.

D. An Employee who is recalled shall have that seniority which he/she had at the time of layoff.

E. An Employee who is recalled shall retain that step which he/she had at the time of layoff.

ARTICLE 16

CONTRACTING OUT, SUBCONTRACTING, and/or LEASING

Section 1. It is understood by this Article that the Parties hereto shall not use any leasing or subcontracting device to evade the terms of this Agreement.

RS
1-18-07

Section 2. The Employer shall not contract out or subcontract work normally performed by Bargaining Unit Employees.

ARTICLE 17

DISCIPLINARY ACTION

Section 1. The parties agree that the purpose of discipline in a labor-intensive enterprise is to insure, through corrective action, that Employees conduct themselves in a responsible manner. Progression from less severe to more severe corrective action is intended to bring about a change in behavior rather than simply to punish. The underlying principle of sound progressive discipline is to use the least severe action necessary to correct an undesirable situation. Increase in the severity of the action comes only if the condition is not corrected. It is acceptable to repeat steps.

Section 2. An Employee having successfully completed the required probationary period shall not be discharged suspended or demoted for disciplinary reasons without just cause. An Employee who severs his/her employment with the Employer must serve an additional probationary period upon reemployment, whether in the same or a different job title.

Section 3. Just cause shall be limited to the following:

1. Neglect or non-performance of duties;
2. Demonstrated incompetence in the performance of duties;
3. Willful dishonesty in the performance of duties;
4. Insubordination;
5. Violent behavior;
6. Chronic absenteeism or tardiness;
7. Unauthorized possession or use of alcohol or an unprescribed controlled substance during any period of assigned work;
8. Willful release of information classified as confidential or reasonably deemed proprietary to the employer and properly marked; however information attainable via public domain is excepted;
9. Unauthorized possession of weapons;
10. Theft or willful misuse of property of the Employer or Government.

Section 4. Recognizing the importance of counseling in effective corrective discipline, the parties agree that disciplinary action, when imposed, will progress from minor to severe for repeated failure to meet obligations.

Disciplinary actions are limited to oral reprimand, oral reprimand with notation to the personnel file, written reprimand, suspension without pay, denial of salary step increase, transfer, demotion and discharge. This does not require the Employer to take each step.

Section 5. In the event that an Employee is not given a hearing prior to the imposition of discharge, suspension or demotion for disciplinary reasons, then a grievance alleging a violation of Section 3 of this Article shall be submitted in writing by the aggrieved Employee within seven

R5
1-18-07

(7) calendar days of the date such action was taken. The grievance shall be treated as a Step 2 grievance and Article 18 Grievance and Arbitration Procedure shall apply.

Section 6. In the event that an Employee is given a hearing prior to the imposition of discharge, suspension or demotion for disciplinary reasons, a grievance alleging a violation of Section 3 of this Article shall be submitted in writing by the aggrieved Employee within seven (7) calendar days of the date such action was taken. The grievance shall be treated as a Step 3 grievance and Article 18 Grievance and Arbitration Procedure shall apply.

Section 7. An Employee shall have the right to request that a representative of the Union and/or an attorney be present at any disciplinary hearing that is held.

Section 8. All disciplinary actions taken against an Employee shall be expunged from the Employee's personnel file within six (6) months from the date of such action. The Employer also agrees that prior disciplinary actions may not be cited or used against any Employee in later disciplinary proceedings, evaluations, promotions, transfers, etc. if these occur more than 6 months from the date of the disciplinary action taken. However, items contained in the Employee's personnel file with regard to sleeping on post and insubordination shall remain for one (1) year.

ARTICLE 18

GRIEVANCE and ARBITRATION PROCEDURES

Section 1. Introduction.

The parties recognize that this Agreement provides a mechanism for arbitration of disputes between the parties and further provides that the parties to a collective bargaining agreement may establish an independent grievance procedure culminating in final and binding arbitration. It is the intent of the parties to this Agreement to use reasonable efforts to encourage the informal and prompt settlement of grievances, which may arise between the Union or an Employee or group of Employees and the Employer. In the event the Union or an Employee elects to pursue any matter covered by this Agreement in any other forum, the Employer shall have no obligation to process or to continue to process any grievance or arbitration proceedings pursuant to this Article.

Section 2. Definitions.

- A. Grievance** - "Grievance" shall mean any dispute concerning the application or interpretation of the terms of the collective bargaining agreement, except those within "Article 5. Non-Discrimination." It shall be a written statement on a Grievance Form setting forth all the known facts material to the alleged breach on which the grievance is based, including the date when such breach is alleged to have occurred and the specific contractual provisions alleged to have been breached, and shall set forth the remedy requested.
- B. Grievant** - "Grievant" shall mean an Employee or group of Employees, as the case may be, who, pursuant to the terms of this Agreement, seeks resolution of a grievance.

- RS
1-18-07
- C. **Day** - Except as otherwise provided in this Article, "day" shall mean a calendar day, exclusive of any Saturday, Sunday, or any of the holidays enumerated in the Holiday Article of this Agreement.

Section 3. Procedures for Filing a Grievance.

A. **Step 1. Informal – Project Manager**

The Union and/or the grievant shall institute the grievance procedure of this Article by filing with his/her Project Manager during the term of this Agreement a written grievance. Said grievance shall be filed within seven (7) days from the date of the occurrence of the event or the date on which the Bargaining Unit member had or should have had reasonable knowledge of the event or conditions upon which the grievance is based. Within three (3) days after receipt of such notice, the Project Manager shall meet or arrange to meet with the Union and/or the grievant in an attempt to resolve the grievance. If within five (5) days after such meeting, the Union and/or the grievant and the Project Manager have failed to agree upon a resolution of the grievance, the Union and/or the grievant may elect to proceed to the next level.

B. **Step 2. Director of Operations**

If the Union and/or the grievant elects to proceed to this Step, then within seven (7) days after the expiration of the final time period provided for in Step 1, he/she or the Union shall file a written grievance with the Director of Operations. The Director of Operations shall meet with the Union and/or the grievant to resolve the dispute and shall respond in writing within fifteen (15) days from the receipt of the grievance.

C. **Step 3. Employer's President**

If the Union and/or the grievant elects to proceed to this Step, then within seven (7) days of receipt of the Step 2 decision, the Union and/or the grievant shall send a notice of this intent to the Employer's President. The Employer's President shall meet with the Union and/or grievant for review of the grievance and shall render a written opinion, after consultation with the Director of Operations, within twenty (20) days of receipt of the notice required initiating this step.

D. **Step 4. Arbitration**

Within thirty (30) days of receipt of the Step 3 decision, arbitration of a grievance may be initiated subject to and in accordance with the following provisions.

1. The Union shall have the exclusive right to initiate arbitration of a grievance.
2. The Union may initiate arbitration of a grievance only if the resolution of the grievance has been sought through all three (3) prior Steps of the grievance procedure, except as is otherwise provided in this Article;
3. The Union shall initiate arbitration by giving written notice to the Employer's President within thirty (30) days that it intends to submit a grievance to arbitration.

RS
1-13-07

4. The arbitrator shall be selected and the arbitration conducted pursuant to normal American Arbitration Association procedures.

Section 4. Costs of Arbitration.

In all arbitration proceedings, the arbitrator's fees and expenses shall be paid fifty percent by the Union and fifty percent by the Employer. In all other respects the parties shall bear their own cost of arbitration.

Section 5. Decision of the Arbitrator.

A. The arbitrator shall have no power to add to, subtract from, or modify any provision of this Agreement or to issue any decision or award inconsistent with applicable law.

B. Within thirty (30) days after the conclusion of the hearing, the arbitrator shall make his determination. The decision of the arbitrator shall be final and binding on all parties to the arbitration proceeding including the grievant and shall be enforceable in any court of competent jurisdiction.

Section 6. Union Representation.

Any member of the Bargaining Unit may initiate and pursue a grievance through all steps of the grievance procedure without intervention by any agent of the exclusive representative, provided that the exclusive representative shall be afforded the opportunity to be present at any conference held and that any adjustment shall not be inconsistent with the terms of this Agreement.

Any Employee may request that the Union provide the Employee with representation at any and all steps of the grievance procedure. If the Employee chooses at any point during the grievance procedure to not be represented by the Union then the Union shall have no further responsibility to represent the Employee in regard to that grievance. The Union shall notify the Project Manager, the Director of Operations, and Employer's President, as the case may require, of the name and address of such Union representative at the time he/she is so authorized to represent the grievant.

Section 7. Waiver and Admissions

A. **Waiver.** If the Employer exceeds any time limit prescribed at any step in the grievance procedure, the grievant and/or the Union may assume that the grievance is denied and may within twenty-five (25) days of the response due date invoke the next step of the procedure, except, however, that only the Union may request impartial arbitration under Step 5. Failure of union and/or the grievant to comply with any of the provisions of this Article shall be deemed to be a waiver of the right to seek resolution of the grievance under the terms of this Agreement. In determining whether there has been any such failure to comply with any of the provisions of this Article, time shall be deemed to be of the essence, and any failure of the grievant to comply with any of the time limits prescribed herein shall be deemed to be such failure to comply with the provisions of this Article; provided, however, that the time limits prescribed herein may be extended in any specific instance by mutual agreement of the parties.

RS
1-13-07

B. **Admission.** The resolution of a grievance by the Project Manager, the Director of Operations, or the Employer's President, or any of their designees, as the case may be, shall not be deemed to be an admission by the Employer that the grievance has, for any other purpose or proceeding, standing as a grievance or constitutes an admission of any violation or breach of the terms of this agreement, or is cognizable or justifiable according to any applicable provisions of the law.

C. **Grounds of Appeal.** The Employer and the Union shall have the right to appeal any final decision of the arbitrator according to Maryland law.

Section 8. Collateral Consequences of a Grievance

The fact that a grievance is alleged by a member of the Bargaining Unit, regardless of the ultimate disposition thereof, shall not be recorded in the Official Personnel File of such member, nor shall such fact be used in the making of any recommendation for the job placement of such member; nor shall such member or any other member or members who participate in any way in the grievance procedure be subjected to any action by the Employer whether disciplinary or otherwise, for having processed such grievance; provided, however, that nothing herein contained shall derogate or be deemed to derogate from the right of the Employer to take any action that might be authorized or required to be taken to give effect to the resolution of any grievance.

ARTICLE 19

WAGES

Section 1. The Employer shall not lower any standards of wages or conditions of employment without the written consent of the Union.

Section 2. The schedule of effective wage rates and job classifications for Employees is set forth below.

Effective May 1, 2007:

<u>Position</u>	<u>Rate Per Hour</u>
Security Officers	\$18.00
Sergeant	\$19.00

Effective May 1, 2008

<u>Position</u>	<u>Rate Per Hour</u>
Security Officers	\$19.00
Sergeant	\$20.00

Effective May 1, 2009

<u>Position</u>	<u>Rate Per Hour</u>
Security Officers	\$20.00
Sergeant	\$21.00

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1-19-07

Section 3. The Employer and the Union agree that an increase in Wages for the effective period of May 1, 2010, shall be subject to negotiation as set forth in Article 32, Section 2.

ARTICLE 20

LEAVE

Section 1. Sick /Personal Leave.

A. Effective May 1, 2007, all full-time Employees shall accumulate Sick/Personal Days at the rate of one work day for each full payroll month of employment up to a maximum of six (6) days per year.

B. Any Employee may exercise the option to receive, at the end of the fiscal year a dollar amount equal to 100% of unused Sick/Personal time. If an Employee retires or becomes separated from the Company prior to the end of the fiscal year, that Employee should be entitled to receive a dollar amount equal to 100% of unused Sick/Personal time. Upon the death of an Employee, the Employee's estate is eligible to receive a dollar amount equal to 100% of unused Sick/Personal time.

C. Any Employee may exercise the option to carry-over from year to year two (2) unused Sick/Personal Days.

Section 2.

A. Effective May 1, 2007, a regular part-time Employee shall accumulate Sick/Personal leave in the same proportion that his/her part-time service bears to full-time service.

B. Sick leave shall be granted to an Employee under the following conditions.

1. When an Employee cannot perform his/her duties because he or she is incapacitated by personal illness or injury;
2. When the spouse or domestic partner, child or parent of either Employee or his/her spouse or domestic partner or a relative living in the immediate household of an Employee, is seriously ill or needs to attend appointments with health care professionals, the Employee may utilize sick leave credits up to a maximum of six (6) days per calendar year;
3. When through exposure to contagious disease, the presence of the Employee at his/her work location would jeopardize the health of others; and
4. To keep appointments with health care professionals. The Employee will make every effort to provide at least five working days notice of such appointment.

C. Whenever the Employer has reason to believe that sick leave is being abused or whenever an Employee has been absent on account of sickness in excess of three (3) days, the Employer may require the Employee to present a physician's statement indicating the medical reason for any absence on account of sickness. Failure of an Employee to present such statement

RS
1-18-07

seven (7) working days after a request therefor has been made by the Employer, may, at the discretion of the Employer, result in the absence being treated as absence without pay.

D. The Employer may require that an Employee, wishing to return to work after an absence of more than three (3) consecutive working days because of illness or injury, be examined by a physician designated by the Employer and/or by a physician of the Employee's choosing. If the Employer requires the Employee to be examined by a physician, the Employer shall assume the cost of such examinations. The results of such examination(s) must attest to the fitness of such Employee to return to his/her regularly assigned duties.

E. Sick/Personal leave must be charged in units of four (4) hours.

F. A regular part-time Employee shall not accrue Sick/Personal leave credit for any month in which he/she was on leave without pay or absent without pay in the same proportion that his/her service bears to one day of service of a full-time Employee.

G. Notification of absences under this Article must be given to the designated representative of the Employer at least four (4) hours prior to the beginning of the scheduled tour of duty. If such notification is not made, such absence may, at the discretion of the Employer, be applied to absence without pay. In extraordinary circumstances beyond the control of the Employee, the above notification period may be waived.

H. Sick/Personal leave credits earned by an Employee following a return to duty after a leave without pay or absence without pay shall not be applied to such period of time.

Section 3. Bereavement Leave.

Effective May 1, 2007 and upon evidence satisfactory to the Employer of the death of a spouse or domestic partner, child, foster child, parent, brother, sister, grandparent, or grandchild of an Employee; or parent of spouse or domestic partner, an Employee shall be entitled to leave without loss of pay or benefits specified elsewhere in this Agreement for a maximum of three (3) consecutive working days.

Effective May 1, 2007, in the event of the death of an Employee's son-in-law or daughter-in-law or of the spouse's or domestic partner's brother, sister, grandparent, or grandchild, a maximum of one (1) working day shall be available for use by an Employee.

Section 4. Civic Duty Leave.

- A. Employees summoned for jury duty or to appear, as a witness in any court or legal proceeding will be granted a leave of absence with pay for time lost from their regular work schedule while on said jury duty or at court up to a maximum of one (1) week (40 hours) upon presentation of the appropriate summons to the department head by the Employee.
- B. An Employee on court leave who has been excused by the proper court authority shall report to his/her official duty station if such interruption in court service will permit four or more consecutive hours of employment. Court leave shall not affect any employment rights of the individual.

RS

1-18-07

- C. No court leave shall be granted when the Employee is the defendant or is engaged in personal litigation, unless such litigation arises out of the proper and legitimate performance of his/her assigned responsibilities.

Section 5. Military Leave.

An Employee who is a member of the military or naval service, Red Cross, reserve or National Guard or other combat or relief or conscripted civil service of the United States will be granted all leave and other rights provided by law. Employees entering the military or naval service, Red Cross, reserve, National Guard or other combat or relief or conscripted civil service of the United States covered under this agreement will be placed on military leave-of-absence in accordance with the provisions of the universal Military Training and Service Act, and will retain their seniority while in such service and be returned to their former position upon honorable discharge from service, provided they are physically and mentally capable of working.

Employees enlisting in or entering the military service of the United States pursuant to the provisions of the Uniformed Services Employment and Re-employment Rights Act, and amendments there to shall be granted all rights and privileges by that Act.

Section 6. Maternity/Parental Leave and FMLA Leave.

- A. Employees may be granted leave in accordance with and in a manner consistent with the Family and Medical Leave Act of 1993 and or the District Of Columbia Family and Medical Leave Act (as applicable). Eligible non-probationary Employees will be granted up to twelve (12) and/or sixteen (16) weeks of unpaid leave for their own serious illness, for the birth or adoption of a child, or the care of a seriously ill child, spouse or parent.
- B. When an Employee, who is pregnant or otherwise sick, cannot perform his/her duties safely or efficiently, the Employee shall take a leave of absence. An Employee who takes such maternity or sick leave may elect to utilize as much paid leave he/she has accrued.
- C. During such leave of absence, the Employee shall retain his/her existing seniority and shall continue to accrue such. The Employer has the right to approve an Employee's return to work and may require a doctor's certification.
- D. At the expiration of the leave permitted under this Article, the Employee will be restored to her previous position or similar position with the same status, pay, and length of service credit as of the date of her leave. If during the period of the leave, Employees in the same or similar position in the department have been laid off through no fault of their own, the Employee will be extended the same rights or benefits, if any, extended to Employees of equal length of service in the same or similar position in the department.
- E. Notwithstanding any other provision of this Agreement to the contrary, the leave granted under this Article shall not affect the Employee's right to receive any contractual benefits for which the Employee was eligible at the time of his/her leave.

RS
1-18-07

Section 7. Unpaid Personal Leave.

The Employer upon the written request of an Employee, other than hereinbefore specified, may grant unpaid personal leave, at least thirty (30) days in advance. Approval shall not be unreasonably denied.

Retirement, seniority, sick leave, vacation credit and time accrual for step increase shall not accrue during the terms of such leave.

Section 8. FMLA The parties agree that where the provisions of the Family Medical Leave Act (FMLA) are more generous than the contract, FMLA will prevail.

ARTICLE 21

VACATION

Section 1. Employees shall earn annual leave in accordance with the following schedule:

- One (1) year to five (5) years of service – ten (10) days per year.
- Six (6) to fifteen (15) years of service – fifteen (15) days per year.
- Sixteen (16) years of service or more – twenty (20) days per year.

Annual leave shall be credited to the Employee on the Employee's employment anniversary date.

Section 2. Vacations will be granted to Employees in order of their seniority within the work shifts, but the final right as to the allotment, scheduling of vacation time periods is reserved to the Employer in order to assure continued operation of the work site. All such vacation requested shall be in writing and approved by the Employee's Project Manager or Site Manager. With the Employer's consents and approval, the Employee may elect not to take his vacation, in which case he will receive pay in lieu thereof, on the anniversary date of his/her employment.

Section 3. Employees may accumulate unused leave and may carry over from one year to the next up to forty (40) hours or five (5) days, per year. Payment shall be at the regular hourly rate as set-forth in Article 19 of this Agreement. Any leave not used or carried over the Employee may be permitted to cash out the excess leave. Annual leave will be granted to Employees in order of their seniority within their work shifts, but the final right as to allotment, and scheduling of annual leave periods is reserved to the Employer in order to assure the orderly operation of its business. Except in cases of emergency, a vacation period once assigned will not be canceled by the Employer except with the agreement of the Employee.

RS
1-18-07

ARTICLE 22

HOLIDAYS

Section 1. During the term of the Agreement, the following Holidays will be recognized:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

(Special Holidays designated by the President of the United States)

Section 2. When the regular and normally scheduled workday of an Employee falls within holiday hours, he/she, if not required to work that day, shall be entitled to receive his/her regular day's pay for such holiday. A holiday is deemed to begin at 0001 hours through 2400 hours on the date designated for the holiday.

Section 3. When a portion of the regular and normally scheduled workday of an Employee falls within holiday hours and if he/she is not required to work that portion falling within holiday hours, the Employee shall be entitled to receive pay for that holiday portion.

Section 4. Any Employee who is on layoff, sick leave or who is on leave of absence shall not be eligible to receive holiday pay. A full-time Employee, hospitalized due to an emergency condition, may be eligible.

RS
1-18-07

ARTICLE 23

HEALTH and WELFARE

Section 1. Trust Agreement. The parties agree to establish a Health and Welfare Fund under an Agreement and Declaration of Trust drafted by the Union or an appropriate designee and executed by the Union and the Employer. Such Agreement and Declaration Trust (hereinafter referred to as the "H&W Trust Agreement") provides for a Board of Trustees composed of an equal number of representatives of the Employer and the Union.

Section 2. Discretion to Extend Benefits. The Board of Trustees of the Health and Welfare Fund shall determine in their discretion and within the terms of this Agreement and the H&W Trust Agreement such Health and Welfare Benefits to be extended by the Health and Welfare Fund to Employees and/or their dependents.

Section 3. Funding. For all hours worked, not to exceed forty (40) hours in any one (1) week, the Employer agrees to contribute to the Health and Welfare Fund as follows:

Effective May 1, 2007 \$3.01 per hour

Effective May 1, 2008 \$3.10 per hour

The Employer and the Union agree that an increase in Health and Welfare for the effective period of May 1, 2009 shall be subject to negotiation as set forth in Article 32, Section 2. Health and Welfare contributions will not be negotiated into base wages.

Section 4. Employer Limits on Use of Fund. Subject to the provisions of Section 5., the contributions made by the Employer to the Health and Welfare Fund shall not be used for any purpose other than to provide health and welfare benefits and to pay the operating and administering expenses of the fund. The Employer shall make the contributions in an aggregate sum within forty-five (45) days following the end of the calendar month during which contributions were collected.

Section 5. Non-Grievability. No dispute over a claim for any benefits extended by this Health and Welfare Fund shall be subject to the grievance procedure.

ARTICLE 24

PENSION

Section 1. Trust Agreement. The parties agree to establish a Pension Fund under an Agreement and Declaration of Trust drafted by the Union or an appropriate designee and executed by the Union and the Employer. Such Agreement and Declaration Trust (hereinafter referred to as the "Pension Trust Agreement") provides for a Board of Trustees composed of an equal number of representatives of the Employer and the Union.

RS
1-18-07

Section 2. Discretion to Extend Benefits. The Board of Trustees of the Pension Fund shall determine in their discretion and within the terms of this Agreement and the Pension Trust Agreement such Pension Benefits to be extended by the Pension Fund to Employees and/or their dependents.

Section 3. Funding. For all hours worked, not to exceed forty (40) hours in any one (1) week, the Employer agrees to contribute to the Pension Fund as follows:

Effective May 1, 2007: \$.80 per hour

Effective May 1, 2008: \$.80 per hour

Effective May 1, 2009: \$.80 per hour

The Employer and the Union agree that an increase in Pension for the effective period of May 1, 2010 shall be subject to negotiation as set forth in Article 32, Section 2. Pension contributions will not be negotiated into base wages.

Section 4. Employer Limits on Use of Fund. The contributions made by the Employer to the Pension Fund shall not be used for any purpose other than to provide pension benefits and to pay the operating and administering expenses of the Pension Fund. The Employer shall make the contributions in an aggregate sum within forty-five (45) days following the end of the calendar month during which contributions were collected.

Section 5. Non-Grievability. No dispute over a claim for any benefits extended by this Pension Fund shall be subject to the grievance procedure.

ARTICLE 25

UNIFORM and SAFETY EQUIPMENT

Section 1. Uniform Safety Equipment Maintenance. The Employer will provide at no cost to all Employees required uniforms and safety equipment. Employees will be supplied three (3) shirts and three (3) pairs of pants.

Section 2. Laundering Maintenance. For all hours worked, not to exceed forty (40) hours in any one (1) week, the Employer agrees to pay to each Employee an allowance for laundering and maintenance of Employer-furnished uniforms as follows:

Effective May 1, 2007: \$.30 per hour

Effective May 1, 2008: \$.30 per hour

The Employer and the Union agree that an increase in Laundering Maintenance for the effective period of May 1, 2009, shall be subject to negotiation as set forth in Article 32, Section 2.

RS
1-13-07

Section 3. Upon termination of employment, all Employer furnished clothing and equipment shall be returned to the Employer. The Employee shall reimburse the Employer for all uniforms, or parts thereof, and equipment not returned to the employer.

ARTICLE 26

INDIVIDUAL CONTRACTS

No Employee shall be compelled or allowed to enter into any individual contract or agreement with the Employer concerning the conditions of employment, contained herein.

ARTICLE 27

GOVERNMENT REQUIREMENTS

Section 1. United States Government.

The Union agrees to cooperate with the Employer in all matters required by the United States Government, and the Union recognizes that the term and conditions of the Agreement are subject to certain sovereign priorities, which the United States Government may exercise. The Union agrees that any actions taken by the Employer pursuant to a requirement of the United States Government shall not constitute a breach of this Agreement. Nothing in this Agreement shall be construed to prevent institution of any change prior to discussion with the Union where the United States Government requires immediate change. The Employer will, however, negotiate with the Union concerning the effects of any such change.

Section 2. Security Clearance.

The Union recognizes that the Employer has certain obligations in its contract with the Government pertaining to security and agrees that nothing in this Agreement is intended to place the Employer in violation of its security agreement with the Government. Therefore, in the event any governmental agency advises the Employer that any Employee covered by this Agreement does not have or cannot obtain the required Security Clearance, and thus is restricted from work on or from access to classified information or material, the Employer will work with the Union and use its best effort to place the Employee in another comparable position with the Employer.

ARTICLE 28

GENERAL

Section 1. Alteration or Modification. This Agreement when accepted by the parties hereto and signed by the respective representatives thereunto duly authorized, shall constitute the sole agreement between them involving the Employees covered by this Agreement. Any alteration or modification of this Agreement must be made by and between the parties hereto and must be in writing.

RS
1-19-07

Section 2. Invalidation. In the event any provision of this Agreement or the Addendum hereto is declared invalid by any competent court or governmental agency, such invalidation shall not affect the remaining provision of this Agreement and the Addendum.

Section 3. Letter of Service. Any Employee leaving the service of the Employer will, upon request from the Employer, be furnished with a letter setting forth the Employer's record of his job classification stating his length of service and beginning and ending rate of pay.

Section 4. Payroll Records. Employer payroll records with respect to any Employee in the Bargaining Unit whose pay is questioned will be provided upon request of the Union within a reasonable period of time, except for payroll records with respect to the current period with respect to such an Employee, which may be explained to the Union upon request during business hours. Any amounts in dispute, owed to the Employee, if the gross amount owed is \$250.00 or more, shall be paid to the Employee within one (1) week, otherwise the amount owed will be paid at the next pay period. Nevertheless, the Employer will attempt to settle all disputes as soon as possible.

Section 5. Rules and Regulations. Rules and regulations shall not be inconsistent with the provisions of this Agreement. The Employer will provide copies of such rules and regulations, and any changes thereto, to the Union. Any infraction of the rules and regulations, once implemented constitutes just cause for disciplinary action including discharge.

Section 6. Expiration of Permits, etc. It is the Employee's responsibility to provide the Employer with at least sixty (60) to ninety (90) days written notice prior to the expiration of any permits, clearances or other qualifications required by the District of Columbia or the federal government, including but not limited to weapons permits, CPR/first aid training, and suitability clearances. Forms for the reporting of such information will be available from the Employer.

Section 7. Weapons Program. The Employer shall agree to implement a maintenance program for all Employer owned weapons. Pursuant to this program, all weapons shall be checked, cleaned, and, if necessary, repaired or replaced. If an Employee has knowledge, that their weapon is not in proper condition, the Employee shall immediately report to their supervisor for replacement of it.

Section 8. First Aid, CPR, Firearms and Firearms Qualifications, GSA Certification, etc. (ALL TRAINING).

The Employer shall be responsible for costs associated with credentials training and qualifications as set forth below:

- A. The Employer shall be responsible for First Aid and CPR training costs.
- B. The Employer will reimburse the Employee the cost of a Firearms Training course once the Employee has successfully passed the Range Qualification.
- C. The Employer shall pay a minimum of four (4) hours pay to an Employee for the purpose of Range Qualification, *up to three trips to the range for qualification.*

RS
1-18-07

D. The Employer shall be responsible for GSA recertification costs.

If an employee fails to obtain their certifications with-in the ninety day period before expiring and it is within 30 days of expiring the employee will incur the expense of any training costs.

ARTICLE 29

SUCCESSORS

The Employer shall give notice of the existence of this Agreement to any purchaser, transferee, lessee, assignee, etc., of the operation covered by agreement or any part thereof. Such notice shall be in writing with a copy to the Union at the time the seller and purchaser, transferee, lessee, assignee, etc., execute a contract or transaction as herein described.

ARTICLE 30

SEPARABILITY AND SAVINGS

If any Article or section of this Agreement or any Riders or Attachments thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any Rider thereof, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid, or as to which compliance with or enforcement of or compliance with has been restrained as above set forth, the Employer and the Union agree to enter into collective bargaining negotiations, upon the request of the Union or the Employer, for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the Parties do not agree on a mutually satisfactory replacement, either Party shall be permitted all legal or economic recourse in support of its demands, notwithstanding any provisions of this Agreement to the contrary.

ARTICLE 31

DURATION

Section A. Duration. This Agreement shall become effective May 1, 2007 and shall continue in full force and effect until April 30, 2012, subject to Section B. below and shall renew itself each successive year thereafter unless written notice of an intended change is served in accordance with the Labor Management Relations Act, as amended, by either party hereto at least sixty (60) days, but not more than ninety (90) days prior to the termination date of the contract.

Section B. Negotiations/Re-Opener Clause. For the purpose of negotiating changes in wages, group insurance contributions, sick leave, vacation and or holidays, as well as changes in or the introduction of other fringe benefits programs the parties shall meet on or about February 1 of each contractual year. If the parties are unable to meet because of scheduling conflicts, an


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1-18-07

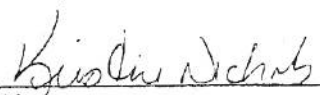
alternate date shall be agreed to, in writing, no later than three (3) days, prior to the meeting date, to meet, within ten (10) days of the original date.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates below, with the intent to be effective as of May 1, 2007, with all the rights, obligations and liabilities thereto attaching as of December 14, 2006.

FOR: PSA/SOU - AEROSPACE CENTER

FOR: MASTER SECURITY, INC.

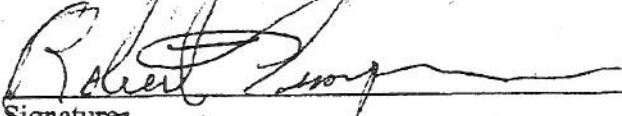

Signature
Executive Director
Title


Signature
Vice President
Title

1/18/07
Date

1-18-2007
Date

FOR: NATIONAL UNION OF
PROTECTIVE SERVICES ASSOCIATIONS


Signature
President
Title
1-18-2007
Date

AMENDMENT NO. 5

The Collective Bargaining Agreement (CBA) by and between COMPUTER SYSTEMS MANAGEMENT, INC (CSMI), hereinafter referred to as the "Employer" and the INTERNATIONAL UNION, SECURITY POLICE AND FIRE PROFESSIONALS OF AMERICA (SPFPA), LOCAL 286, hereinafter referred to as the "Union," is hereby amended as follows:

HEALTH AND WELFARE

The Health and Welfare contribution for regular unit employees will increase from \$3.01 to \$3.16 per hour worked, up to a maximum of forty (40) hours per weekly pay period, effective October 1, 2007.

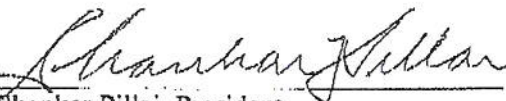
All other terms and conditions of the CBA remain in effect.

INTERNATIONAL UNION, SECURITY POLICE AND FIRE PROFESSIONALS OF AMERICA (SPFPA), LOCAL 286

By: 
Assane Faye, SPFPA District Director

Dated: September 20, 2007

ONPOINT CONSULTING, INC. (FORMERLY COMPUTER SYSTEMS MANAGEMENT, INC. (CSMI))

By: 
Shankar Pillai, President

Dated: 9/24/2007

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE	PAGE OF PAGES 1 17	
2 AMENDMENT/MODIFICATION NO. 000001	3 EFFECTIVE DATE 10/23/2007	4. REQUISITION/PURCHASE REQ. NO.	5 PROJECT NO. (If applicable)	
6 ISSUED BY ICE/FPS/East CCG/Region 11/Group B Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106	CODE ICE/FPS/EACCG/R1	7 ADMINISTERED BY (If other than Item 6) ICE/FPS/East CCG/Region 11/Group B Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: <<Enter Contract Specialist>> Philadelphia PA 19106	CODE ICE/FPS/EACCG/R1	
8 NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) Jenkins Security Consultants, Inc 2001 Bunker Hill Road, NE Washington, DC 20018 202-832-9653		(x) 9A AMENDMENT OF SOLICITATION NO. HSCOMP-07-R-00004	9B DATED (SEE ITEM 11) 09/25/2007	
CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.		
FACILITY CODE		10B DATED (SEE ITEM 11)		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

K: The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers (X) 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 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (If required)

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

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


E IMPORTANT: Contractor () is not, (X) 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)

The purpose of this amendment is to address issues and questions that have been raised since the issuance of the solicitation.

- The due date for the receipt of proposals is 3:00 PM EST, Monday, October 29, 2007. Proposals shall be sent to: DHS/ICE/FPS, Attn: Peter J. Andrews, 701 Market Street, Suite 4200, Philadelphia, PA 19106. Fax or e-mail proposals will not be accepted.
 - Section J, Exhibit 1 of the RFP did not upload properly to FedTeds. A copy of the Exhibit 1 is included as Exhibit 1 to this amendment.
 - Scope clarification. Services under this contract are initially planned for two locations: the Transpoint Building, 2100 2nd Street SW, Washington, DC 20593 and the Jamal Riverside Building, 1900 Half Street SW, Washington, DC 20593. The hours for the
- 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) Robert A. Jenkins, President		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter J. Andrews	
15B CONTRACTOR/OFFEROR 	15C DATE SIGNED 11/07/07	16B UNITED STATES OF AMERICA	16C DATE SIGNED

NSN 7540-01-152-8070
Previous edition unusable

Contracting Officer

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

"USE OR DISCLOSURE OF MATERIAL CONTAINED ON THIS PAGE IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE OF THIS PROPOSAL."

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCOMP-07-R-00004/000001

PAGE OF
 2 17

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>individual posts at each location are included under Exhibit 1. The hours listed on the Continuation Sheets (SF 1447) reflect the combined requirements for both locations. Even though there is currently a separate Collective Bargaining Agreement (CBA) for each location, it is the Government's intention to award the contract at a single rate for each line item that can be used at either location.</p> <p>4.Section C-1.5.D - TAS/ Emergencies. In case of a TAS call out, is there a minimum guaranteed time? (i.e. Will there be a compensation if the requirement goes away (is cancelled) after the Guard reports to duty?) Will there be a minimum advanced notice? Answer: There is no minimum guarantee time associated with TAS. If the TAS is cancelled after the guard reports to duty, the company will be reimbursed for the time that the guard was on post. There is no minimum advance notice requirement for TAS. The Government will notify the contractor as soon as it is aware of the requirement. Final approval for any TAS will come from the Contracting Officer.</p> <p>5.Section C-4.1, C5. "And meets all other qualification criteria to be an FPS Contract security guard". Where do we find the other qualification criteria? Answer: This is a "catch all" phrase and refers to other requirements not mentioned in the items listed above this comment. For example, armed guards must be licensed in the area where they are working. It's not mentioned in the items listed in this section but it is a necessary qualification in order to be an armed guard on the contract.</p> <p>6.How Many of the guards are required to have the Special Police Officer (SPO) designation at each of the buildings? Answer: All armed guards under this contract will require the SPO designation. Due to the quick turn-around generally associated with the award and start-up of a contract, FPS will not require that all guards have the SPO certification at the time of award. All guards will require certification within 90 calendar days after the award of the contract.</p> <p>7.Section C-6.3-13. The FPS MegaCenter is mentioned. For this Contract, where is the FPS MegaCenter located? POC? Phone Number? Answer: The FPS Megacenter for this contract is located Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCOMP-07-R-00004/000001

PAGE OF
 3 17

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>in Suitland, MD. The phone number and POC will be provided after award of the contract.</p> <p>8. Section C-11.2 - Supervisory hours. Paragraph states those Specific Supervisory hours will not be required. But CLINs 0002, 1002, 2002, 3002, 4002 require 19,584 hrs. Please clarify. Answer: Delete Section 11.2 of the solicitation and replace it with Section 11.2 included as Exhibit 2 to this amendment.</p> <p>9. Section C-14.4 - Guards who receive firearms training shall fire at least 500 round of ammunition during the course of range training. Does this number include shotgun ammo? If not, what is the number for the shotgun ammo requirement (in addition to the Qualification Course Requirement)? Answer: This requirement to fire at least 500 rounds does not apply to the shotgun requirement. The minimum requirement for shotgun is listed under the Shotgun Qualification Course. It is the responsibility of the contractor to ensure that any guard has been given proper training before attempting any qualification course.</p> <p>10. Section E.01.1 the information for the CO is in conflict with those provided in Section L (page L-6). The phone number is incomplete. Answer: The Contracting Officer is: Peter J. Andrews, DHS/ICE/Federal Protective Service, 701 Market Street, Suite 4200, Philadelphia, PA 19106. The phone number is 215-521-2261. The fax number is 215-521-2297.</p> <p>11. Section F.02 - Term of Contract. Initial Period is outdated. SF 33 indicates that the period of performance is 10/01/07 -09/31/12. Proposals are due on 10/29/07. Please redefine initial period in light of the late proposal submittal date. Answer: The period or performance will be adjusted at the time of award. The current one year period is expected to run from January 1 - December 31. If appropriate, these dates will be adjusted if the award date is postponed further. Adjustments to the Base Period and Options will be made at the time of award.</p> <p>12. CBA - Master Security & NUOPSA. Art. 19. Sect.3 There is no Art. 32 Sect 2. (in our copy). Were negotiations completed for increase in Wages for the effective period of May1, 2007? What Wages and benefits apply to the RFP? Answer: Exhibit 3 contains the most recent</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCOMP-07-R-00004/000001

PAGE OF
 4 17

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>information that is available for this CBA. If additional information becomes available prior to the receipt of proposals, it will be provided by amendment.</p> <p>13. CBA - CSMI & SPFPA, Local 286. Appendix I Provide Wages effective 10/01/2007: \$18.00. What is the H&W contribution for effective 10/01/07? Ditto for uniform cleaning allowance? Answer: The information provided in the solicitation reflects the most current information available. If additional information becomes available prior to the receipt of proposals, it will be provided by amendment.</p> <p>14. Can you please provide the seniority listing for all guards presently working on this contract? Answer: This information cannot be provided. FPS does not track this information.</p> <p>15. Can you please provide us a listing of the training and certificate dates of all incumbent guards? Answer: FPS does not have access to all the information. Offerors may assume that the guards at 1900 Half Street meet the current requirements for a FPS certified armed guard. Guards at 2100 Half Street are coming from a non-FPS guard contract. We do not have their certification requirements so offerors should assume that they will require training in order to meet FPS standards. Neither site currently has the SPO requirement or the requirement for prior law enforcement personnel.</p> <p>16. Section C-14.2-1 lists various types of training. Do all guards receive all training? Answer: The guard company is encouraged to train as many guards as possible and to ensure that there are sufficient personnel qualified so that the posts are never "undermanned."</p> <p>17. Exhibit 4D includes a listing of the shotgun training/qualification requirements. Do all guards have to be trained in the use of shotguns? Answer: Yes.</p> <p>18. Exhibit 4F includes the training requirement for baton training. Is baton training required? Answer: Yes.</p> <p>Period of Performance: 01/01/2008 to 12/31/2012</p> <p>Enclosures</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCMP-07-R-00004/000001

PAGE 5 OF 17

ME OF OFFEROR OR CONTRACTOR

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Exhibit 1 - Post Exhibits Exhibit 2 - Changes to C-11.2 Exhibit 3 - Supplement to CBA between Masters and NUPSA				

C-11.2 Contract Effort Required – Supervisory Hours

The minimum productive hours required by the Government will be specified on each task order issued. See Section J, Exhibit 1, for further details on the estimated man-hours of service required by the Government.

RS
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PREAMBLE

THIS AGREEMENT entered into by and between MASTER SECURITY, INC. hereinafter referred to as the "Employer" and the NATIONAL UNION OF PROTECTIVE SERVICES ASSOCIATIONS (SECURITY OFFICER'S UNION) AEROSPACE CENTER. (901 D Street, Washington, DC) and 1900 Half Street, Washington, DC, hereinafter referred to as the "Union," and collectively referred to as "the Parties," will set forth procedures for the equitable resolution of grievances, the terms of employment with respect to wages, hours, and working conditions, and means by which the Parties may consult periodically on mutually perceived problems. By accepting this Agreement, it is recognized to be the duty of the Parties to cooperate fully with each other, both individually and collectively, for the advancement of the purposes of this Agreement.

ARTICLE 1

UNION RECOGNITION

Section 1. The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, standards of productivity and performance and other terms and conditions of employment for all of its security guards, hereinafter referred to as "Employees," "Employee," and/or Bargaining Unit, working under the Employer's contract with Department of Homeland Security, Washington, D.C., excluding all clerical and administrative Employees and managerial Employees and supervisors, as defined in Section 2 of the National Labor Relations Act, as amended

Section 2. The Employer will not aid, promote or finance any labor group or organization that purports to engage in collective bargaining, or make any agreement with any such group or individual for the purpose of undermining the Union or changing any condition in the Agreement.

ARTICLE 2

UNION SECURITY, MEMBERSHIP, and DUES CHECKOFF

Section 1. All Employees who are members of the Union on the effective date of this Agreement shall be required to remain members of the Union as a condition of employment during the term of this Agreement. All other Employees shall be required to become and remain members of the Union, in good standing, as a condition of employment within thirty (30) days following the dates of their employment, or the effective date of this Agreement, whichever is later.

Section 2. The provisions of Article 2, Section 1., shall be deemed to be of no force and effect in any state whose law governs this contract to the extent to which the making or enforcement of such provisions is contrary to statutes, constitutional amendment or the law of such state; provided, however, that whenever any such court of last resort having jurisdiction of such questions finds the state law to be invalid or inapplicable, the provisions of Section 3. Below shall immediately thereupon be deemed to cover this Bargaining Unit or Employees directly affected by such declaration of invalidity.

RS
1-13-07

B. **Admission.** The resolution of a grievance by the Project Manager, the Director of Operations, or the Employer's President, or any of their designees, as the case may be, shall not be deemed to be an admission by the Employer that the grievance has, for any other purpose or proceeding, standing as a grievance or constitutes an admission of any violation or breach of the terms of this agreement, or is cognizable or justifiable according to any applicable provisions of the law.

C. **Grounds of Appeal.** The Employer and the Union shall have the right to appeal any final decision of the arbitrator according to Maryland law.

Section 8. Collateral Consequences of a Grievance

The fact that a grievance is alleged by a member of the Bargaining Unit, regardless of the ultimate disposition thereof, shall not be recorded in the Official Personnel File of such member, nor shall such fact be used in the making of any recommendation for the job placement of such member; nor shall such member or any other member or members who participate in any way in the grievance procedure be subjected to any action by the Employer whether disciplinary or otherwise, for having processed such grievance; provided, however, that nothing herein contained shall derogate or be deemed to derogate from the right of the Employer to take any action that might be authorized or required to be taken to give effect to the resolution of any grievance.

ARTICLE 19

WAGES

Section 1. The Employer shall not lower any standards of wages or conditions of employment without the written consent of the Union.

Section 2. The schedule of effective wage rates and job classifications for Employees is set forth below.

Effective May 1, 2007:

<u>Position</u>	<u>Rate Per Hour</u>	<u>Position</u>	<u>Rate Per Hour</u>
Security Officers	\$18.00	Security Officers	\$19.00
Sergeant	\$19.00	Sergeant	\$20.00

Effective May 1, 2008

Effective May 1, 2009

<u>Position</u>	<u>Rate Per Hour</u>
Security Officers	\$20.00
Sergeant	\$21.00

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Section 3. The Employer and the Union agree that an increase in Wages for the effective period of May 1, 2010, shall be subject to negotiation as set forth in Article 32, Section 2.

ARTICLE 20

LEAVE

Section 1. Sick /Personal Leave.

A. Effective May 1, 2007, all full-time Employees shall accumulate Sick/Personal Days at the rate of one work day for each full payroll month of employment up to a maximum of six (6) days per year.

B. Any Employee may exercise the option to receive, at the end of the fiscal year a dollar amount equal to 100% of unused Sick/Personal time. If an Employee retires or becomes separated from the Company prior to the end of the fiscal year, that Employee should be entitled to receive a dollar amount equal to 100% of unused Sick/Personal time. Upon the death of an Employee, the Employee's estate is eligible to receive a dollar amount equal to 100% of unused Sick/Personal time.

C. Any Employee may exercise the option to carry-over from year to year two (2) unused Sick/Personal Days.

Section 2.

A. Effective May 1, 2007, a regular part-time Employee shall accumulate Sick/Personal leave in the same proportion that his/her part-time service bears to full-time service.

B. Sick leave shall be granted to an Employee under the following conditions.

1. When an Employee cannot perform his/her duties because he or she is incapacitated by personal illness or injury;
2. When the spouse or domestic partner, child or parent of either Employee or his/her spouse or domestic partner or a relative living in the immediate household of an Employee, is seriously ill or needs to attend appointments with health care professionals, the Employee may utilize sick leave credits up to a maximum of six (6) days per calendar year;
3. When through exposure to contagious disease, the presence of the Employee at his/her work location would jeopardize the health of others; and
4. To keep appointments with health care professionals. The Employee will make every effort to provide at least five working days notice of such appointment.

C. Whenever the Employer has reason to believe that sick leave is being abused or whenever an Employee has been absent on account of sickness in excess of three (3) days, the Employer may require the Employee to present a physician's statement indicating the medical reason for any absence on account of sickness. Failure of an Employee to present such statement

RS
1-18-07

seven (7) working days after a request therefor has been made by the Employer, may, at the discretion of the Employer, result in the absence being treated as absence without pay.

D. The Employer may require that an Employee, wishing to return to work after an absence of more than three (3) consecutive working days because of illness or injury, be examined by a physician designated by the Employer and/or by a physician of the Employee's choosing. If the Employer requires the Employee to be examined by a physician, the Employer shall assume the cost of such examinations. The results of such examination(s) must attest to the fitness of such Employee to return to his/her regularly assigned duties.

E. Sick/Personal leave must be charged in units of four (4) hours.

F. A regular part-time Employee shall not accrue Sick/Personal leave credit for any month in which he/she was on leave without pay or absent without pay in the same proportion that his/her service bears to one day of service of a full-time Employee.

G. Notification of absences under this Article must be given to the designated representative of the Employer at least four (4) hours prior to the beginning of the scheduled tour of duty. If such notification is not made, such absence may, at the discretion of the Employer, be applied to absence without pay. In extraordinary circumstances beyond the control of the Employee, the above notification period may be waived.

H. Sick/Personal leave credits earned by an Employee following a return to duty after a leave without pay or absence without pay shall not be applied to such period of time.

Section 3. Bereavement Leave.

Effective May 1, 2007 and upon evidence satisfactory to the Employer of the death of a spouse or domestic partner, child, foster child, parent, brother, sister, grandparent, or grandchild of an Employee; or parent of spouse or domestic partner, an Employee shall be entitled to leave without loss of pay or benefits specified elsewhere in this Agreement for a maximum of three (3) consecutive working days.

Effective May 1, 2007, in the event of the death of an Employee's son-in-law or daughter-in-law or of the spouse's or domestic partner's brother, sister, grandparent, or grandchild, a maximum of one (1) working day shall be available for use by an Employee.

Section 4. Civic Duty Leave.

- A. Employees summoned for jury duty or to appear, as a witness in any court or legal proceeding will be granted a leave of absence with pay for time lost from their regular work schedule while on said jury duty or at court up to a maximum of one (1) week (40 hours) upon presentation of the appropriate summons to the department head by the Employee.
- B. An Employee on court leave who has been excused by the proper court authority shall report to his/her official duty station if such interruption in court service will permit four or more consecutive hours of employment. Court leave shall not affect any employment rights of the individual.

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1-18-07

- C. No court leave shall be granted when the Employee is the defendant or is engaged in personal litigation, unless such litigation arises out of the proper and legitimate performance of his/her assigned responsibilities.

Section 5. Military Leave.

An Employee who is a member of the military or naval service, Red Cross, reserve or National Guard or other combat or relief or conscripted civil service of the United States will be granted all leave and other rights provided by law. Employees entering the military or naval service, Red Cross, reserve, National Guard or other combat or relief or conscripted civil service of the United States covered under this agreement will be placed on military leave-of-absence in accordance with the provisions of the universal Military Training and Service Act, and will retain their seniority while in such service and be returned to their former position upon honorable discharge from service, provided they are physically and mentally capable of working.

Employees enlisting in or entering the military service of the United States pursuant to the provisions of the Uniformed Services Employment and Re-employment Rights Act, and amendments there to shall be granted all rights and privileges by that Act.

Section 6. Maternity/Parental Leave and FMLA Leave.

- A. Employees may be granted leave in accordance with and in a manner consistent with the Family and Medical Leave Act of 1993 and or the District Of Columbia Family and Medical Leave Act (as applicable). Eligible non-probationary Employees will be granted up to twelve (12) and/or sixteen (16) weeks of unpaid leave for their own serious illness, for the birth or adoption of a child, or the care of a seriously ill child, spouse or parent.
- B. When an Employee, who is pregnant or otherwise sick, cannot perform his/her duties safely or efficiently, the Employee shall take a leave of absence. An Employee who takes such maternity or sick leave may elect to utilize as much paid leave he/she has accrued.
- C. During such leave of absence, the Employee shall retain his/her existing seniority and shall continue to accrue such. The Employer has the right to approve an Employee's return to work and may require a doctor's certification.
- D. At the expiration of the leave permitted under this Article, the Employee will be restored to her previous position or similar position with the same status, pay, and length of service credit as of the date of her leave. If during the period of the leave, Employees in the same or similar position in the department have been laid off through no fault of their own, the Employee will be extended the same rights or benefits, if any, extended to Employees of equal length of service in the same or similar position in the department.
- E. Notwithstanding any other provision of this Agreement to the contrary, the leave granted under this Article shall not affect the Employee's right to receive any contractual benefits for which the Employee was eligible at the time of his/her leave.

RS
1-18-07

ARTICLE 22

HOLIDAYS

Section 1. During the term of the Agreement, the following Holidays will be recognized:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

(Special Holidays designated by the President of the United States)

Section 2. When the regular and normally scheduled workday of an Employee falls within holiday hours, he/she, if not required to work that day, shall be entitled to receive his/her regular day's pay for such holiday. A holiday is deemed to begin at 0001 hours through 2400 hours on the date designated for the holiday.

Section 3. When a portion of the regular and normally scheduled workday of an Employee falls within holiday hours and if he/she is not required to work that portion falling within holiday hours, the Employee shall be entitled to receive pay for that holiday portion.

Section 4. Any Employee who is on layoff, sick leave or who is on leave of absence shall not be eligible to receive holiday pay. A full-time Employee, hospitalized due to an emergency condition, may be eligible.

RS
1-18-07

ARTICLE 23

HEALTH and WELFARE

Section 1. Trust Agreement. The parties agree to establish a Health and Welfare Fund under an Agreement and Declaration of Trust drafted by the Union or an appropriate designee and executed by the Union and the Employer. Such Agreement and Declaration Trust (hereinafter referred to as the "H&W Trust Agreement") provides for a Board of Trustees composed of an equal number of representatives of the Employer and the Union.

Section 2. Discretion to Extend Benefits. The Board of Trustees of the Health and Welfare Fund shall determine in their discretion and within the terms of this Agreement and the H&W Trust Agreement such Health and Welfare Benefits to be extended by the Health and Welfare Fund to Employees and/or their dependents.

Section 3. Funding. For all hours worked, not to exceed forty (40) hours in any one (1) week, the Employer agrees to contribute to the Health and Welfare Fund as follows:

Effective May 1, 2007 \$3.01 per hour

Effective May 1, 2008 \$3.10 per hour

The Employer and the Union agree that an increase in Health and Welfare for the effective period of May 1, 2009 shall be subject to negotiation as set forth in Article 32, Section 2. Health and Welfare contributions will not be negotiated into base wages.

Section 4. Employer Limits on Use of Fund. Subject to the provisions of Section 5., the contributions made by the Employer to the Health and Welfare Fund shall not be used for any purpose other than to provide health and welfare benefits and to pay the operating and administering expenses of the fund. The Employer shall make the contributions in an aggregate sum within forty-five (45) days following the end of the calendar month during which contributions were collected.

Section 5. Non-Grievability. No dispute over a claim for any benefits extended by this Health and Welfare Fund shall be subject to the grievance procedure.

ARTICLE 24

PENSION

Section 1. Trust Agreement. The parties agree to establish a Pension Fund under an Agreement and Declaration of Trust drafted by the Union or an appropriate designee and executed by the Union and the Employer. Such Agreement and Declaration Trust (hereinafter referred to as the "Pension Trust Agreement") provides for a Board of Trustees composed of an equal number of representatives of the Employer and the Union.

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1-18-07

Section 2. Discretion to Extend Benefits. The Board of Trustees of the Pension Fund shall determine in their discretion and within the terms of this Agreement and the Pension Trust Agreement such Pension Benefits to be extended by the Pension Fund to Employees and/or their dependents.

Section 3. Funding. For all hours worked, not to exceed forty (40) hours in any one (1) week, the Employer agrees to contribute to the Pension Fund as follows:

- Effective May 1, 2007: \$.80 per hour
- Effective May 1, 2008: \$.80 per hour
- Effective May 1, 2009: \$.80 per hour

The Employer and the Union agree that an increase in Pension for the effective period of May 1, 2010 shall be subject to negotiation as set forth in Article 32, Section 2. Pension contributions will not be negotiated into base wages.

Section 4. Employer Limits on Use of Fund. The contributions made by the Employer to the Pension Fund shall not be used for any purpose other than to provide pension benefits and to pay the operating and administering expenses of the Pension Fund. The Employer shall make the contributions in an aggregate sum within forty-five (45) days following the end of the calendar month during which contributions were collected.

Section 5. Non-Grievability. No dispute over a claim for any benefits extended by this Pension Fund shall be subject to the grievance procedure.

ARTICLE 25

UNIFORM and SAFETY EQUIPMENT

Section 1. Uniform Safety Equipment Maintenance. The Employer will provide at no cost to all Employees required uniforms and safety equipment. Employees will be supplied three (3) shirts and three (3) pairs of pants.

Section 2. Laundering Maintenance. For all hours worked, not to exceed forty (40) hours in any one (1) week, the Employer agrees to pay to each Employee an allowance for laundering and maintenance of Employer-furnished uniforms as follows:

- Effective May 1, 2007: \$.30 per hour
- Effective May 1, 2008: \$.30 per hour

The Employer and the Union agree that an increase in Laundering Maintenance for the effective period of May 1, 2009, shall be subject to negotiation as set forth in Article 32, Section 2.

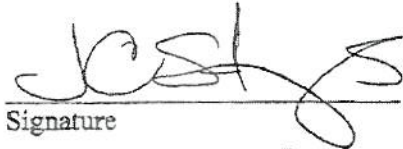
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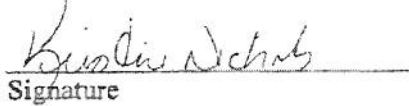
alternate date shall be agreed to, in writing, no later than three (3) days, prior to the meeting date, to meet, within ten (10) days of the original date.

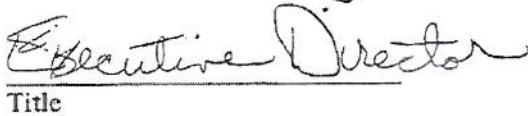
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates below, with the intent to be effective as of May 1, 2007, with all the rights, obligations and liabilities thereto attaching as of December 14, 2006.

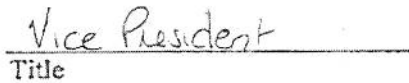
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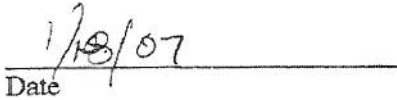
FOR: MASTER SECURITY, INC.


Signature


Signature

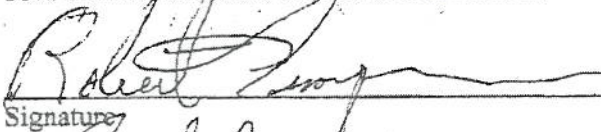

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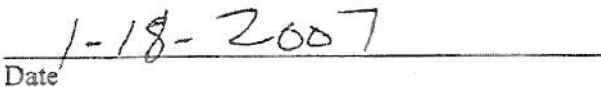

Date


Date

FOR: NATIONAL UNION OF
PROTECTIVE SERVICES ASSOCIATIONS


Signature


Title


Date

SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

RATING

PAGE OF PAGES

1 5

2. CONTRACT NUMBER

3. SOLICITATION NUMBER
HSEMP-07-R-00004

4. TYPE OF SOLICITATION
 SEALED BID (IFB)
 NEGOTIATED (RFP)

5. DATE ISSUED

6. REQUISITION/PURCHASE NUMBER

7. ISSUED BY CODE ICE/FPS/EACCG/HQ/NC

8. ADDRESS OFFER TO (If other than Item 7)

ICE/FPS/East CCG/HQ-Natl Contracts
Immigration and Customs Enforcement
Federal Protective Service
Office of Acquisition Management
701 Market Street, Suite 4200
Philadelphia PA 19106

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in _____ until 1700 ET local time 09/10/2007
(Hour) (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS
	Peter Andrews	AREA CODE 215	NUMBER 521-(b)(2)Low	EXT. (b)(6)

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
<input type="checkbox"/>	A	SOLICITATION/CONTRACT FORM		<input type="checkbox"/>	I	CONTRACT CLAUSES	
<input type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS				PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
<input type="checkbox"/>	C	DESCRIPTION/SPECS./WORK STATEMENT		<input type="checkbox"/>	J	LIST OF ATTACHMENTS	
<input type="checkbox"/>	D	PACKAGING AND MARKING				PART IV - REPRESENTATIONS AND INSTRUCTIONS	
<input type="checkbox"/>	E	INSPECTION AND ACCEPTANCE		<input type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
<input type="checkbox"/>	F	DELIVERIES OR PERFORMANCE		<input type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
<input type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA		<input type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	
<input type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS					

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.B)	<input type="checkbox"/> 10 CALENDAR DAYS (%)	<input type="checkbox"/> 20 CALENDAR DAYS (%)	<input type="checkbox"/> 30 CALENDAR DAYS (%)	<input type="checkbox"/> CALENDAR DAYS (%)
---	---	---	---	--

14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NUMBER	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE NUMBER EXT.	<input type="checkbox"/>		

AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input type="checkbox"/> 41 U.S.C. 253 (c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print) Peter J. Andrews	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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Contracting Officer

STANDARD FORM 33 (Rev. 9-97)
Prescribed by GSA - FAR (48 CFR) 53.214(c)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCOMP-07-R-00004

PAGE OF
2 5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The solicitation covers Guard Services at various Federally Owned and Leased Locations around Buzzard Point in Washington, DC.</p> <p>This is a Small Business Set-Aside under SIC Code 561612. Delivery Location Code: DC1230 TRANSPORT 2100 2ND ST SW WASHINGTON DC</p> <p>FOB: Destination Period of Performance: 11/01/2007 to 10/31/2012</p>				
0001	<p>Armed Guard</p> <p>Period of Performance: 11/01/2007 to 10/31/2008</p>	100836	HR		
0002	<p>Supervisory Armed Guard</p> <p>Period of Performance: 11/01/2007 to 10/31/2008</p>	19584	HR		
0003	<p>Line Items 0003 and 0004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.</p> <p>TAS Armed Guard</p> <p>Period of Performance: 11/01/2007 to 10/31/2008</p>	150	HR		
0004	<p>TAS Supervisory Armed Guard</p> <p>Period of Performance: 11/01/2007 to 10/31/2008</p> <p>Option One - Line Items 1001-1004 cover the first option period for this requirement.</p>	100	HR		
1001	<p>Armed Guard (Option Line Item)</p> <p>Period of Performance: 11/01/2008 to 10/31/2009</p>	100836	HR		
1002	<p>Supervisory Armed Guard (Option Line Item)</p> <p>Period of Performance: 11/01/2008 to 10/31/2009</p> <p>Line Items 1003 and 1004 are for Temporary Continued ...</p>	19584	HR		

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCOMP-07-R-00004

PAGE OF
3 5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
1003	TAS Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009	150	HR		
1004	TAS Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2008 to 10/31/2009 Option Two - Line Items 2001-2004 cover the second option period for this requirement.	100	HR		
2001	Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010	100836	HR		
2002	Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010 Line Items 2003 and 2004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.	19584	HR		
2003	TAS Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010	150	HR		
2004	TAS Supervisory Armed Guard (Option Line Item) Period of Performance: 11/01/2009 to 10/31/2010 Option Three - Line Items 3001-3004 cover the third option period for this requirement.	100	HR		
3001	Armed Guard (Option Line Item) Continued ...	100836	HR		

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCOMP-07-R-00004

PAGE 4 OF 5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 11/01/2010 to 10/31/2011				
3002	Supervisory Armed Guard (Option Line Item)	19584	HR		
	Period of Performance: 11/01/2010 to 10/31/2011				
	Line Items 3003 and 3004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
3003	TAS Armed Guard (Option Line Item)	150	HR		
	Period of Performance: 11/01/2010 to 10/31/2011				
3004	TAS Supervisory Armed Guard (Option Line Item)	100	HR		
	Period of Performance: 11/01/2010 to 10/31/2011				
	Option Four - Line Items 4001-4004 cover the fourth option period for this requirement.				
4001	Armed Guard (Option Line Item)	100836	HR		
	Period of Performance: 11/01/2011 to 10/31/2012				
4002	Supervisory Armed Guard (Option Line Item)	19584	HR		
	Period of Performance: 11/01/2011 to 10/31/2012				
	Line Items 4003 and 4004 are for Temporary Additional Services (TAS) that may be required during the course of the contract. Funding for TAS will be provided on an as needed basis.				
4003	TAS Armed Guard (Option Line Item)	150	HR		
	Period of Performance: 11/01/2011 to 10/31/2012				
4004	TAS Supervisory Armed Guard (Option Line Item)	100	HR		
	Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEMP-07-R-00004

PAGE OF
 5 5

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Period of Performance: 11/01/2011 to 10/31/2012</p> <p>FAR 52.232.18 - Availability of Funds (Apr 1984) and FAR 52.232-19 - Availability of Funds for the Next Fiscal Year (Apr 1984) are incorporated into this solicitation.</p> <p>FAR 52.232-18 - Availability of Funds (Apr 1984) Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.</p> <p>FAR 52.232-19 - Availability of Funds for the Next Fiscal Year (Apr 1984) Funds are not presently available for performance under this contract beyond "To Be Determined". The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond the Base Period, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.</p>				

**Table of Contents
Section C**

C-1	Introduction
C-1.1	Use of Acronyms
C-1.2	Introduction (General)
C-1.3	Introduction (FPS)
C-1.4	Introduction (The contract)
C-1.5	Introduction (Delivery/Task Orders)
C-2	Contract Start-Up, Review, and Follow Up
C-2.1	Conferences and meetings
C-3	Authority and Jurisdiction, Permits, Licenses and Adherence to Laws
C-3.1	Prior to the Commencement of the Contract
C-3.2	During Performance of the Contract
C-4	Qualifications of Personnel
C-4.1	General Qualifications
C-5	Quality Control
C-5.1	Contractor Provided Quality Control
C-5.2	Government Provided Quality Control
C-6	Services Required – Non-Supervisory Security Guards
C-6.1	Order of Precedence
C-6.2	Security Guard Post Assignment Record
C-6.3	Typical Duties
C-6.3-1	Access/Egress Posts
C-6.3-2	Roving Posts
C-6.3-3	Traffic Control
C-6.3-4	Receipt, Use, and Safekeeping of Keys
C-6.3-5	Security and Fire Systems
C-6.3-6	Utility Systems
C-6.3-7	Building Rules and Regulations
C-6.3-8	Physical Security, Law and Order
C-6.3-9	Unauthorized Access
C-6.3-10	Hazardous Conditions
C-6.3-11	Response to injury or Illness
C-6.3-12	Additional Duties
C-6.3-13	Reports, Records and Testimony
C-6.3-14	Civil Disturbances
C-6.3-15	Emergencies

Solicitation Number: HSCOMP-07-R-0004

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- C-6.3-16 Primary Security Response**
- C-6.4 Recording Presence**

- C-7 Key Personnel (Contract Manager and Supervisors)**
- C-7.1 Special Requirements for Contract Manager**
- C-7.2 Services Required - Contract Manager (Key Personnel)**
- C-7.3 Services Required – Supervisor (Key Personnel)**
- C-7.4 Special Requirements for Supervisors**

- C.8 Work Scheduling Procedures**

- C-9 Reporting Man Hours Provided**

- C-10 Contract Guard Labor Category**

- C-11 Contract Effort Required**
- C-11.1 Contract effort Required – Productive Hours**
- C-11.2 Contract Effort Required – Supervisory Hours**
- C-11.3 Contract Effort Required – Reserve Security Guard Force**

- C-12 Limitation of Labor Hours to be by Individual Employees**

- C-13 Relief and Lunch Breaks**

- C-14 Training**
- C-14.1 General**
- C-14.2 Training requirements by Position**
- C-14.2.1 Security Guards (Supervisory and Productive)**
- C-14.2.2 Supervisors**
- C-14.3 Written Examination**
- C-14.4 Weapons Training and Qualifications**
- C-14.5 Minimum Age for Firearms Licensing**
- C-14.6 FPS Specific Training**
- C-14.7 Government Provided Magnetometer / X-ray Training**
- C-14.8 CPR / AED / First Aid Training**
- C-14.9 Other Special Training**
- C-14.10 Training of Replacement Employees**
- C-14.11 Schedule of Provided Training and Testing**
- C-14.12 Government Provided Training – Failure to Attend**
- C-14.13 Training Waivers**

Solicitation Number: HSCOMP-07-R-0004

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- C-15 Medical and Physical Qualifications**
 - C-15.1 General**
 - C-15.2 Medical Standards**
 - C-15.3 Physical Demands**
 - C-15.4 Initial and Recurring Screening for Illegal Drugs**
 - C-15.5 Government Requested Screening**

- C-16 Conduct of Contractor Personnel**

- C-17 Government and Contractor Provided Property**
 - C-17.1 Government Furnished Property (Use, Accountability and Care)**
 - C-17.1-1 Use of Government Property**
 - C-17.1-2 Accountability of Government Property**
 - C-17.1-3 Safeguarding Government Property**
 - C-17.1-4 Malfunctioning Government Property**
 - C-17.2 Contractor Furnished Property (Use, Accountability, and Care) C-**
 - C17.2-1 Contractor Furnished Property**
 - C-17.2-2 Equipment**
 - C-17.2-3 Uniforms**
 - C-17.2-4 Supplementary Equipment**

- C-18 Regulations, Handbooks and Other Applicable Documents**

- C-19 Security Guard Certification / Security Requirements**
 - C-19-1 General**
 - C-19.2 Security Management**
 - C-19.3 Suitability Determination / Enter on Duty Decision**
 - C-19.4 Suitability Adjudication**

- C-20 Security Clearance Requirements**
 - C-20.1 Background Investigations**
 - C-20.2 Access to Classified Information (Contractor)**
 - C-20.3 Continued Eligibility**

- C-21 Personal Appearance and Grooming Standards**

- C-22 Contract Employee Reinstatements**

- C-23 Contractor's Personnel Filing System**

Solicitation Number: HSCOMP-07-R-0004

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C-24 Contract Transition
C-24.1 Phase Out of Contract and Continuity of Service

C-25 Performance Evaluations
SECTION C – STATEMENT OF WORK

C-1 Introduction

C-1.1 Use of Acronyms

This Solicitation/Contract contains numerous acronyms. Whenever a new term is introduced in the Solicitation/Contract that will be referred to by an acronym, the acronym will appear next to the term in parentheses (). The acronyms that will appear in the Solicitation/Contract are listed below for easy reference:

ATR	Agency Technical Representative
SGIM	Security guard Information Manual
CM	Contract Manager
CPM	Contract Performance Monitor
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
DHS	Department of Homeland Security
DOL	Department of Labor
FAR	Federal Acquisition Regulation
FLEP	FPS Law Enforcement Personnel
FPS	Federal Protective Service
FSS	Federal Supply Service, General Services Administration
HSAM	Homeland Security Acquisition Manual
HSAR	Homeland Security Acquisition Regulations
ICE	Immigration and Customs Enforcement
MAS	Multiple Award Schedule Public Buildings Service
SAS	Special Additional Services
SF 30	Standard Form 30 (Amendment of Solicitation/Modification of Contract)
SOW	Statement of Work
SUPV	Supervisor
TAS	Temporary Additional Services

C-1.2 Introduction (General)

- A. This is a Statement of Work (SOW) for Department of Homeland Security (DHS) Federal Protective Service (FPS) Solicitation/Contract number _____.
(Contract number)
- B. As an integral component of the FPS security effort, the Contractor shall provide and maintain all management, supervision, manpower, training, equipment, supplies, licenses, permits, certificates, insurance, pre-employment screenings, reports, and

Solicitation Number: HSEMP-07-R-0004

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files necessary to accomplish security guard services as described and required in this SOW and in Sections B, D, E, F, G, H, I and J of this Solicitation/Contract. The Contractor shall perform to the standards required in this Contract and will be expected to work closely with FPS representatives throughout the duration of the Contract.

- C. **Important Note:** Where the Government identifies and references specific Solicitation/Contract Section numbers, that reference refers to that Section in its entirety, including every subsection having the same letter and/or letter-number prefix. For example, a reference to the requirements of “Section C” includes all of Section C. Similarly, a reference to Section C-7 includes Sections C-7.1, C-7.2, and so on, through the last subsection identified with a prefix of “C-7.”

C-1.3 Introduction (FPS)

- A. FPS is the security and law enforcement component of the Department of Homeland Security, Immigration and Customs Enforcement. FPS is responsible for protecting federally owned or leased facilities. FPS’s mission is to provide a safe environment in which Federal agencies conduct their business without fear of violence, crime or disorder.
- B. Contract security guards have a crucial and highly visible role in support of FPS’s mission. They are usually the first (and sometimes only) contact visitors have with the Federal community, and they are usually the first line of defense in a federally controlled facility. Visitors and federal employees perceive the contract Security Guards to be integral with the FPS mission. It is crucial that the Contractor ensure that their employees realize the importance of their role, and perform their duties courteously and professionally at all times.

C-1.4 Introduction (The Contract)

The Government intends to incorporate the contents of this Solicitation/Contract and the successful Offeror’s entire proposal (price and technical) into a Fixed-Price Indefinite Deliver/Indefinite Quantity (IDIQ) type Contract between DHS/FPS and that Offeror (see additional information in Section L).

C-1.5 Introduction (Delivery/Task Orders)

- A. Services required under this Contract shall be ordered using a government Order for Supplies and Services form. This form is commonly referred to as a “delivery order” or a “task order.” For the purpose of this Solicitation/Contract, the form shall hereinafter be referred to as a “task order.”

Solicitation Number: HSCOMP-07-R-0004

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- B. Each task order issued by the Contracting Officer (CO) shall contain the specific building(s), post locations, hours of service, and period of service required by the Government.
- C. The Government has the unilateral right to add, decrease, cancel, or modify services stated in each task order issued, as long as the change is within the scope of the Contract and task order. The Contractor will be obligated to provide services at the specified hourly rates contained in Section B. All modifications to task orders will be accomplished using a Standard Form 30 (SF30) (form subject to change), Amendment to Solicitation/Modification of Contract. If the Government has new requirements that are not directly related to an existing task order but are within the scope of this Contract, those services will be ordered by a separate task order.
- D. Temporary or Special Additional Services (TAS/SAS) will be issued through separate task orders. Depending on the circumstances of each order, TAS/SAS orders may be issued verbally between the CO and/or his/her designated representative and the Contractor and formalized in a written task order as soon as possible after the order is made. See Section G-2 for additional information regarding invoicing and payment for TAS/SAS.

C-2 Contract Start-Up, Review, and Follow-Up

C-2.1 Conferences and Meetings

- A. Immediately after award of the Contract and prior to the Contractor's performance at the work site(s), the FPS CO shall notify the Contractor, and the FPS Contracting Officer's Technical Representative (COTR) to schedule a pre-performance meeting that includes an in-depth review of the total Contract requirements and a review of the Contractor's Transition Management Plan.
- B. During the performance of the Contract, the FPS CO, COTR, ATR and the Contractor shall meet annually or on an as-needed basis to discuss all relevant Contract issues. A mutual effort will be made to resolve all problems identified. The Contractor and the CO or shall sign the written minutes of these meetings, which will be prepared by the Government and incorporated into the Contract file. Should the Contractor not concur with the minutes, the Contractor shall state, in writing to the CO, any areas of clarification or disagreement within 5 days after receipt of the meeting minutes. Those comments shall be included with the report in the Contract file.

C-3 Authority and Jurisdiction, Permits, Licenses, and Adherence to Laws

Solicitation Number: HSEMP-07-R-0004

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C-3.1 Prior to Commencement of Contract

- A. The Contractor will perform services in Coast Guard Headquarters at the Transpoint Building, 2100 2nd Street SW, Washington, DC 20593 and Jemal Riverside Building 1900 Half Street SW Washington, DC 20593. The Contractor must possess ALL licenses required to perform services in Washington, DC .
- B. The applicable licensing authority that is known to the Government at this time for licensing security guards as “special police officers” to carry firearms from one location within the District of Columbia to another location in the city is: Metropolitan Police Department Security Officers Management Branch, 2000 14th Street NW, Washington, DC 20009.
- C. **Important Note:** The Contractor bears the sole burden for ensuring that all legally required licenses and permits are obtained and renewed as specified by the regulating agency. **This information is provided as a guide only. The Contractor must verify and comply with all Federal, State, and Local requirements, whether listed here or not.**
- D. Prior to commencement of work under this Contract, and except where precluded by local law or ordinance, the Contractor shall make and complete all arrangements with the appropriate officials in the state or local jurisdiction in which the services are to be performed to:
1. Obtain all licenses and permits required for each security guard and supervisor to serve as an armed security guard with the authority to hold and detain individuals suspected of committing crimes. The Contractor will not be reimbursed for services rendered by a Security Guard lacking appropriate permits and certifications.
 2. Provide any official bond(s) and insurance required, and pay any fees or costs involved or related to authorization for the arming of any employees engaged in providing services specified under this Contract.
 3. The Contractor shall furnish a legible copy of all legally required licenses and permits (excluding permits and licenses issued to individual Contract employees) to the CO prior to the Contract start date and again within 15 days after each option period exercised by the Government. The Contractor shall complete and certify a written record that shows names and issue dates for each Contract employee having each and all legally required licenses, permits, and certifications. This written Contractor certification shall state that all legal requirements have been fulfilled prior to the commencement of any Contract work. The Contractor shall provide an updated record to the Government upon the CO's, COTR's or ATR's request. The CO, COTR, ATR and all other

Solicitation Number: HSEMP-07-R-0004

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authorized Government personnel shall have the express authority to examine these documents upon request at any time during the duration of this Contract.

4. Obtain, possess, and maintain all business and corporate licenses required to operate as a commercial security service within the entire geographic area covered under this Contract prior to performing any work under this Contract.

E. **Important Note:** Failure by the Contractor to obtain all required licenses as of the Contract start date will be grounds for termination for default.

C-3.2 During Performance of Contract

- A. In performance of work under this Contract, the Contractor shall be responsible for maintaining current, valid copies of all licenses, permits, certifications, and registrations and for complying with all applicable Federal, state, and local laws and regulations associated with licensing and permit issuance. The CO, COTR, ATR and all other authorized Government personnel shall have the express authority to examine these documents upon request, at any time, during the duration of this Contract.
- B. The Contractor must pay all costs and fees associated with applying for, receiving, and maintaining all such permits and licenses throughout the course of the Contract, including any and all option periods the Government exercises. The costs associated with this requirement must be factored into the Contractor's hourly rate, as they will not be itemized or paid for separately by the Government.
- C. Failure by the Contractor to maintain valid licenses and permits will be cause for the Government to take Contractual actions, up to and including termination for default. For instance, if an armed guard's firearms permit expires, and he/she is legally required to possess a valid license while armed, the CO will require that the guard be removed from the post until a valid permit is obtained. If the Contractor fails to renew a required license and the controlling authority (state, local, etc) orders the Contractor to cease performance until the license is renewed, the Government may terminate the Contract for default or take other remedies, such as issuing a Stop Work Order, obtaining performance by other sources, and deducting those costs from the Contract price.
- D. Where Contract employees are required by law to individually apply for licenses and/or permits, and a fee is required by the licensing agency, the Contractor shall remunerate the employee for all costs and fees associated with obtaining the required license/permit. **Under no circumstances shall a Contract employee be required to pay for a contractually required license or permit without being fully reimbursed by the Contractor.**

Solicitation Number: HSEMP-07-R-0004

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- E. Armed security guards must carry their firearm license/permits (and, where legally required, their concealed weapons permits) on their person while on duty, unless local or state law requires the Contractor to maintain the records. Permits/licenses will be carried on the uniform in a manner defined by the COR/ATR. Failure by an armed security guard to carry a valid firearm license/permit while on duty shall result in the security guard being removed from the armed post until the certificate or permit is obtained. The contractor will not be paid for any guard hours that a guard stood post without a valid license/permit on their person.

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C-4 Qualifications of Personnel

C-4.1 General Qualifications

- A. Subject to existing law, regulations and/or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.
- B. To be eligible to perform under this Contract, all uniformed Contract employees must meet, to the satisfaction of the CO and COTR, the following requirements:
1. Be a citizen of the United States of America.
 2. Have a Social Security Card issued and approved by the Social Security Administration.
 3. Be at least 21 years of age. While there is no limit as to the maximum age of security guards, all security guards must be able to withstand the physical demands of the job, must be capable of responding to emergencies and meet the physical fitness requirements outlined.

Note: At the request of the COTR, the CO may waive the minimum age requirement where the applicant meets all of the other minimum requirements and is legally eligible to perform the required duties.
 4. Possess, at a minimum, either a high school diploma or a GED equivalency certificate.
 5. Speak English fluently, read and comprehend written English, and compose coherent written reports in English. Bi-lingual security guards may be an asset to the Contractor, but in no circumstances should the Contractor permit a security guard who does not have a good command of the English language to work under this Contract.

Solicitation Number: HSCOMP-07-R-0004

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6. And have three years of prior law enforcement experience, with the power of arrest, which meets at least one of the following requirements (1 through 5):
1. Full-time paid sworn peace officer with a City Police Department; or
 2. Full-time paid sworn peace officer with a County Sheriff Department; or
 3. Full-time paid sworn peace officer with a State law enforcement agency; or
 4. Full-time paid sworn peace officer with a Federal law enforcement agency; or
 5. Three years of active duty military police experience; and
 6. Graduation from a certified police academy or military police training facility.
 7. Any reasonable combination of the above for a total of three years shall suffice.

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Note: The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees.

- C. Prior to working under the Contract, every supervisor and guard must possess a valid FPS certification card. The FPS certification card is evidence that the guard has:
1. Received a favorable adjudication from FPS;
 2. Passed the medical examination;
 3. Completed the required training;
 4. Passed the required examination(s);
 5. And meets all other qualification criteria to be an FPS Contract security guard.
6. Guards assigned to the previous contracts on the date of receipt for initial proposals for this procurement will be considered to be grandfathered concerning the requirements listed under C-4.1.B.

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Solicitation Number: HSEMP-07-R-0004

C-5 Quality Control

C-5.1 Contractor-Provided Quality Control Plan

- A. Adequate and consistent quality control is an essential component of successful Contract performance. The Contractor shall develop and adhere to the Quality Control Program accepted by the Government upon Contract award. The complete Contractor's Quality Control Program shall be submitted in both electronic and hard copy and include, but not be limited to, the following areas:
1. A description of the type, level, and frequency of inspections performed by the Contractor's Quality Control Monitors and Contract Manager. (This does not pertain to routine inspections performed by Area Supervisors as part of their normal duties.)
 2. Quality Control Inspection Check Lists used to conduct inspections which include, as a minimum, checks of: equipment, uniform and appearance; attendance and/or compliance with (DHS form TBD) Sign in/out procedures; knowledge of and adherence to Duty Book requirements; knowledge of and adherence to screening equipment operating procedures; possession of certification and company identification card(s); possession of required licenses and permits; current firearms qualifications; and overall performance.
 3. A description of the Contractor's employee reward/incentive program and the Contractor's discipline procedures, used when the Contractor's Quality Control Monitors or the Government notes superior or deficient performance.
 4. Resumes for all employees appointed to serve as Quality Control Monitors and Contract Managers. Under no circumstances shall individuals appointed as Quality Control Monitors and Contract Managers serve as uniformed employees working under this Contract.
- B. Quality Control Inspection Reports shall be electronically prepared by approved Quality Control Monitors and remain on file both in hard copy and electronically at the Contractor's facility in sequence by inspection date for all inspections made during the entire Contract period. Follow-up reports shall be prepared and maintained in the above manner.
- C. Inspections shall be conducted by the Contractor in accordance with the Quality Control Plan and as frequently as necessary to ensure effective performance by the Contractor. While the Contractor may perform more inspections than are required in the Quality Control Plan, in no event shall the Contractor perform fewer inspections than required by that Plan.

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- D. The Contractor's Quality Control Monitors must be identified and their resumes submitted in hardcopy and electronically by the Contractor to the CO and COTR/ATR for approval prior to them performing any inspections under the Contract. All changes in appointments shall require the same approval.
- E. The Contractor shall maintain both in hard copy and electronic file of all inspection reports related to the Contract and shall make those reports available to the CO, or COTR and ATR upon request. The CO, COTR and ATR may also request a copy of each inspection report to be forwarded at the time it is prepared. The Contractor shall brief the COTR and ATR of any serious problems or deficiencies noted during an inspection and shall inform the COTR and ATR of all actions taken or planned to resolve the problem.
- F. If the Contractor's performance indicates that additional quality control measures are needed, the CO, COTR and ATR will meet with the Contractor to discuss the Contractor's performance, Quality Control Plan, and any other areas of concern. Through the CO, the COTR may request that the Contractor take additional steps to improve both the overall performance of the Contract and adherence to their Quality Control Plan.
- G. The Government shall consider the Contractor's adherence to their stated Quality Control Plan during semi-annual performance evaluations. Failure by the Contractor to adhere to their stated Quality Control Plan's schedules, methods, forms, etc., may result in Contractual actions being taken by the Government (e.g., the CO has the authority to negotiate and take an equitable adjustment from the Contractor's monthly payment for Quality Control not provided) Repeated offences can result in termination for default.

C-5.2 Government-Provided Quality Control

- A. The Government shall use all methods deemed necessary to ensure that the Contractor's employees are in a constant state of awareness and readiness. These methods may include uniformed or undercover surveillance by FPS and CG staff; intrusion tests by undercover FPS and CG staff to evaluate the security guards' actions; and surveys of building tenants regarding the security guards' performance, including the security guards' professionalism, courtesy, and knowledge of their assigned duties.
- B. In the event a serious breach of assigned duty by the Contractor's employee(s) is identified during a quality control exercise, the CO and/or COTR shall immediately contact the Contractor to discuss the Government's findings and the steps the Contractor will take to correct the problem(s).

Solicitation Number: HSCMP-07-R-0004

C-12

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- C. The Government may assess price deductions for services not rendered according to the provisions of this Contact. See Section G-5, Application of Criteria for Deductions, for further details.

C-6 Services Required – Supervisory and Non-Supervisory Security Guards

C-6.1 Order of Precedence

The Contractor’s employees shall perform the services as prescribed by:

- A. The Contract, including the task order(s);
- B. The Security Guard Post Assignment Record (DHS form TBD);

C. The Officer's Duty Book (including FPS Operating Orders and Standard Operating Procedures and the Building Occupant Emergency Plan);

D. Security Guard Information Manual (SGIM) (Need a copy of the SGIM)

In the event of an inconsistency between documents, the Contract takes precedence over other documents.

Deleted: (I need a copy of the FPS Operating Orders and Standard Operating Procedures. CGHQ has a current Building Occupant Emergency Plan)¶

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C-6.2 Security Guard Post Assignment Record and Post Qualification Standards

- A. Security guards and supervisors shall perform all tasks in accordance with the duties outlined on the Security Guard Post Assignment Record (Post Orders), which are prepared by the CG for all shifts on each post. The Post Orders define the specific duties that the contract security guards are to perform. The security guards shall not deviate from the directions provided by the Post Orders except in emergencies or as directed by the COTR or ATR. The COTR/ATR may modify, amend, and/or revise the Post Orders to change shift duties, start and stop times, and post locations provided the change is within the Contract scope has no impact on the Contract cost. Such changes shall not require modification to the task order or Contract.

No security guard or supervisor shall be permitted to work alone on any post or as a supervisor without prior training and a signed completion of the Post Qualification Standard (PQS) required of the post. The PQS must be signed and dated by the guard/supervisor who provided the training and Site Project Manager certifying that the security guard/supervisor is fully qualified on the duties and equipment for that post. The Contractor will provide an updated PQS records to the Government upon the CO's, COTR's or ATR's request. The CO, COTR, ATR and all other authorized Government personnel shall have the express authority to examine these documents upon request at any time during the duration of this Contract and test the

Solicitation Number: HSEMP-07-R-0004

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guards/supervisors ability to perform their duties and use the equipment at the assigned post at any given time.

- B. The duties of most security guard posts require that a security guard not leave his post until properly relieved. Where this is required, it will be specifically stated on the Post Orders. Additionally, each task order will identify posts that require relief breaks. Guard posts stood without all required equipment (weapon, radio etc.) will not be considered properly stood and no payment will be made for hours on post that guard was not outfitted with all required equipment.
- C. Changes to the post orders that increase or decrease the number of hours specified, that increase or decrease the amount of equipment and/or supplies required, or otherwise affect the Contractor's cost or the Contract price, must be made by the CO through a written modification to the Contract or task order. The Contractor may be financially liable for accepting or implementing changes by anyone other than the CO; therefore, the Contractor shall be responsible for verifying with the CO whether any requested changes should be provided pending issuance of a Contract or Task Order modification.

C-6.3 Typical Duties

- A. Security guards and Supervisors will be required to perform a variety of security-related duties, depending on the type of posts to which they are assigned. Each security guard post will have a Security Guard Post Assignment Record (Post Orders) and an Officer's Duty Book.
- B. Security guards and Supervisors must be thoroughly familiar with the post orders at all posts where they are assigned to work and have completed the required training to stand the post. Under no circumstance will any security guard neglect his/her assigned duties in order to familiarize him/herself with post orders.
- C. Security guard post assignments may include, but are not limited to the following duties and responsibilities:
 - 1. Access control;
 - 2. Package screening;
 - 3. Personnel screening;
 - 4. Traffic control;
 - 5. Visitor processing;
 - 6. Vehicle inspection;

Solicitation Number: HSCMP-07-R-0004

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7. Communications and dispatching;
 8. Patrol operations;
 9. Emergency and event response.
- D. Security guards and Supervisors must be familiar with the area of their posts. Off-going guards must provide a brief to on-coming guards of the events and occurrences that have recently happened, are continuing, or are anticipated for the post. Off-going guard must not accept relief of a post if the on-coming guard is not prepared/ appears incapable or is not completely outfitted with all required equipment to stand the post. The guard scheduled to be relieved will immediately notify his/her supervisor of the situation and remain on post until properly relieved.

C-6.3-1 Access/Egress Posts

- A. Security guards must be mentally alert and physically ready to operate and enforce the Government's system of personnel identification and access/egress control.
- B. Security guards assigned to access/egress posts must be knowledgeable of the location and use of the nearest first aid kit, fire extinguisher, fire alarm, emergency exit, and duress alarm (if any), and must be ready, willing, and able to use them as necessary and as required by the post orders.
- C. Security guards will control access to the post area by observing, detecting, and reporting violations of post regulations as directed by the Post Orders. Security guards must provide and maintain complete and effective surveillance, inspection and protection of all internal and perimeter areas within the designated parameters and limits of the assigned post.
- D. Security guards will process visitors as directed in the Post Orders by verifying visitors' identification, contacting agency sponsors or escorts, fabricating and issuing visitor passes, entering and maintaining data on visitor logs or automated visitor data base programs, and ensuring visitors are presented for appropriate personnel and package screening.
- E. Security guards must perform package inspection when and as directed by the Security Guard Post Assignment Record (Post Orders), or as directed by the COTR or ATR in the event of an emergency or an elevated security posture. These inspections may be conducted using automated technology or by manual, visual surveillance and include, but are not limited to, inspection of packages, briefcases, purses, canisters, bags, valises, and other containers in the possession of visitors, employees, and other persons arriving on, working at, visiting, or departing from the

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facility. Admittance will be denied to those persons refusing to submit to a voluntary inspection, except for those persons exempted by specific Government directive.

- F. Security guards will be responsible for operating all security equipment on post, such as X-ray machines, identification systems, alarms, ION Scans, magnetometers, and closed circuit television (CCTV). No security guard shall be permitted to work alone on any post containing security equipment without completing the required PQS for the post.
- G. Security guards will be required to conduct and report on security equipment performance tests as directed in the Post Orders. Daily performance tests will be conducted on security equipment such as walkthrough and hand-held magnetometers, x-ray machines, ionizers, air samplers, under-carriage inspection systems, active traffic barriers, and other automated security devices. The results of the tests are to be recorded on an appropriate form provided by the Government as directed in the Post Orders.
- H. Security guards will be required to answer questions and provide directions to visitors and building tenants. Prior to arriving on duty, each security guard shall be familiar with the name, address, and location of his/her post, as well as the post orders of the assigned post. Each security guard shall be familiar with each tenant Agency's name and the locations within the facility of the most commonly sought-after offices or locations, such as service offices, restrooms, elevators, entrances and exits, retail spaces, and parking areas, and shall provide that information to any visitor upon request.

C-6.3-2 Roving Posts

- A. Security guards will conduct patrols in accordance with routes and schedules established in the Post Orders. They will observe, detect, report, and respond to all suspected or apparent security violations. Roving security guards will be responsible for maintaining logs, reports, and files of all incidents and occurrences encountered during the patrol tour. Patrol duties will be performed in a professional manner, with the security guards responsible for observing the environment, and, when necessary, questioning those persons whose activities arouse suspicion. Patrol security guards will serve as the first responder to all security alarms and emergencies occurring within the area of assignment.
- B. Some posts may require a combination of fixed hours at a security guard booth and roving patrols. Security guards should adhere to the patrol schedule as outlined in the post orders or as directed by the COTR or ATR.

C-6.3-3 Traffic Control

Solicitation Number: HSCOMP-07-R-0004

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When required by the Post Orders, security guards will direct traffic (vehicular and pedestrian), control parking, issue traffic courtesy violation notices, and observe the environment for suspicious vehicles or persons. Security guards may operate traffic control points and identify, delay, and detain all suspicious vehicles and personnel as necessary to maintain a level of security sufficient to ensure the safety and protection of all personnel, property, and resources within the facility.

C-6.3-4 Receipt, Use, and Safeguarding of Keys

- A. Based on the Post Orders and coordination with the COTR, security guards will be responsible for receiving and using keys, "key cards," lock combinations, etc, that are issued for the security guards' use. Keys and access control devices must be safeguarded and secured as sensitive assets as directed by Post Orders. All such keys and access devices are the property of the Government and are to be returned to the issuing agency at the termination of the Contract.

- B. Security guards shall not be permitted to remove the keys and other access control devices from the facility premises unless specifically authorized by the COTR or ATR. Keys or access control devices that are missing, lost, unusable, and/or stolen shall be immediately reported to the CGHQ Chief of Security and Safety, FPS MegaCenter, COTR, ATR and security guard's supervisor as soon as the security guard detects the loss or the problem. See Section G for Contract price reductions that may be taken because of lost, stolen, or damaged keys and access control devices that were under the control of a Contract security guard at the time of their disappearance.

- C. Refer to Paragraph C-17. Accountability for Government Property, for additional information regarding the use and handling of Government furnished property.

C-6.3-5 Security and Fire Systems

- A. Security guards will monitor and operate building fire alarm, environmental and intrusion detection systems, closed circuit television systems, automated access control systems, package and personnel screening systems, communications systems, and other protection devices or building equipment located on or near the post, in accordance with the Post Orders.

- B. When an alarm sounds, the security guard must immediately report and record the incident as required by the Post Orders.

- C. Security guards shall not disengage, shut off, remove, reposition, obstruct, or in any way interfere with the Government video surveillance cameras/systems. See Section G for deductions that may be taken because of damaged or broken surveillance

Solicitation Number: HSEMP-07-R-0004

C-17

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equipment that was under the control of a Contract security guard at the time of its malfunction or breakage.

- D. Security guards shall immediately notify their supervisor, the COTR, ATR, and FPS MegaCenter if any of the systems under their control malfunction, fail completely, or otherwise need maintenance.

C-6.3-6 Utility Systems

- A. Security guards may be required to lock or unlock specific entrances/exits and turn on/off lights in their duty area at specific times as prescribed in the Post Orders.
- B. During emergencies, security guards may be required to perform simple emergency-related functions that activate or deactivate building systems, such as heating/ventilation/air conditioning systems; circuit breakers/switches; and plumbing valves/switches. The required functions will be detailed in the post orders.
- C. Security guards are not janitors, building maintenance staff, delivery persons, receiving officials, or mechanics, and will not be required or expected to provide any building systems services except the very basic functions as required in the post orders.

C-6.3-7 Building Rules and Regulations

Security guards will monitor and observe building occupants and visitors for compliance with the Federal Management Regulations (41 CFR 102-74) and the facility's posted rules and regulations. Security guards shall also identify, report, delay, or detain those persons who violate the rules and regulations as appropriate and in accordance with the Post Orders.

C-6.3-8 Physical Security, Law and Order

Security guards shall maintain physical security, law and order as prescribed by statute, regulation, and Post Orders. Security guards are responsible for detecting, delaying, detaining, and/or apprehending persons attempting to gain unauthorized access to Government property or otherwise violating laws, rules, and regulations.

C-6.3-9 Unauthorized Access

Security guards shall prevent, discover, delay, and/or detain persons attempting to gain unauthorized access to property and/or personnel at the facility being protected. Security guards shall report all such incidents in accordance with established procedures as detailed in the Post Orders.

C-6.3-10 Hazardous Conditions

Solicitation Number: HSEMP-07-R-0004

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In accordance with procedures in the Post Orders, security guards shall immediately report all potentially hazardous conditions and items in need of repair, including inoperative lights, locks, security hardware, leaky faucets, toilet stoppages, broken or slippery floor surfaces, blocked emergency routes or exits, etc.

C-6.3-11 Response to Injury or Illness

Security guards shall summon professional assistance in accordance with procedures in the Post Orders in the event of injury or illness to Government employees or others while in the building or on the grounds.

C-6.3-12 Additional Duties

Security guards shall turn off unnecessary lights; check safes and security containers, lock repositories, and cabinets; close and secure open windows; close and secure doors, gates and other facility access points; and perform any other additional duties as prescribed in the Post Orders.

C-6.3-13 Reports, Records, and Testimony

- A. Security guards shall prepare and maintain required reports in accordance with the Post Orders regarding security-related issues, such as accidents, fires, bomb threats, unusual incidents and unlawful acts, and provide these reports to those officials specified by the COTR and ATR.
- B. While on duty, security guards shall verbally report threatening circumstances and potentially threatening activities they observe to the FPS MegaCenter and, when possible, to the COTR and ATR. Whenever possible, security guards are encouraged to report a serious or potentially serious problem before responding so that they may receive all necessary backup and support to lessen or eliminate the potential threat.
- C. Security guards may be required to testify in various judicial proceedings on behalf of the Government. Security guards shall coordinate all Contract-related court appearances with the COTR. Contract-related court testimony on behalf of the Government shall take priority over all other Contractor-scheduled duties. Security guards who are required to make a court appearance shall be remunerated by the Contractor at the same hourly rate they would earn while on duty, and the Contractor shall in turn be remunerated by the Government. The Contractor shall be required to invoice for the actual hours the security guard spent at court (including transit times from the duty station to the court), whether or not his/her testimony was used and/or provided (court delays are common, and multiple appearances by the testifying security guard may be required). Unless otherwise required by the COTR,

Solicitation Number: HSEMP-07-R-0004

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Contract employees who are scheduled to testify on behalf of the Government shall appear for court testimony in full uniform, but without weapons/firearms.

- D. The Contractor shall provide qualified Contract security guards to fulfill post requirements affected by Contract employees testifying on behalf of the Government.

C-6.3-14 Civil Disturbances

Security guards will be required to perform other such functions as may be necessary in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage, or other criminal acts adversely affecting the security and/or safety of the Government, its employees, property, and the general public lawfully in buildings or on the grounds under the control of the Government.

C-6.3-15 Emergencies

In case of an emergency condition requiring immediate attention, the Contractor's on-site supervisor or the shift supervisor shall take action at the direction of or coordination with the COTR or ATR, to divert uniformed personnel from their normal assigned duties to meet the condition and summon appropriate assistance as may be required in the Occupant Emergency Plan. The Contractor shall immediately notify the Designated Government Official or Prime Tenant Agency, as applicable, of action taken, and shall immediately contact the FPS MegaCenter to report the same information. No additional cost shall be charged the Government for the diversion, and the Contractor shall not be penalized for the normal daily work not completed which was otherwise scheduled. Incidents of this nature shall be reported in accordance with procedures outlined in the Officer's Duty Book. As soon as the situation is resolved, the Contract employees should return to their assigned posts and duties.

C-6.3-16 Primary Security Responses

In some situations, security guards may be required to act independently as the primary security response until law enforcement assistance arrives.

C-6.4 Recording Presence

- A. The Contractor's employees shall sign-in and electronically badge in when reporting for work and shall sign-out and electronically badge out when leaving using the Contract Security Guard Duty Register and building access control system. Contract employees who patrol between buildings will sign in and out at each building visited. The Government shall specify the on-site registration points and the Contractor must use those points for this purpose. Contract employees working on TAS/SAS posts

Solicitation Number: HSEMP-07-R-0004

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will record "TAS/SAS" in the "Post" column. Relief security guards will sign in and out at each post visited.

- B. Each successively lower line on the Contract Security Guard Duty Register must be completed in chronological order without exception. Lines may not be left blank among signatures in any period. No more than one line may be used to enter a calendar date for separating individual workdays.
- C. Erasures, obliterations, superimposed or double entries of any type on any one line are unacceptable and will not be credited for payment purposes. If errors in signatures, times, post numbers, or duty status are made on the Contract Security Guard Duty Register, the Contract employee should draw a single line through the entire line on which such mistakes appear. The next line immediately below (or following on subsequent sheet's) will be used to record all information in the correct manner. The Contractor must attach a detailed memorandum of explanation to each Contract Security Guard Duty Register containing erroneous entries describing all mistakes made with the applicable valid lines of information, and for reporting the reasons for those mistakes. Payment of invoices is based on these procedures.
- D. The COTR will collect all original Contract Security Guard Duty Registers. The Contractor will not remove the original Contract Security Guard Duty Registers from the job site. Invoice payment may not be made until all of the original Contract Security Guard Duty Registers are received by the COTR.

C-7 Key Personnel (Contract Manager (CM) and Supervisors)

C.7.1 Special Requirements for Contract Managers

- A. The Contractor shall submit a Key Personnel Resume clearly detailing the individual's qualifications and demonstrating that the proposed CM meets the requirements listed here. If the proposed CM does not meet the requirements, the Contractor shall attach a written waiver request that will cite both the areas where the proposed CM does not meet the requirements and a statement by the Contractor explaining why the Contractor considers the proposed CM to be qualified to hold the position. Waiver requests must adequately demonstrate that the proposed CM possesses the ability to effectively manage a security guard contract of the size and scope described in this Solicitation/Task Order. The CO must approve the proposed CM prior to his/her assignment under this Contract.
- B. The CM must have either completed a four year course of study leading to a bachelor's degree with a major in any field of study, or have substantial and credible law enforcement, military, or business management experience that demonstrates the individual's capacity to effectively manage a security guard Contract/task order of the size and scope described in this SOW.

Solicitation Number: HSEMP-07-R-0004

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This position requires a minimum of five (5) years of specialized experience. Specialized experience includes: project development and implementation from inspection to deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing multi-task Contracts or subcontracts of various types and complexity.

C-7-2 Services Required- Contract Manager (Key Personnel)

- A. The Contractor shall propose, identify, and provide to the Government an experienced Contract Manager (CM) who shall have complete authority to act for the Contractor during the term of the Task Order. **The duties of the CM shall not, under any circumstances, be performed by uniformed employees performing productive or supervisory hours under the term of the Contract/task order or any other guard Contract/task order administered by FPS.** The CM shall have the authority to accept notices of deductions, inspection reports, and all correspondence on behalf of the Contractor. The CM will have the overall responsibility for implementing, monitoring, and upgrading the Contractor's quality control plan and is responsible for ensuring that the Contractor's work force complies at all times with the contract requirements. The CM must completely understand the operational requirements of this Contract, including:
1. Functions of both the productive and supervisory staff
 2. Location(s) of service
 3. Method of operation and equipment required at each post
 4. Contents of general and specific post orders
- B. The CM should conduct regularly scheduled meetings with supervisory staff to continually evaluate security officer performance and review operational procedures.
- C. The CM shall be available during normal working hours (8:00 a.m. to 4:30 p.m.) within 30 minutes by telephone or in person to discuss problem areas. After normal duty hours or on weekends and holidays, the CM shall be available within two (2) hours.
- D. The Contractor shall provide to the CO, COTR and ATR the name, telephone number, pager number (if any), cellular phone number (if any), facsimile number, e-mail address, and office address of the CM by the date of the first meeting after award of the Contract.
- E. The CM is a salaried managerial position not specifically required in the line item(s) identified in this SOW. Therefore, the Contractor shall factor all costs associated

Solicitation Number: HSEMP-07-R-0004

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with providing a CM into their Offering prices (e.g., as overhead/G&A), as they will not be itemized or paid for separately by the Government.

C-7.3 Services Required - Supervisor (Key Personnel)

- A. The terms "Area Supervisor," "On Site Supervisor," and "Supervisor" are interchangeable and mean a person who has authority to act for the Contractor on a day-to-day basis at the work site.
- B. Area Supervisors shall not simultaneously perform the duties of supervisor and productive security guard. **Area Supervisors shall not provide relief breaks to productive security guards at any time while they are acting in a supervisory capacity.**
- C. The Contractor shall provide the name(s), telephone number, pager number (if any), cellular phone number (if any), facsimile number, e-mail address (if any), and office address of the Area Supervisor(s) by the date of the first meeting after award of the Contract. Additionally, the Contractor shall submit a Key Personnel Resume clearly detailing the individual's qualifications to the CO, COTR and ATR by the time of the first meeting after Contract award. The CO, COTR and ATR must approve the proposed supervisor(s) prior to working under the Contract.
- D. The Contractor shall provide the level of supervision necessary to ensure that productive security guards:
 - 1. Are properly trained and have a letter of certification for the post assigned;
 - 2. Perform all duties as specified in accordance with the Contract and the (DHS Form TBD) (Security guard Post Assignment Record) for the security post assigned;
 - 3. Are properly uniformed and present a neat and professional appearance as referenced in the Security Guard Information Manual (SGIM);
 - 4. Are thoroughly knowledgeable about their duties and demonstrate the ability to act effectively during emergencies or other unusual situations;
 - 5. Possess all necessary permits, CPR and first aid certifications, credentials, etc., as required by the Contract or by local or state law.
- E. The Contractor shall provide the level of supervision proposed in the technical proposal and agreed to by the Government upon award of the Contract. All supervisors shall be required to sign in on a Contract Security Guard Register Log and electronically badge in upon visiting the building and to sign out on the same form and electronically badge out upon leaving the building. In the column entitled

Solicitation Number: HSEMP-07-R-0004

C-23

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“Post” the Supervisor shall write the abbreviation “SUPV” to indicate supervision. These logs shall be used by the Government to ascertain the level of supervision being provided to the security guards working under this Contract.

- F. The CO and COTR have the right to request the replacement of a supervisor that does not meet performance standard expectations.
- G. The Contractor shall provide a completed Key Personnel Resume for all replacement employees to the CO and the COTR for approval before the replacement personnel report for duty under this Contract.

C-7.4 Special Requirements for Supervisors

- A. The Contractor shall submit a Key Personnel Resume(s) clearly detailing the individual’s qualifications and demonstrating that the proposed Supervisor meets the requirements listed here. If the proposed Supervisor does not meet the requirements, the Contractor shall attach a written waiver request that will cite both the areas where the proposed Supervisor does not meet the requirements and a statement by the Contractor explaining why the Contractor considers the proposed Supervisor to be qualified to hold the position. Waiver requests must adequately demonstrate that the proposed Supervisor possesses the ability to effectively supervise a security guard contract of the size and scope described in the Solicitation/Task Order. The CO must approve the proposed Supervisor prior to his/her assignment under this Contract.
- B. Supervisors must be individuals of unquestionable integrity who display a mature attitude and exercise good judgment. Each supervisor shall have a background with a minimum of two (2) years of successful experience in field supervision (civilian community law enforcement, military service law enforcement, or commercial/industrial security guard service). The Contractor may propose, by written request, an employee for a supervisory position who lacks the above experience, provided that the Contractor offers evidence of similar leadership experience. The acceptance of such an alternative shall be at the discretion of the CO.

The COTR shall recommend the selection, if satisfactory, and the CO will approve or reject the recommendation. A Key Personnel Resume shall be completed for each supervisor and a copy shall be provided to the COTR.

C-8 Work Scheduling Procedures

Solicitation Number: HSEMP-07-R-0004

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- A. The Contractor shall be responsible for scheduling all work and notifying security guards of their work schedules in a manner consistent with effective Contract management. When requested by the CO, COTR or ATR, the Contractor shall furnish a copy of the most current schedule to the Government.
- B. All security guards shall electronically badge in when in full uniform, armed and ready to begin work at the start of their shift. All security guards shall electronically badge out once disarmed, no longer in uniform and officially off duty.

C-9 Reporting Man-hours Provided

- A. The Contractor shall submit to the COTR, no later than five (5) working days after the last working day of each previous month, a Building Service Contractor Work Report (Work Report) or an equivalent substitute approved by the COTR.
- B. The Contractor shall submit Work Report to the COTR on a monthly basis.
- C. The Contractor or its agent shall certify the accuracy of the report.
- D. This report will be used by the Government to verify compliance with the man-hour requirements of the Contract.

C-10 Contract Guard Labor Category

Only DOL category **Guard II** security guards may be utilized to perform services under this Contract. All category Guard II security guards must be firearms qualified. Any attempt by the Contractor to compensate guard II security guards at an hourly rate of less than that established for a guard II during the performance of this Contract will be considered a breach of Contract and will be grounds for termination for default.

C-11 Contract Effort Required

C-11.1 Contract Effort Required – Productive Hours

The minimum productive hours required by the Government will be specified on each task order issued. See Section J, Exhibit 1, for further details on the estimated man-hours of service required by the Government.

C-11.2 Contract Effort Required – Supervisory Hours

- A. Specific hours of supervision will not be required under this Contract. Instead, the Contractor shall be responsible for providing a level of supervision sufficient to ensure effective performance by the productive security guards over the course of

Solicitation Number: HSCOMP-07-R-0004

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this Contract, as agreed to by the Government as part of the Contractor's technical proposal and incorporated into the Contract upon Contract award. See Section C-7 for further information regarding supervisory security guard duties and responsibilities.

- B. In the event that the Government determines that the supervision provided by the Contractor is insufficient to effectively manage the security guards, the Government and Contractor shall meet to discuss the Contractor's Supervision plan and ways in which the Contractor's performance can be improved.
- C. All costs associated with the Contractor's Supervision must be factored into the offering prices, as they will not be itemized or paid for separately by the Government after Contract award.

C-11.3 Contract Effort Required – Reserve Security Guard Force

- A. The Contractor shall be required to maintain, at all times, an on-call reserve force. This reserve force shall be of sufficient size to provide the amount of temporary or emergency staffing (TAS/SAS) services (e.g., services in the event of a natural disaster, civil disturbance, or other unanticipated event) estimated in Section M. Additionally, the reserve force shall be of sufficient size to enable the Contractor to provide post coverage in the event of scheduled or unscheduled Contract security guard absences. All reserve security guards must meet the minimum qualification standards required in this Contract before working any post under this Contract.
- B. The Contractor shall ascertain how this reserve security guard force shall be acquired and maintained; however, the Government strongly recommends that the Contractor maintain a reserve force equivalent to at least 10% of the existing security guard force at any given time. The Contractor should factor the costs for maintaining a reserve security guard force into the offering prices, as they will not be itemized or paid for separately by the Government after Contract award.

C-12 Limitation on Labor-hours to be Provided by Individual Employees

- A. No employee of the Contractor shall provide more than twelve (12) hours of combined service on any one or multiple contracts administered by FPS in any twenty-four (24) hour period, unless the work periods are separated by an eight (8) hour non-duty period.
- B. The Contractor shall be responsible for compensating security guards for all overtime accrued in accordance with federal and state laws. Overtime costs must be factored into the offering prices; they will not be itemized or paid for separately by the Government after Contract award.

Solicitation Number: HSEMP-07-R-0004

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- C. The limitation on hours may be verbally waived by the COTR and ATR in emergencies, which are beyond the control of the Contractor (i.e., weather conditions that prevent the next shift from getting to the building, civil disturbances, natural disasters, emergencies, etc.).
- D. The Government has the authority to assess deductions from Contract payments for all hours or parts of hours where security guards exceed the 12-hour on-duty limitation. For each hour or part thereof where a security guard works over 12 hours without prior approval by the COTR, FPS will deduct the hourly rate plus the hourly cost of a FLEP at the GS-8 rate. See Section G for further information on deductions.

C-13 Relief and Lunch Breaks

- A. Where required at certain specified posts (See Section J, Exhibit 1), all full-time productive security guards working a minimum 8-hour shift shall be provided a paid 15-minute break for every 4 hours the security guard is scheduled to work. The relief break should normally be scheduled in the middle of each 4-hour period. A 30-minute lunch break shall be made available to all security guards working a shift longer than 8-hours. However, a 30-minute paid lunch break shall be provided only to those individuals on posts that are required to remain on post during lunch hours.
- B. Where required at certain specified posts (See Section J, Exhibit 1), all security guards working a 6 hour shift shall be provided one 15 minute paid break and a 30 minute lunch break. Part-time productive security guards working a minimum of 4 hours shall be provided a paid 15-minute break for every 4 hours the security guard is scheduled to work.
- C. A separate sign-in/sign-out log shall be used for the relief security guard to sign in and out of each post for all relief breaks.
- D. The costs to cover relief and breaks for the productive security guards must be included in the offering price, as they will not be itemized or paid for separately by the Government.
- E. The Contractor must provide a replacement security guard for each employee during relief periods.
- F. **IMPORTANT NOTE:** Continued failure, as determined by the CO, by the Contractor to furnish required relief breaks to security guards shall be considered a material breach of Contract and may result in termination for default.

C-14 Training

C-14.1 General

Solicitation Number: HSCOMP-07-R-0004

C-27

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- A. All security guards and uniformed supervisors working under this Contract must complete the following training and pass the required written examination. Contract security guards and uniformed supervisors who worked under the predecessor Contract and who maintain valid certification credentials will not be required to take the training until their suitability adjudication expires. Prior to the expiration of their suitability adjudication, those security guards must complete the required training. All newly hired Contract security guards with no prior experience under the predecessor or other current FPS security guard service Contract must take the following training and pass the written examination prior to working under this Contract.
- B. All Government-provided training and testing for this Contract shall be provided at the locations specified in Section J-1.1.
- C. The Contractor bears the entire responsibility for scheduling and coordinating with FPS for the Government-provided training courses, the written examinations, weapons qualifications, first aid, CPR, AED certifications. FPS must be afforded the opportunity to observe all training, certifying, and qualifying activities. The Contractor shall also bear all costs and responsibilities related to their employees' attendance at the training and examinations, including all expenses for transportation, lodging, and meals (as may be necessary). The Contractor shall provide remuneration to their employees at the same hourly rate/salary they would receive for on-the-job training. All training-related costs must be factored into the offering price, as they will not be itemized or paid for separately by the Government after Contract award.
- D. The CO, COTR, and ATR or any designated representative of the CO shall have the express authority to observe any training session sponsored or provided by the Contractor without any advance notice. The purpose of such observation is to ensure that the Contractor is adhering to the training syllabus and is complying with the stated training requirements defined in this Contract. The Contractor shall be responsible for providing the CO a copy of the training schedule within 10 days after award of the Contract and at the beginning of each month when training is scheduled. The Contractor shall immediately notify the CO of any changes to the schedule after it is submitted. The Training Plan and Schedule is located in Section J, Exhibit 4.

C-14.2 Training Requirements by Position

This subsection details the training requirements that must be successfully completed by all uniformed Contract employees. The syllabi for both the Contractor-provided and the Government-provided training courses shown below are located in Section J, Exhibits 4A, 4B, 4C, 4D, 4E, and 4F of this Solicitation/Contract. Certifications of training are required for individual Contract employees.

Solicitation Number: HSEMP-07-R-0004

C-28

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C-14.2-1 Security Guards (Productive and Supervisory)

A. All productive and supervisory security guards working under this Contract must take the following training at the time periods specified in the following chart. The Government will provide to the Contractor one copy of the Security Guard Information Manual (SGIM). The Contractor shall be responsible for photocopying the manuals for their employees' use, at no cost to the Government. The SGIM should be provided to Contractor's employees on the first day of their basic training course.

	TRAINING COURSE AND HOURS	GOVERNMENT PROVIDED	CONTRACTOR PROVIDED
Initial	Basic Training – 64 Hours		XXX
	FPS Orientation and Magnetometer/ X-Ray training – 16 Hours	XXX	
	Weapons Training – 40 Hours		XXX
	CPR, AED, and First Aid Training and Certification		XXX
	ION ScanTraining – 8 Hours		XXX
	DMP Alarm System Training For Selected Posts – 2 Hrs	XXX	
	Maxxess Training – 2Hrs	XXX	
	Defense National Vistor Center (DNVC) Training – 1 Hr	XXX	
	RAPIDGate Training – 2 Hrs	XXX	
Recurring	Annual CPR and AED Training and Certification		XXX
	Biannual First Aid Training and Certification		XXX
	Re-certification Training – 40 Hours (Every 3 years)		XXX
	Annual weapons Qualification		XXX

Solicitation Number: HSCOMP-07-R-0004

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	TRAINING COURSE AND HOURS	GOVERNMENT PROVIDED	CONTRACTOR PROVIDED
	X-Ray Refresher Training - 4 Hours (Every Two Years)		
	ION Scan Refresher Training – 4 Hours (Every Two Years)		

- B. Basic training, FPS “orientation” training, Written Exam, Magnetometer/X-Ray training, and current FPS Basic Firearms Training are “one time only” courses, meaning that they do not have to be taken again during the Contract term once they are successfully completed by the Contractor’s employees. However, additional training may be required on Magnetometer/x-ray if/when the equipment or technology is changed. Training certifications, excluding FPS Orientation, are transferable to other FPS security guard service contracts; provided that the Contractor can furnish evidence (e.g., a valid, signed certification) that the training was successfully completed during the predecessor Contract. The CO shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience. The written examination is based entirely upon the Security Guard Information Manual.
- C. Current FPS basic annual firearms re-qualification does not require specific additional training; rather, it involves the Contract employee’s ability to pass the current FPS firearms qualification standards, as established by the Federal Law Enforcement Training Center (see Section J, Exhibit 4E). However, the Contractor shall be responsible for ensuring that all Contract employees receive the training or range time necessary to successfully re-qualify on the practical pistol course on an annual basis, at no additional cost to the Government.
- D. Each Contract employee, whether productive or supervisory, must take and complete 40 hours of refresher training within three (3) years of the previous (basic or refresher) training conclusion date. See Section J, Exhibit 4D, for further information regarding the subject matter to be covered during this training.

C-14.2-2 Supervisors

- A. All uniformed supervisors working under this Contract must successfully complete all training established for productive security guards including x-ray and magnetometer training. In addition, supervisors must complete nine hours of supervisory training based on a Contractor-provided Supervisory Training Manual (see Section J, Exhibit 4B). Following completion of basic training, the supervisors will be required to take and pass a basic written examination as referenced in section J exhibit 4A.

Solicitation Number: HSEMP-07-R-0004

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- B. Supervisors shall not be permitted to work under this Contract without having passed the basic training, written examination for basic training, the basic firearms course, firearms practical qualification, and the Contractor Supervisory Training.

C-14.3 Written Examination

- A. Upon the Contract employees' completion of the Basic Training and a favorable pre-employment suitability, the Contractor must schedule a Government-administered written examination with FPS that will test their employees' familiarity with and understanding of the information contained in the SGIM after the Contract employees (productive and supervisory) successfully complete the applicable course. The test has 50 multiple-choice questions. All of the questions on the test are taken verbatim from the SGIM. The passing score for the examination is 70% (35 questions correct out of 50 possible questions).
- B. If a Contract employee does not pass the examination on the first attempt, s/he will be given one additional attempt within 90 days from the date of the first failed attempt to pass the written examination. If the Contract employee fails after the second attempt, s/he must wait one (1) year to re-train and re-take the examination and will not be permitted to work under any Coast Guard Headquarters FPS Contract during that one-year waiting period. If a Contract employee fails the examination on the first attempt, but waits longer than 90 days to re-attempt the examination, s/he must wait one (1) year to re-train and re-take the examination and will not be permitted to work under any Coast Guard Headquarters FPS Contract during that one-year waiting period. After the one (1) year suspension period has expired, the guard is considered a new hire.
- C. **IMPORTANT NOTE:** No waivers will be granted regarding the testing policies and procedures stated above.

C-14.4 Weapons Training and Qualification

- A. The Contractor is responsible for providing forty (40) hours of weapons training prior to sending the Contract employees to a firing range for the initial range qualification session. Of the forty hours, thirty-two (32) hours will be actual training/shooting time on a firing range. (See Section J, Exhibit 4E.) **For the purposes of this Contract, the Government requires that each Contract employee who receives firearms training shall fire at least 500 rounds of ammunition during the course of range training.** The cost of ammunition should be factored into the offering price, as it will not be itemized or paid for separately by the Government. The CO will provide the Contractor with the curricula for both the transitional and basic firearms training courses shortly after Contract award.

Solicitation Number: HSEMP-07-R-0004

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- B. A contract employee may take the firearms range re-qualification two (2) times within thirty days (30)-day period. However, before the test can be taken a second time the contractor must provide a minimum of eight (8) hours of remedial training. After failing the second test, range re-qualification may not be attempted for a period of six (6) months. The Contractor shall provide any and all training and range time necessary to ensure that their employees can pass the course qualifications and should document the employee's file with any and all remedial training given to enable the employee to pass the course. The Government shall not be liable for compensating the Contractor for any additional expenses or costs incurred by the Contractor to enable Contract employees to annually re-qualify on the course.
- C. Any Contract employee, who has successfully completed a 40 hour firearms course under a predecessor FPS Contract may be exempted from the 40 hours of firearms training, provided the Contractor can furnish adequate proof (e.g., a valid, legible copy of a Training Certificate or firearms certification) that such training was successfully completed using the weapon specified in this contract. The CO shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience. NOTE: Prior successful training completion by the Contract employee **shall not** exempt the Contract employee from the annual range qualification requirements.
- D. **Unless prohibited by state or local law, all weapons range training and qualifications (whether on an FPS range or a commercial range) must be conducted using current FPS targets only.** The targets are inexpensive and are readily available through firearms catalog retailers. The Contractor shall furnish an adequate supply of targets to accomplish employee weapons qualifications as required by this Contract and should factor the cost of the targets into the offering prices, as they will not otherwise be paid for by the Government after Contract award.
- E. Annual firearms re-qualification does not require specific additional training; rather, it involves the Contract employee's ability to pass the Federal Law Enforcement Training Center practical course (See Section J, Exhibit 4E) with a passing score. However, the Contractor shall be liable for ensuring that all Contract employees receive the training or range time necessary to successfully re-qualify on the practical pistol course on an annual basis. The costs of such preparations should be factored into the offering prices, as they will not be itemized or paid for separately by the Government.
- F. Successful firearms range qualification by Contract employees as part of a state or local firearms permit/license issuance process **shall not** be considered an acceptable replacement or substitute for the annual firearms qualification required by this Contract.

Solicitation Number: HSEMP-07-R-0004

C-32

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- G. An FPS Law Enforcement Personnel, weapons instructor, or trained representative must witness the firearms qualification for each Contract employee to ensure that each Contract employee has sufficient knowledge of firearms safety, handling, and shooting ability. The Contractor shall be responsible for contacting the COTR to schedule range qualifications at a mutually acceptable date and time. Firearms qualifications that are not witnessed by an FPS firearms trained employee will not be deemed acceptable for the purposes of this Contract.
- G. The Contractor must provide the necessary weapons and ammunition for training and qualifications. The Contractor shall provide a list of serial numbers of Contractor-provided firearms to be used for qualifications 48 hours prior to scheduled training and qualification to an FPS Training Center, if an FPS Training Center is used to conduct range qualifications. All Contractor-provided weapons used for qualifications of Contract employees shall be inspected and approved by an FPS Training Instructor prior to use on any Government firing range. No Contract employee shall have in their possession any ammunition for firearms at the time of their entrance upon Government property. The Contractor shall be responsible for licenses and permits required for weapons during transit between the employee dispatch point and the range.

C-14.5 Minimum Age for Firearms Licensing

- A. Notwithstanding the minimum age requirement cited in paragraph C-4 above, the Contractor must follow Federal, state and/or local licensing requirements for Contract employees. In most areas the minimum age requirements for armed security guard personnel is twenty-one (21) years of age.
- B. In the event that there is a legal licensing requirement regarding the minimum age for a security guard, that requirement shall take precedence over the Contract's stated acceptable minimum age.

C-14.6 FPS-Specific Training

- A. All Contract employees must receive FPS-specific training prior to working under this Contract. The COTR and the Contractor will schedule the site(s) and date(s) of the training session(s) after the award of the Contract and prior to the Contract start date. The subjects that will be covered by the training include:
1. General information and special orders for the facilities to be protected under this Contract;
 2. Operational procedures for security systems and security equipment used in the protected premises; and

Solicitation Number: HSEMP-07-R-0004

C-33

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3. Emergency operational procedures for security systems on the Occupant Emergency Plan for the location(s) to be protected.
- B. Each employee must be familiar with all general requirements for a specific facility before being assigned.
- C. See Section J, Exhibit 4C, for the complete syllabus on the FPS-specific Government provided training.
- D. Security guards and uniformed supervisors who worked under the predecessor Contract will not be exempt from this training. The CO shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience.

C-14.7 Government-Provided Magnetometer/X-Ray Training

- A. All Contract employees shall receive eight (8) hours of Government-provided training on the use and handling of magnetometers and or x-rays, where applicable.
- B. Upon completion of this training, the FPS Training Representative will issue each Contract employee a certificate of training completion. The certificate shall be filed in each Contract employee's personnel file.

C-14.8 CPR/AED/First Aid Training

- A. The Contractor is responsible for scheduling, obtaining, and covering all costs associated with providing CPR, AED, and First Aid training to all employees assigned to work under this Contract. CPR and AED training and certification must include adult, youth, and infant training modules. Training certification shall be valid for the period stated on the card(s). Prior to the expiration of the CPR and AED certification, the Contract employee must become re-certified. Recertification training shall be a minimum of 8 hours and cover adult, youth, and infant CPR procedures as well as AED procedures. **The Government requires that each CPR/AED course MUST provide practical training (e.g, on "dummies") on resuscitation techniques based on Red Cross or American Heart Association techniques.** If the Contractor is uncertain as to whether a training provider is acceptable, the CO and COTR will provide advice and guidance to the Contractor as to which training provider(s) are acceptable, based upon the requirements cited herein.
- B. First Aid training and certification shall be valid for a period of two (2) years. Upon the two-year expiration of the First Aid certification, the Contract employee must become re-certified. Recertification training shall be a minimum of 2.5 hours.

Solicitation Number: HSEMP-07-R-0004

C-34

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- C. Security guards or uniformed supervisors who possess valid CPR, AED and First Aid credentials will not be required to re-take the training until their credentials expire.
- D. Any Contract employee that does not possess valid and current CPR, AED and First Aid certification cards are not considered qualified to perform on this contract. A post is considered “open” if manned by unqualified contract employees.
- E. Under no circumstances shall the Contractor require the Contract employee to incur the expense of CPR/AED or First Aid training/ recertification without providing full remuneration to the employee within fifteen (15) days of the employee’s completion of the course. The CO shall report violations of this requirement to the Department of Labor for investigation and may take Contractual action as deemed appropriate.

C-14.9 Other Special Training

- A. The Contractor is responsible for providing any training required by state or local jurisdictions pertaining to the use or carriage of any lethal or less-than-lethal weapons (i.e. expandable or straight police baton, sprays or repellants, conducted energy weapons, stun weapons, etc.), equipment, or devices required in this Task Order.
- B. In certain cases, the Contractor’s employees will receive special training that will be given by the tenant agency or by FPS. The number of training hours and the posts to which the special requirements apply will be provided when the requirement arises. The Contractor will be required to schedule the training, to provide remuneration to all security guards for off-duty training at their regular hourly rate/salary, and to ensure that all posts are manned while training is in progress. The Government will negotiate an equitable price adjustment with the Contractor for all the costs associated with the special training when training is required.

C-14.10 Training of Replacement Employees

All replacement employees shall meet the training and testing requirements specified in this Subsection at no cost to the Government.

C-14.11 Schedule of Provided Training and Testing

The Contractor shall schedule and coordinate Government provided training and testing with the Federal Protective Service Training Center. See Section F-1.1 for locations of training facilities.

NOTE: Government training can only be scheduled after the CO awards a Contract.

Solicitation Number: HSEMP-07-R-0004

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C-14.12 Government Provided Training - Failure to Attend

- A. The Contractor must ensure that the employees attend all scheduled training and examination/qualification sessions for the entire session. Absences or earlier departure by Contract employees at scheduled training have an extremely adverse effect on FPS's security guard Contracting program.
- B. The term 'absence' includes any person properly scheduled for training/testing and who fails to report to the appointed place at the proper time and date or depart before the completion of the training/testing session. An absence may be excused or unexcused.
- C. An excused absence occurs when personnel fail to appear for scheduled qualifications, but the Contractor has provided 48 hours advanced notice or an acceptable excuse. Acceptable excuses are medical emergencies of the security guard and the security guard's immediate family (spouse, children, parents) and a death in the family. All other excuses shall be reviewed on a case-by-case basis to determine acceptability.
- D. An unexcused absence occurs when personnel fail to appear for scheduled training/testing or the Contractor has failed to provide 48 hours' advance notice or an acceptable excuse.
- E. The Contractor shall report the employee's inability to attend scheduled dates because of acceptable emergencies to the COTR as soon as possible. The FPS retains the right to review emergency cancellations to ensure that they are in fact acceptable and excusable. Reported emergencies that are considered unacceptable by the Government may result in the Contractor being placed under an unexcused absence situation.
- F. The FPS Training Instructor shall compile a list of all employees who have an unexcused absence for each day of training. This list will be forwarded to the CO, and the costs associated with the security guard's failure to attend will be deducted from the Contractor's next monthly payment. Furthermore, those employees with unexcused absences will be given last preference for re-scheduling training (after those employees who have not been trained and those who require make-up training from an excused absence); thus, the employee's ability to work under the Contract may be seriously delayed by the unexcused absence(s). See section G-5.3.

C-14.13 Training Waivers

- A. In certain **rare** circumstances, such as emergencies or significant, unanticipated increases in required services, the CO may temporarily waive the time frames in

Solicitation Number: HSCMP-07-R-0004

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which training and/or testing must be provided before a Contract employee can work under the Contract. However, all such waivers must be requested in writing by the Contractor, citing the specific reasons why the time frame for training/testing should be temporarily waived, and citing a specific deadline in which the required training/testing will be successfully completed by the Contract employee, not to exceed 120 calendar days. Under no circumstances may the Contractor work any Contract employee under a temporary waiver without the CO's written consent of the waiver request. If the CO grants a temporary waiver for the time frame requested by the Contractor, the Contractor must abide by that time frame and, upon expiration of the temporary waiver deadline date, must either have completed the training/testing requirements or must remove the affected Contract employee(s) from the Contract until such time as the requirements are successfully completed.

Under no circumstances will the CO permanently waive the training and testing requirements as described in this Section (Section C) for any Contract employee.

C-15 Medical and Physical Qualifications

C-15.1 General

- A. The Contractor shall ensure all uniformed employees working under the Contract meet the medical requirements described in the following sections. The Government will not grant any waivers of the medical standards.

- B. The Contractor is also responsible for ensuring that all uniformed employees are able to perform the essential functions described below, with or without reasonable accommodation. If one of the Contractor's employees alleges that s/he has a disability and requires a reasonable accommodation to perform the essential functions of the job, it is the Contractor's sole responsibility to discuss reasonable accommodation with its employee and to decide what accommodation, if any, to provide at its own expense.

The Contractor, not the Government, is responsible for complying with all provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336) (ADA) and the Rehabilitation Act of 1973 (29 U.S.C. -2.2)

C.15.2 Medical Standards

- A. The Contractor shall require all of its employees, who are prospective FPS contract guards, to undergo a pre-employment medical/physical examination. The Contractor shall ensure that all of its uniformed employees meet the medical standards set forth below. Examinations shall be administered by a licensed physician and documented on a Standard Form (SF) 78.

Solicitation Number: HSEMP-07-R-0004

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- B. The Contractor shall fully and accurately complete Section 4 of the SF 78 based on the medical standards and essential job functions set forth in the Contract. All guards (productive and supervisory) must meet the health certification requirements listed in the SF 78. (See Section J, Exhibit 6A.) The Contractor shall submit a completed SF 78 for each employee to the prior to any Contract employee being permitted to work under the Contact.
- C. If an employee of the Contractor claims that s/he has a disability that prevents him/her from meeting the medical standards or performing the essential job functions, it is the Contractor's responsibility to obtain medical verification of the disability and to provide reasonable accommodation, if necessary, at its own expense. The COTR will review all medical documentation to ensure that it is complete and in compliance with the Contract. No guard shall be permitted to work under the Contract until the certificate and medical documentation has been reviewed and approved for compliance with the Contract by the COTR.
- D. All Contract employees must meet the following medical standards:
1. **Vision:** Applicant must have binocular vision and must not test less than 20/20 (Snellen). Corrected vision must not test less than 20/20 in one eye and 20/40 in the other eye. An applicant who has undergone a Radial Keratomy or laser correction procedure to correct his or her vision to an acceptable level will be considered medically qualified for this position. Near vision, corrected or uncorrected, must be sufficient to read Jaeger Type 2 at 14 inches. Applicant must be able to distinguish basic peripheral vision and must not be colorblind.
 2. **Hearing:** Applicant must be able to hear the whispered voice at 15 feet with each ear. Using an audiometer for measurement, there should be no loss of 30 or more decibels in each ear at 500, 1000, and 2000 CPA levels.
 3. **Speech:** Individual must be able to speak clearly and distinctly. Any disease or condition that significantly interferes with the individual's ability to speak is a disqualifying factor.
 4. **Cardiovascular System:** Any disease or condition that interferes with cardiovascular function and the individual's safe and efficient job performance is a disqualifying factor.
 5. **Chest and Respiratory System:** Individual must have a healthy respiratory system. Any disease or condition that interferes with respiratory function and the individual's safe and efficient job performance is a disqualifying factor.

Solicitation Number: HSEMP-07-R-0004

C-38

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6. **Gastrointestinal System:** Individual must have a healthy gastrointestinal tract. Any disease or condition that interferes with gastrointestinal function and the individual's safe and efficient job performance is a disqualifying factor. An ulcer active within the past year may also be a disqualifying factor.
7. **Genitourinary System:** Individual must have a healthy genitourinary system. Any disease or condition that interferes with the individual's safe and efficient performance of the job is disqualifying.
8. **Endocrine and Metabolic Systems:** Any condition affecting normal hormonal or metabolic functioning and response that is likely to adversely affect the individual's safe and efficient job performance is a disqualifying factor.
9. **Musculoskeletal System:** Any condition that adversely impacts on the individual's movement, agility, flexibility, strength, dexterity, coordination, or the ability to accelerate, decelerate, or change directions, and that is likely to adversely affect the individual's safe and efficient performance of duties, is a disqualifying factor.
10. **Hematology System:** Any hematological condition that is characterized as chronic has caused a hematological crisis, or adversely impacts the individual's safe and efficient performance of duties is a disqualifying factor. Such conditions may include anemia or thrombocytopenia.
11. **Neurological Systems:** Any disease or condition that interferes with the individual's central or peripheral nervous system function and that is likely to adversely affect the safe and efficient performance of duties is a disqualifying factor. Any condition with loss of motor skills, muscle strength, cognitive function, coordination, or gait; sensory loss (limb, hearing, or vision); tremor; pain; or effect on speech is a disqualifying factor.
12. **Psychiatric Disorders:** Any disorder that affects the individual's judgment, cognitive function, or the safe and efficient performance of essential job functions, is a disqualifying factor.
13. **Dermatology:** Any disease or condition that may cause the individual to be unduly susceptible to injury or disease as a consequence of environmental exposures, including the sun, or which results in restricted functioning or movement and thereby impairs the safe and efficient performance of essential job functions is a disqualifying factor.

Solicitation Number: HSEMP-07-R-0004

C-39

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14. **Medication:** The individual's use of medications such as narcotics, sedative hypnotics, barbiturates, amphetamines, or any drug with the potential for addiction, that is taken for extended periods of time (e.g., beyond 10 days), or is prescribed for a persistent or recurring underlying condition, is a disqualifying factor.
15. **Organ transplantation and prosthetic devices:** Any transplantation or prosthetic device that adversely affects the individual's ability to safely and efficiently perform essential job functions is a disqualifying factor.

C-15.3 Physical Demands

- A. Contract employees are expected to be physically able to perform the following tasks or functions in the performance of their assigned duties:
1. Subdue a violent or potentially violent individuals;
 2. Work greater than 10-hour days and have the ability to work additional hours due to unexpected activity;
 3. Work under occasional tension or pressure;
 4. Work alone while armed;
 5. Frequent/prolonged walking, standing, sitting, and stooping;
 6. Wear body armor;
 7. Wear protective helmet
 8. Apply Handcuffs;
 9. Use a handgun, make shoot/no-shoot decision with handgun, fire handgun;
 10. Occasional running or sprinting;
 11. Respond to life threatening or emergency situation;
 12. Climb while in pursuit or in an emergency situation (stairs);
 13. Pull oneself over an obstacle;
 14. Lift/carry/drag/pull/push heavy objects;
 15. Physically subdue or engage in confrontation;

Solicitation Number: HSEMP-07-R-0004

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16. Physically control crowds or by-standers;
17. Pursue suspects on foot and subdue combative person after running in pursuit.
- B. Physical stamina and all of its elements (endurance, strength, fortitude, physical tolerance, etc.) is a basic requirement of this position. Individuals deemed incapable of performing the above tasks or functions will be removed from the Contract upon the CO's request.
- C. The Contractor shall be responsible for encouraging and promoting employees assigned to this Contract to maintain an ongoing and regular program of physical fitness, at no cost to the Government. Contracted guards assigned to CGHQ facilities are authorized to use all onsite physical fitness equipment and facilities during breaks/off time to maintain physical fitness.
- D. The Contractor shall ensure that all uniformed employees assigned to work under the Contract/ task order are in good general health without physical and/or psychological impairments that would interfere with the safe and efficient performance of their duties. The Contractor is responsible for ensuring that all uniformed employees are able to perform the essential functions described below, with or without reasonable accommodation. If one of the Contractor's employees alleges that s/he has a disability and requires a reasonable accommodation to perform the essential functions of the job, it is the Contractor's sole responsibility to discuss reasonable accommodation, if any, to provide, at its own expense. The Contractor, not Government, is responsible for complying with the provisions of the American with Disabilities Act of 1990 (Pub L. 101-336)(ADA) and/or the Rehabilitation Act, as applicable, with respect to its employees.
- E. Following are the essential job functions for all uniformed employees and supervisors working under the Contract:
1. Frequent and prolonged walking, standing, sitting, and stooping, up to 12 hours per day, either indoors or outdoors, during daytime or nighttime. Outdoor posts may require the individual to withstand extreme heat, humidity, cold, and/or severe weather (e.g., snow, sleet, rain, hail, wind) for up to four hours without shelter. Some posts have no chair/seating available; thus, the individual must be able to stand for up to four consecutive hours.
 2. Frequent contact with the general public, law enforcement, and dispatch center, requiring the ability to speak clearly and distinctly and remain calm in stressful situations (e.g., confrontations with angry, distraught, disturbed, or violent persons).

Solicitation Number: HSEMP-07-R-0004

C-41

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3. Ability to remain on post up to three consecutive hours without eating, drinking, or relieving bladder/bowels.
4. Ability to maintain a high degree of alertness for up to 12 hours, with the ability to mentally and physically react quickly to a variety of unexpected and dangerous situations. Use of senses (sight, hearing, smell, touch) is necessary to discern unusual or dangerous situations.
5. Ability to use post security equipment (computers, magnetometers, X-rays, ION Scan, Viisage, Defense National Visitor Center, Maxxess Access Control System, DMP alarm system and CCTV); ability to use handcuffs, baton, and (where required by post assignment) firearm at any time while on duty.
6. Ability to read/understand post assignments, write reports (handwritten and electronically using on line forms and Microsoft Word, and read, understand and carry out both routine and emergency dispatches/orders. Supervisors must also be able to use Microsoft Excel.
7. Ability to verbally or physically subdue violent or potentially violent or disturbed individuals, or intervene in a crisis situation (e.g., provide emergency first aid/CPR while waiting for arrival of paramedics or other emergency personnel), and
8. Occasional running, sprinting, lifting up to 45lbs of weight, climbing stairs (e.g., in responding to emergencies, ensuring timely and complete facility evacuations, giving pursuit, etc.).

C-15.4 Initial and Recurring Screening for Illegal Drugs

- A. As part of the medical examination, all Contract employees must submit to an initial urine drug screening that tests for the following five (5) substances at the following cutoff levels (nanogram per milliliter, ng/ mL):

<u>Substance</u>	<u>Cutoff Level (ng/mL)</u>
Marijuana metabolites	50
Cocaine metabolites	300
Opiate metabolites	2,000
Phencyclidine	25
Amphetamines	1,000

- B. The Contractor will perform random drug screening of 25% of the guard force assigned to this contract over a 12- month period. Contract Security Guards must resubmit to a urine drug screening upon renewal of physical forms every three years.

Solicitation Number: HSEMP-07-R-0004

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- C. Drug screening methodology shall conform to the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration's (SAMHSA) "Mandatory Guidelines for Federal Workplace Drug Testing Programs." These guidelines can be accessed via the Internet at: www.health.org/GDLNS-94.htm or at: <http://wmcare.samhsa.gov>.¹ The Contractor is strongly urged to use one of the laboratories listed on SAMHSA's "Current List of Laboratories Which Meet Minimum Standards To Engage in Urine Drug Testing for Federal Agencies," which is accessible via the Internet at: www.health.org/labs/index.htm or at: <http://wmcare.samhsa.gov>. This list is updated on a monthly basis. If the Contractor chooses to use a laboratory not shown on SAMHSA's current list, the Contractor must verify whether the laboratory's methodology conforms to SAMHSA's guidelines prior to utilizing that laboratory to perform drug screenings.
- D. Other drug testing methods (hair, sweat patch, etc.) are commercially available but are not acceptable for the purposes of this Contract, due to widely varying standards of testing and laboratory reliability results. However, if SAMHSA does issue guidelines on alternative drug screening methods, the Contract may be modified to permit the use of those methods.
- E. The presence of a positive reading for **any** of the above substances over the designated cutoff level for that substance shall automatically disqualify an applicant from working under this or any other FPS security guard services contract. Since most drugs are metabolized within a short period of time (from several hours to several days), the Contractor **shall not** permit any applicant to take multiple tests in order to receive an acceptable reading.
- F. The Contractor is responsible for all costs associated with obtaining the medical evaluation and drug screening for each Contract employee. All costs must be factored into the offering prices.

C-15.5 Government Requested Screening

- A. The CO, COTR and ATR shall have the express right to request targeted urine drug screenings where there is a reasonable belief by the Government that the Contract employee(s) may be under the influence of or using illegal substances. Targeted screenings shall be conducted in a similar fashion to random screenings, with the exception that the will advise the CM in writing that s/he requests a drug screening of a specific security guard. Once the written request is received, the CM shall arrange for the test to be conducted as soon as possible, but not later than three working days. The Contractor shall pay the Contract employee the normal hourly

¹ The cutoff level for Opiate metabolites listed in the internet-ready guidelines is 300; however, that number has been revised by SAMHSA and the new cutoff level is shown in paragraph (A) above.

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rate/salary for all time associated with taking the screening. Each screening shall follow the guidelines described in paragraph C-15.4 above.

- B. Contract employees who undergo either random or targeted urine drug screenings may continue working under the Contract until the results have been provided to the Contractor. In the event that the results of any urine drug screening, whether random or targeted, are negative, the Government shall bear the expense of the screening. (NOTE: this does not apply to the pre-employment urine drug screening). The Contractor shall invoice the Government for the actual cost of the drug screening plus the hourly rate paid to the Contract employee(s) to take the test. In the event that the results are positive, the Contractor shall **immediately** remove the Contract employee(s) with a positive reading from the Contract and **immediately** inform the COTR and CO of the result and the employee's removal from the Contract. Additionally, the Contractor shall bear all the expenses relating to the test for the employee(s) with the positive reading.
- C. Any Contract employee who undergoes either a random or targeted urine drug screening and tests positive for any of the substances shown above shall be permanently disqualified from working under this or any other FPS security guard services contract. Since most drugs are metabolized within a short period, the affected Contract employee *shall not* be authorized to take additional tests to achieve an acceptable reading.

C-16 Conduct of Contractor Personnel

A. General

1. The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary.
2. Each Contract employee is expected to adhere to standards of behavior that reflect credit on himself, his employer, and the Federal Government. The CO, COTR and ATR have the authority to cause the retraining (at the Contractor's expense), suspension, or removal of any Contract employee from the contract who does not meet and adhere to the Standards of Conduct as required in this Contract and the SGIM.
3. The Government may request the Contractor to immediately remove any employee from any or all locations where the contractor has contracts with the Federal Protective Service should it be determined that the employee

Solicitation Number: HSEMP-07-R-0004

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has been disqualified for either employment suitability, performance suitability, or security reasons, or who is found to be unfit for performing security duties during his/her tour of duty. The Contractor must comply with these requests in a timely manner. For clarification, a determination of unfitness may be made from, but not be limited to, incidents involving the most immediately identifiable delinquencies or violations of the Standards of Conduct.

- B. The Contractor is also responsible for ensuring that their employees conform to acceptable standards of conduct. The following actions, behaviors, or conditions are cause for immediate removal from performing on the contract:
1. Disturbing papers on desks, opening desk drawers or cabinets, or using Government equipment (i.e. computers, telephones, etc.) except as authorized by this Contract and the post orders.
 2. Violations of the Federal Management Regulations Subpart C, *Conduct on Federal Property* (41 CFR 102-74) (see Section J, Exhibit 7).
 3. Using personal electronic equipment such as cellular phones, computers, personal digital assistants, electronic games, audio or video equipment, televisions, etc. while on duty.
 4. Using or possessing personal reading materials (newspapers, magazines, books), engaging in academic studies, or playing games (cards, puzzles, etc.).
 5. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
 6. Immoral or disorderly conduct, use of abusive or offensive language, or quarreling.
 7. Intimidation by words or actions, or fighting. Participating in disruptive activities, which interfere with the normal and efficient operations of the Government.
 8. Theft, vandalism, immoral conduct, or any criminal actions.
 9. Selling, consuming, or being under the influence of intoxicants, drugs, or substances, which produce similar effects; failure to pass drug screening test.
 10. Improper use of official authority or credentials.
 11. Unauthorized use of communications equipment or Government property.

Solicitation Number: HSCOMP-07-R-0004

C-45

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12. Violation of security procedures, Post Orders, memoranda, regulations, or other directives.
13. Failure to cooperate with Government officials or local law enforcement authorities during an official investigation.
14. Failing to demonstrate courtesy and good manners toward building occupants, Federal officials, and the general public. Not displaying a respectful and helpful attitude in all endeavors will be cause for removal from post. Continued complaints shall be cause for removal from the contract.
15. Unauthorized use of Government property inclusive of communication equipment, phones or radios, credit cards, travel vouchers or automobiles. The Contractor shall pay for any unauthorized telephone calls or use of credit cards. Violators shall be subject to criminal prosecution.
16. Conducting personal affairs during official time including entering into business arrangements or giving legal advice to persons while on government property.
17. Entertaining, socializing with visitors, building tenants, friends and family members, or other security guards while they are on break or off-duty.
18. Recommending an attorney or medical practitioner for any matter or incident involving actions occurring on government property, or granting special favors to agency employees, family members, and their friends.
19. Disclosing any official information or making any news or press releases.
20. Engaging in audacious or demeaning discussions concerning Government internal matters, policies, grievances, legal issues, or personalities; or financial, personal, or family matters with building occupants, family members, the public, or any known associate of the above.
21. Disclosure of any information involving duty assignment(s), security equipment, practices, procedures, operations, or other security related issue shall require the expressed approval of the COTR.
22. Neglecting duties by sleeping while on duty, failing to devote full time and attention to assigned duties, unreasonably delaying or failing to carry out assigned tasks, and refusing to render assistance or cooperate in upholding the integrity of the work site security, or any other act, that constitutes neglect of duties. Violating security procedures or regulations.

Solicitation Number: HSCOMP-07-R-0004

C-46

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23. Unauthorized post abandonment. Not remaining on duty until properly relieved. Deserting a duty post.
24. Receiving traffic violations, notices, tickets (unless favorably adjudicated) while in the course of official duty. Violating or permitting others to violate agency parking procedures or regulations.
25. Gambling or unlawfully wagering or promoting gambling.
26. Knowingly associating with persons known to be convicted felons or persons known to be connected with criminal activities. (This does not apply to immediate family members).
27. Accepting or soliciting gifts, favors, or anything of value in connection with official duties.
28. Displaying unethical or improper use of uniform, uniform badge and/or other Government identification for other than official business while on or off duty.
29. Knowingly giving false or misleading statements or concealing material facts in connection with travel vouchers, official reports, any records, investigations, or other proceedings.
30. Knowingly making false statement(s) about other contract employees/officials, Government employees, or the general public.
31. Involvement in any form of discrimination or sexual harassment of other contract employees, Government employees or members of the general public as prescribed by law.
32. Failing or delaying (without justifiable cause) to carry out a proper order of a supervisor or other official having authority to give such orders.
33. Eating, smoking, drinking at the duty station, or taking breaks in any location except those designated as authorized break areas as determined by the COTR.
34. Employment, with or without compensation, by any foreign government, firm, corporation, or individual that is either controlled or managed by any foreign government.
35. Employment as a Government or contract employee of Government, or any other position that would constitute a real or apparent conflict of interest.

Solicitation Number: HSCOMP-07-R-0004

C-47

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36. Misuse of issued weapons or the carrying of any non-issued weapons, as defined by Federal, State, or local law in the jurisdiction where the violation occurs.

- C. All Contract personnel are expected to behave courteously and professionally toward all persons encountered in the performance of Contract related duties, including Federal employees, building tenants, and the general public. The CO and/or COTR may require retraining, suspension, or dismissal of any Contract employee deemed careless, incompetent, insubordinate, unsuitable, or otherwise objectionable during the performance of duties associated with this Contract.

The CO will make all determinations regarding the removal of any employee from any or all locations where the contractor has contracts with the Federal Protective Service. In the event of a dispute, the CO will make the final determination. Specific reasons for removal of an employee will be provided to the Contractor in writing.

C-17 Government and Contractor Furnished Property

C-17.1 Government furnished Property (Use, Accountability, and Care)

See Section J, Exhibits 3A, 3B, 3C, and 3d for further details and specifications of Government-furnished property.

The Contractor shall be provided and shall use or operate in a responsible manner Government furnished property deemed necessary by the Government to aid the Contractor in the performance of work. **The Contractor is solely responsible for the care and accountability of all Government provided equipment used in performance of this Contract.**

- A. The Contractor shall provide an inventory of Government furnished property (GFP) on a monthly basis. The inventory shall include all Government furnished equipment, uniforms, and non-expendable supplementary equipment. See Section J, Exhibits 3A, 3B, 3C, 3D and 3E for a list of specific GFP required for this contract.
- B. The following types of supplies, materials, equipment, and facilities/office space, may/will be furnished as deemed necessary by the Government:
1. Electronic, electro-mechanical and mechanical equipment, such as installed alarm and surveillance systems, communications equipment, x-ray machines, walk-through magnetometers, hand-held magnetometers, closed-circuit televisions, and security systems monitoring equipment.
 2. Security guard office, furniture and furnishings including locker/dressing rooms, lockers, office equipment, and classroom training facilities, when available.

Solicitation Number: HSEMP-07-R-0004

C-48

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3. Building utilities and services will be afforded the Contractor in accordance with established building operations and procedures. This includes the use of concession facilities, restrooms, and medical facilities (when available, for emergency purposes).
 4. Limited occupation and use of federally controlled office space, where available, for the Contract Manager and/or Supervisors to conduct official Contract business.
 5. The Government may provide communications equipment and devices as specified in Section J, Exhibit 3A for the conduct of official business under this Contract. This may include desktop and mobile computer equipment, desktop and mobile telephones, facsimile machines, xerographic copiers, printers, and 2-way radio equipment.
 6. Unless otherwise specified, the Government is responsible for the repair and maintenance of Government furnished property. The Contractor is responsible for the timely reporting, as identified herein, to the COTR of any property deficiencies or losses.
- C. The following administrative and procedural forms will be provided by the Government:
1. All Government administrative forms prescribed for use by Contract employees under this Contract. See Section J, Exhibit 1A for a complete list of required Government forms.
 2. Officer's Duty Book, including all inserted information required. The COTR will provide all initial information and changes. The Contractor will be responsible for posting the changes in the Officer's Duty Book.
 3. Operations and maintenance manuals for Government provided equipment and systems, such as alarm and surveillance systems, communications equipment, x-ray machines, walk-through magnetometers, hand-held magnetometers, closed-circuit televisions, and security systems monitoring equipment.

C-17.1-1 Use of Government Property

- A. Government property shall be used for official Government business only in the performance of this Contract. The Contractor or the Contractor's employees will not use government property in any manner for any personal advantage, business gain, or other personal endeavor. The Contractor shall remunerate the Government for expenses associated with misuse or abuse of Government furnished property or equipment by the Contractor's employees.

Solicitation Number: HSEMP-07-R-0004

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- B. The Contractor will certify in writing all licenses and permits issued to the Contractor or Contractor employees required by law for the use and operation of Government furnished property or equipment.

C-17.1-2 Accountability of Government Property

- A. All property furnished by the Government under this Contract shall remain the property of the Government. Upon termination or conclusion of the Contract, the Contractor shall render an accounting of all such property that has come into their possession during the course of the Contract. A Government property receipt form will be used for the Contractor to acknowledge the receipt of all Government-issued property.
- B. Any property furnished by the Government to fulfill Contract requirements, which is lost or damaged resulting from improper use or negligence by the Contractor's employees, shall be repaired or replaced by the Government. The cost of such repairs or replacement shall be deducted from the Contractor's payment. Additionally, the Contractor shall remunerate the Government for expenses associated with the misuse of telephones or other Government furnished office equipment by the Contractor's employees. Contract employees who misuse, willfully damage, or willfully destroy Government property may be removed from the Contract and may face further penalties as deemed necessary by the Government.
- C. The Contractor shall identify loss or damage to Government-furnished property to the COTR as soon as possible, but not later than 24 hours after discovery by the Contractor. To ensure timely discovery and reporting, the Contractor shall perform monthly inventories of all Government-furnished property. Inventory reports shall be in writing using a Government form or format approved by the [COTR](#).

C-17.1-3 Safeguarding Government Property

- A. The Contractor shall take all reasonable precautions, as directed by the Government or, in the absence of such direction, in accordance with sound industrial practices, to safeguard and protect Government property.
- B. If the work under this Contract requires that the Contractor employees have access to classified, confidential, proprietary, sensitive, personal, business, technical, or financial information (property) belonging to the Government or to other private parties performing or seeking to perform work for the Government, no employee of the Contractor shall be authorized to read, photocopy, remove, or otherwise appropriate such information for his/her own use or disclose such information to third parties unless specifically authorized in writing by the CO. Violations of this policy

Solicitation Number: HSEMP-07-R-0004

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may result in Contractual actions being taken, up to and including termination for default. Additionally, the Government may pursue any legal remedies at its disposal if the unauthorized use of the information/property is prosecutable under law.

C-17.1-4 Malfunctioning Government Property

The Contractor shall be responsible for reporting to the COTR and ATR, the malfunctioning of any Government equipment used by the Contractor or the Contractor's employees within no later than 24 hours after the malfunction is detected. The FPS MegaCenter shall be contacted for after-hours reporting of malfunctioning equipment or if the is not available.

C-17.2 Contractor Furnished Property (Use, Accountability, and Care)

C-17.2-1 Contractor Furnished Property

- A. The Contractor shall furnish and maintain in acceptable condition, at no cost to Contract employees, all items of uniform and equipment necessary to perform work required by the Contract (including each task order issued under this Contract). The Contractor is solely responsible for the quality and performance of all Contractor-provided equipment used in performance of this Contract.
- B. The Contractor shall provide an inventory of Contractor Furnished Property (CFP) on a quarterly basis. The inventory shall include all Contractor furnished equipment, uniforms, and non-expendable supplementary equipment. See Section J, Exhibits 2A, 2B, 2C, D2, and 2E for a list of specific CFP required for this contract.

C-17.2-2 Equipment

- A. The Contractor will be required, as specified in Section J, to furnish some or all of the types of equipment described herein.
- B. Communications equipment as described in Section J, Exhibit 2A. This equipment may include two-way mobile and portable wireless radio equipment, radio base, relay, and repeater equipment, radio equipment accessories (i.e. external speaker/microphones, batteries, rechargeable batteries, battery chargers, antennas, etc.). Communication equipment must have same Frequencies as CGHQ emergency radios.
 - 1. The Contractor shall obtain all applicable permits in accordance with Federal Regulations for the operation of such radio equipment. A copy of all such permits shall be delivered to the COTR upon request prior to the utilization of designated frequencies. The Government, at its discretion, may identify the radio frequencies to be used by the contractor.

Solicitation Number: HSEMP-07-R-0004

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2. The Contractor must ensure useful availability of all Contractor furnished communications equipment on a continuous basis. The Contractor shall immediately provide fully- operational substitute communications equipment in the event any equipment is temporarily inoperable.
- C. The Contractor shall obtain all applicable permits, titles, inspections, and registrations in accordance with applicable Federal, state and local laws for the operation of vehicles, required by the Government. The Contractor shall ensure that Contractor employees obtain all applicable operator's licenses and permits required by law to operate required equipment. All costs for the operation and maintenance of vehicle(s), including all license and insurance fees, shall be borne by the Contractor.
- D. Firearms, ammunition, and less-than-lethal weapons as described in Section J, Exhibit 2E. This equipment may include handguns, pistols, O.C. or pepper spray, etc. Modifications to firearm mechanisms must comply with manufacturers specifications and requirements. Ammunition must be acquired from a commercial source.
 1. The Contractor shall obtain all applicable permits, licenses, and registrations in accordance with applicable Federal, state and local laws for the acquisition, carriage, and use of firearms and ammunition. All costs associated for the acquisition and maintenance of firearms, including all license and insurance fees, shall be borne by the Contractor.
 2. The Contractor shall acquire and maintain an ample supply of appropriate cleaning products (i.e., cleaning solvents, lubricating oil, rods, brushes, patches, etc.). The Contractor must also provide applicable accessories such as clearing barrels, trigger locks, gun lockers, etc.
 3. The Contractor shall provide all training for primary and any additional or intermediate weapons used under the contract.
 4. The amount and type of ammunition, including additional rounds for contingency, is specified in Section J, Exhibit 2E. The additional ammunition shall be provided, stored, and secured on-site by the Contractor. Old duty ammunition will be periodically rotated with new ammunition.
 5. The Contract employee shall inspect his/her issued firearm at the commencement of each tour of duty. Each firearm shall be cleaned and oiled in accordance with manufacturer specifications regularly to ensure optimum operating condition. All firearms will be loaded with approved ammunition, including one round in the chamber (if applicable), prior to the security guard's tour of duty.

Solicitation Number: HSCOMP-07-R-0004

C-52

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6. Unless stipulated otherwise in a task order, no firearms or ammunition shall be removed from the premises. All firearms shall be stored UNLOADED in an on-site safe or other security cabinet provided by the Contractor that complies with Government standards for storage of weapons. Ammunition will be stored separately from weapons and secured under a separate lock.
7. Firearms shall always be handled in a safe and prudent manner. Loading and unloading of ammunition and cleaning the firearms shall take place in designated areas only. A contractor-supplied clearing barrel shall be provided in the designated area for this purpose.
8. The Contractor shall provide a list of serial numbers of firearms to be used or stored on the premises to the COTR prior to the Contract performance date. The list shall be kept current; any changes shall be documented and forwarded to the COTR and ATR within one (1) week of the change. On-site supervisors and security guards shall account for all firearms, and shall make accurate receipt and return entries on the Firearms and Equipment Control Register, DHS Form (to be determined), at the beginning of each shift. The COTR will provide an ample supply of the DHS form.
9. In the event that a firearm is lost or stolen, the Contractor shall notify the FPS MegaCenter **immediately** and shall relate all the particulars known regarding the loss or theft of the weapon. Further, the Contractor shall provide a detailed written report to the within one (1) week of the incident, including the date and time of the incident. The Contractor shall also notify the COTR and ATR of the serial number for the replacement weapon.

C-17.2-3 Uniforms

- A. The Contractor will be required, as specified in Section J, Exhibit 2C, to furnish some or all of the types of uniform items described herein. The type of uniform to be used on this Contract will be provided by the Contractor as part of their technical proposal and will be agreed to by the Government at the time of Contract award. The table below shows the standard required uniform components and the recommended quantities of the components:
- B. The Contractor's security guard force uniforms shall be black in color and a style in general use by large security guard or security organizations and shall be **readily distinguishable** from those of state, local, and FPS law enforcement personnel. All security guards performing under this Contract shall wear the same color and style of uniform and maintain a professional and neat appearance at all times during their tour of duty.

Solicitation Number: HSEMP-07-R-0004

C-53

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- C. Appropriately lettered breast and cap badges with the company name shall be worn and prominently displayed as part of the uniform. Identification nametags shall be worn over the right breast shirt pocket. The FPS certification card and firearms permit will be carried at all times, but not displayed on uniform. All other certifications will be maintained on site and available for CO, COTR and ATR review upon request 24/7.
- D. Long sleeve shirts will be required beginning the last Sunday in October and short sleeves beginning the last Sunday in April. The dates may be adjusted with the approval of the COTR or ATR; however, all security guards on any one shift must be in the same uniform with the same sleeve length.
- E. Shoes shall be low quarter or high-topped boot with police or plain toe and standard heel. The color of the shoe shall be standard black. The Contractor is not required to provide shoes but must insure that the employees working are in accordance with the Contract requirements. Any deviation from the above requirements must be approved by medical authorities and submitted to the COTR.
- F. Uniform accessories and equipment and the wearing of them shall conform to standards and usage prescribed and in effect for FPS Law Enforcement Personnel. The color of uniform accessories and equipment shall be standard black. All security guards shall wear the same color and style or type of uniform accessories and equipment. Specific uniform requirements and quantities are listed in Section J, Exhibit 2C.
- G. Security guards are expected to comply with standards for wear and care of uniform items. The proper wear of uniforms and the care of uniforms and equipment is covered in the Contractor provided training and the *Security Guard Information Manual*. The SGIM will be used as the standard for the wear and care of uniforms and equipment.

C-17.2-4 Supplementary Equipment

- A. The Contractor will be required, as specified in Section J, Exhibit 2D, to furnish some or all of the types of supplementary equipment items described herein. Section J, Exhibit 2D identifies which security guard post shall be equipped with the required supplementary equipment that may include the following:
 - 1. A notebook and pen
 - 2. A flashlight with holder

Solicitation Number: HSEMP-07-R-0004

C-54

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3. Level IIA body armor designed to be worn underneath the uniform shirt (required for all guard posts).
- B. Security guards shall not possess any unauthorized supplemental or personal equipment, such as privately owned (e.g., equipment not issued by the Contractor or required by the Contract) firearms, knives, "come-alongs", or other such nonstandard items. Security guards who are found to possess such unauthorized equipment while on post shall be removed from the contract.

C-18 Regulations, Handbooks, and Other Applicable Documents

- A. FPS regulations contain the basic procedures for the operation, maintenance, and protection of property. The primary regulations and related procedures to be followed by the Contractor are listed below. Supplementary regulations, which are provided to the Contractor by the CO or his/her authorized representative shall also be in effect and will be incorporated by Contract modification.
- B. An Officer's Duty Book shall be furnished by the COTR and maintained by the Contractor at the central control point and shall contain complete duty instructions for emergency procedures.
- C. A separate loose-leaf binder shall be furnished by the COTR and maintained by the Contractor at each additional fixed post and will contain only those items of duty instructions pertinent to that specific post.
- D. The Officer's Duty Book, Post Orders, and any supplemental memoranda, directives, or other information is considered Sensitive But Unclassified/Law Enforcement Sensitive information. The Contractor and its employees are restricted from disclosing this or any other operational information to individuals outside of the FPS/Contractor community. The Officer's Duty Book shall not be removed from Government property, or reproduced or copied in any manner unless properly authorized, in writing, by the COTR.
- E. *Conduct on Federal Property* (FMR 41 CFR 102-74) placards are posted in buildings under the charge and control of the General Services Administration and are applicable to all persons entering in or on such property.
- F. *Security Guard Information Manual* (SGIM). This handbook contains the information all security guards and supervisors must read and be familiar with prior to assuming duties under this Contract. The COTR shall give the Contractor one (1) electronic copy of this manual at the pre-performance meeting held shortly after Contract award. The Contractor shall provide to each uniformed Contract employee a legible, securely bound copy of the SGIM upon beginning the basic training course.

Solicitation Number: HSCOMP-07-R-0004

C-55

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C-19 Security Guard Certification / Security Requirements

C-19.1 General

- A. All personnel performing on this Contract must pass a suitability determination conducted by the Government. Contractor personnel will not be able to perform under this Contract until appropriate suitability determinations have been made. The Government will provide all necessary forms at the time of Contract award. The DHS Office of Security will accept only complete security packages. Therefore, all personnel must provide the required information and documents to the COTR within 10 days after Contract award.
- B. The Contractor should follow the procedures listed below to obtain an FPS certification card for each Contract employee:
1. Conduct an initial employment screening to determine whether the prospective employee meets the Contractor's specific hiring requirements and the Contract eligibility requirements, including medical and drug testing (See Section C-15);
 2. Submit the suitability package to the FPS Contracting Officer's Technical Representative and await the results of the adjudication. This process may take approximately one to three months if all forms are legible and complete. However, preliminary suitability is usually determined within a week of the submission of the paperwork. The Contractor will be notified whenever there is an instance where there is a preliminary unfavorable adjudication decision so that the Contractor can determine how to proceed with the employee's training, testing, etc.
 3. Schedule required Government-provided training and testing/qualifying with FPS and schedule/conduct all other Contractor-provided training requirements;² this does not include the FPS Written Exam.
 4. After the Contractor employee receives favorable suitability adjudication results and the employee successfully completes the training and passes the required examination(s), the Contractor shall submit the following information to the FPS COTR for an FPS certification card:

A certification, signed by the Contract Manager, that the employee has met all the requirements set forth in Section C and that all pertinent documents are on file at the Contractor's facility. (See Section J, Exhibit 11.)Two color

² The Contractor may proceed with Contractor-provided training while awaiting results of the suitability adjudication process.

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photographs, 1" x 1," no more than one year old, of the guard's head and upper shoulders; and

A Contract Guard Qualification Certificate. The guard's name, and the name of the Contractor's company must be typed on the front of the card, and the guard must sign the signature block in blue or black ink.

A Lautenberg Amendment Statement. Armed guards must submit a signed and dated "Domestic Violence" certification satisfying the Lautenberg Amendment that states s/he has not been arrested for or charged with any offense related to domestic violence. The CO shall provide the Contractor with an adequate supply of these forms (See Section J, Exhibit 1B.). This form shall be valid for a period of one (1) year and must be re-submitted concurrent with the guard's semi annual firearms re-qualification.

- C. FPS will type on the certification form the date of issuance, qualifications, and expiration date or "TOC" to designate expiration upon completion of the term of the contract. FPS will then laminate the completed form and issue it to the Contractor.
- D. No guard or supervisor shall be permitted to work under this Contract without a valid certification card.
- E. The FPS certification card and firearms permit shall be carried in a manner defined by the COR/ATR.
- F. The Contractor is responsible for having all copies of all employee certifications on site and that all employees shall have the required FPS certification card and firearms permit in their possession at all times while on the protected premises.
- G. The Contractor must return employees' certification card to FPS within five (5) workdays upon the termination of the guard's employment or the guard's removal from the contract. The Contractor must return employees' government issued ID cards to the ATR within 24 hours upon the termination of the guard's employment or the guard's removal from the contract. At the end of the contract period, the Contractor must return to FPS all blank cards and all completed cards for guards who will not continue to work under FPS contracts. Possession of an FPS certification card does not waive any other contract requirement. At the end of the contract period, the Contractor must return all Government issued ID cards for guards who will not continue to work under the CGHQ FPS contract.

NOTE: Because the Certification card does not expire when individual certification elements expire, the Contractor is responsible for continually maintaining validity of each element of the Contract employee's certification status (i.e., suitability determination, medical examination, firearms requalification, CPR/First Aid certification).

Solicitation Number: HSEMP-07-R-0004

C-57

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See Section J, Exhibit 11 for the list of individual certification elements.

IMPORTANT NOTE: The CO shall have the express authority to demand return of the FPS Certification card and Government issued ID's for any Contract employee who does not maintain compliance with the Contract qualification and certification standards, and the CO shall have the express authority to prohibit that employee from performing under the Contract until such time as s/he comes into full compliance with all qualification/certification criteria.

C-19.2 Security Management

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

- B. The COTR, ATR and the Security Office shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this Contract. Should the COTR or ATR 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.

C-19.3 Suitability Determination / Entry on Duty Decision

- A. DHS shall have and exercise full control over granting, denying, withholding or terminating unescorted access to a 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 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 unescorted access to a Government facility without a favorable EOD decision or suitability determination by the DHS Security Office. 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.

- B. Contract employees awaiting an EOD decision may begin work on the contract provided they do not access sensitive Government information. Limited access to Government buildings is allowable prior to the EOD decision if a Government

Solicitation Number: HSEMP-07-R-0004

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employee escorts the contract employee. This limited access is to allow contractors to attend briefings, non-recurring meetings and begin transition work. The EOD determination does not substitute for the required background investigation.

C-19.4 Suitability Adjudication

- A. After award of the Contract and prior to any Contract employees being permitted to work under the Contract, the Contractor is responsible for ensuring that the Contract employees receive formal suitability adjudication by FPS. All Contract employees shall receive formal suitability adjudication by FPS, including the CM, Supervisors, Quality Assurance personnel and all other company officers that visit the work sites. Contractor suitability determinations are to be made in accordance with the criteria outlined in 5 CFR 731.202.
- B. Once a prospective Contract employee has applied for a position and has been favorably evaluated by the Contractor (i.e., meets the minimum qualification requirements cited in this paragraph and otherwise meets the Contractor's hiring criteria), the Contractor shall submit to the COTR the following Government furnished forms for each Contract employee:
1. Two (2) completed original Forms FD-258, "Fingerprint Chart;"
 2. Standard Form 85P, "Questionnaire for Public Trust Positions" (plus one copy)
 3. Standard Form 85P-S, "Supplemental Questionnaire for Selected Positions" (plus one copy)
 4. DHS Form 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports pursuant to the Fair Credit Reporting Act" (plus one copy)
 5. Foreign National Relatives or Associates Statement (plus one copy)
 6. Lautenberg Amendment Statement (plus one copy)
 7. Drug Questionnaire (plus one copy)
 8. Alcohol Questionnaire (plus one copy)
 9. Financial Disclosure Report (plus one copy)
 10. Non-disclosure Agreement (plus one copy)
- C. Contractors are required to use local police, the state police, the Federal Bureau of Investigation (FBI), or FPS regional offices to obtain readable fingerprints on the fingerprint cards. In certain locations, FPS may have an electronic fingerprint-

Solicitation Number: HSEMP-07-R-0004

C-59

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scanning machine, which the Contractor is encouraged to use for fingerprinting Contract employees. Upon receipt of the completed, legible forms, FPS will submit the fingerprints for review by the FBI. FPS will use the information provided by the Contractor and the FBI to make a determination regarding the security guard's suitability to work under an FPS Contract. If the forms are complete and legible, the entire evaluation process will take from one (1) week to several months, depending on current processing times. For planning purposes, the Contractor should always assume that the standard processing time is one (1) month and should plan paperwork submissions accordingly.

- D. Illegible or incomplete forms submitted by the Contractor will be returned and will result in delays in the adjudication process. Therefore, the Contractor must ensure that all forms submitted to FPS are complete, legible, and accurate. FPS shall not be responsible for any delays that occur due to the Contractor's failure to submit complete, accurate, and legible forms to FPS.
- E. All federal agencies are required to implement Homeland Security Presidential Directive 12 (HSPD-12) and must follow the minimum background investigation requirements of National Agency Check with Written Inquiries (NACI) or other suitability or national security investigation prior to credential issuance.
- F. If FPS finds a Contract employee to be unsuitable to work as a result of the suitability investigation under the Contract, the Contractor shall be advised immediately that such employee cannot work or be assigned to work under the Contract, and the Contractor shall in turn immediately remove the affected employee from the Contract. The security guard or the Contractor may appeal the suitability determination to the CO. However, in such cases the Contractor shall proceed with the hiring process at their own risk until the final determination of the security guard's suitability has been accomplished. **Under no circumstances shall a Contract employee who has received a notice of unfavorable (unsuitable) adjudication work under this or any FPS security guard service contract. This requirement also applies to Contract employees whose unfavorable adjudication is pending appeal.** Disqualifying information includes but is not limited to the following:
 - 1. Conviction of a felony, a crime of violence, or a serious misdemeanor;
 - 2. Possessing a record of arrests for continuing offenses;
 - 3. Falsification of information entered on suitability background investigation forms.
- G. Once a favorable adjudication has been made by FPS, the security guard is suitable to work under the Contract for five (5) years (if nothing occurs within the 3- year period that would render the security guard unsuitable for continuing performance under the Contract). The Contractor shall **immediately** notify the COTR, ATR and

Solicitation Number: HSEMP-07-R-0004

C-60

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the CO in writing of any circumstances that arise which could possibly affect any Contract employee's suitability status (e.g., arrests, convictions, and/or termination of employment by the Contractor for cause, such as misconduct or neglect of duty). **The Contractor is responsible for renewing the security guard's suitability clearance prior to its expiration. Any security guard who continues to work under the Contract after his/her suitability clearance has expired shall be removed from the Contract until a new favorable suitability determination is made.** The Contractor should make every effort to submit a new suitability package to FPS at least 30 days prior to the current suitability expiration date (refer to paragraph B above for forms requirements).

1. Any investigation conducted by or for another federal agency on a contractor that is of the same or higher type and scope as the one required for the position is sufficient to meet the investigation requirements provided it was conducted within the past five years.
 2. Any investigation conducted by or for another federal agency on a contractor whose scope is less than that required for the position can be upgraded as provided for by OPM to meet the investigation requirements of the position if it was conducted within the past five years.
- H. For employees cleared through this process while employed under a predecessor contract (providing the same services), the suitability determination made under the previous contract will carry over to the new contract. However, the Contractor will be required to submit new suitability applications once the security guards' current suitability clearances expire.
1. Contractors who have been investigated and approved by Components prior to the issuance of DHS-MD 11055, "Suitability Screening Requirements for Contractors" to work on unclassified contracts are eligible to remain on the contract even though they may not have the investigation commensurate with the risk level indicated in Appendix 1. Such contractors cannot perform work under a different contract or at a different risk level until the investigative requirements in Appendix 1 are met.
 2. Lawful Permanent Residents who have been investigated and approved by Components prior to the issuance of this MD to work on unclassified contracts may remain in the present position. However, they are not eligible (1) to transfer between contracts; (2) for an upgrade to another position; or (3) to remain on a contract after a re-compete and award.
- I. **FPS shall have and exercise full and complete control over granting, denying, withholding, or terminating suitability clearances for employees.** FPS may, as it deems appropriate, authorize and grant temporary clearances to employees of the Contractor. However, issuance of a temporary clearance to any such employee

Solicitation Number: HSEMP-07-R-0004

C-61

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shall not be considered as assurance that full clearance will be granted as a result or condition thereof, and the granting of either temporary or full clearance shall in no way prevent, preclude, or bar the later withdrawal or termination of any such clearance by the Government.

C-20 Security Clearance Requirements

C-20.1 Background Investigations

- A. In addition to meeting the FPS background suitability check described in Section C, additional security clearances may be required by the Contract and task order(s). These clearances will be provided by the Department of Defense Security Service (DSS), the Department of Energy (DOE), the Nuclear Regulatory Commission (NRC), or other agency, as appropriate (refer to Section J, Exhibit 6C for further information as to whether this Contract will require such clearances). Where such clearances are required, employees shall be subject to a security investigation by the Government prior to being allowed to work at the site. This requirement may also pertain to officers of the firm, who for any reason may visit the work site(s) during the term of the Contract. Employees may not work at the site until the Contractor receives a DD Form 560 (Letter of Consent), for the individual employee from DSS, or receives a final clearance from DOE, NRC, or other agency.
- B. The Government shall notify the Contractor of the required security classification of this Contract and the elements thereof, and of any subsequent revisions in such security classifications, by use of Security Requirements Checklist (DD Form 254), or other written notification.
- C. In all areas requiring a DOD, DOE, NRC, or other agency security clearance, the Contractor shall comply with the provisions of the most currently available National Industrial Security Program Operating Manual (NISPOM). This publication may be obtained online at www.dss.mil or from the Superintendent of Documents, U.S. Government Printing Office, Mail Stop SSOP, Washington, DC 20402-9238 (ISBN: 0-16-045560-X). Application forms required for DOD personnel security clearances shall be obtained from Defense Security Service (DSS) at www.dss.mil; for DOE clearances at www.doe.gov; and for NRC at www.nrc.gov. Each designated employee must complete all applicable forms. The Contractor shall notify the COTR in writing within five calendar days of receipt of authorization for employees to be assigned to classified areas. (See Part III, Section J, Exhibit 6A, Security Clearance Requirements).
- D. The Government will provide the Contractor with the appropriate personnel security questionnaire and fingerprint forms that are to be completed for each Contract security guard employee performing under this Contract, as well as the firm employees, who may, in the performance of this Contract, visit the work site.

Solicitation Number: HSEMP-07-R-0004

C-62

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- E. 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. All background investigations will be processed through the Security Office. Prospective Contractor employees shall submit the following completed forms to the Security Office, through the COTR, no less than 30 days before the starting date of the Contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor.
- F. The Contractor is responsible for all costs associated with obtaining and renewing the applicable security clearances for each affected Contract employee. The costs should be factored into the offering prices, as they will not be itemized or paid for separately by the Government.

NOTE: The Contractor is advised to only submit security packages on suitable prospective employees whose integrity, credit, and character will meet the security suitability requirements of DHS. DHS will likely consider as being unsuitable prospective employees who fail to truthfully represent their credit history; who make no attempt to pay debts; and whose character could be questionable because of serious arrests, illegal drug use, or abuse of alcohol.

IMPORTANT NOTE: Be advised that unless an applicant/employee has resided in the U.S. 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/employee as ineligible due to insufficient background information.

C-20.2 Access To Classified Information (Contractor)

- A. The Department of Homeland Security (DHS) has determined that the performance of this Contract requires that the Contractor, subcontractor(s), vendor(s), etc., (herein known as Contractor) require(s) access to sensitive DHS information or classified National Security Information (herein known as classified information). Classified information is Government information that requires protection in accordance with Executive Order 12958, Classified National Security Information, and supplementing directives.
- B. See Section J, Exhibit 6C *Security Suitability Requirements* for a determination of which, if any, Contractor facilities and Contractor personnel, including Contract Manager or Supervisor, assigned to this Contract are required to possess up to a TOP SECRET security clearance.

Solicitation Number: HSEMP-07-R-0004

C-63

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- C. If access to classified information is required as identified in Section J, Exhibit 6C, the Contractor will abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, and the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service. If the Contractor has access to classified information at a DHS or other Government facility, it will abide by the requirements set by that agency. If these procedures are not properly followed by the Contractor, it will result in deductions from monthly invoices.
- D. The Contractor and all applicable personnel shall be cleared pursuant to the Defense Industrial Security Regulations, or other applicable regulations. The Contractor shall hold as a minimum, interim facility clearance requirements subsequent to the official award date, and/or at least thirty- (30) days prior to the Contract start-up date.
- E. If access to classified information is required as identified in Section J, Exhibit 6C, the Contractor must possess a TOP SECRET facility clearance consistent with the NISPOM prior to Contract award. If an uncleared firm is selected, DHS will sponsor the firm for the facility clearance. If the facility clearance is not issued within 180 days, DHS may terminate the Contract for the convenience of the Government.

C-20.3 Continued Eligibility

- A. 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.
- B. The Security Office may require drug screening for probable cause at any time and/or when the Contractor independently identifies circumstances where probable cause exists.
- C. DHS reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom DHS determines to present a risk of compromising sensitive Government information to which he or she would have access under this Contract.
- D. The Contractor will immediately report any adverse information coming to their attention concerning contract employees under the contract to 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.

Solicitation Number: HSEMP-07-R-0004

C-64

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- E. The Security Office must be notified of all terminations/resignations within five days of occurrence. The Contractor will return any expired DHS/FPS issued identification cards and building passes, or those of terminated employees to the COTR. When a controlled personnel identification system is used by a tenant agency at a site at which the Contract employee is assigned for duty, and the tenant agency provided the Contract employee with the necessary Government identification, the Contractor shall ensure that all Government identifications are returned to the issuing agency when employees are terminated or resign, or upon expiration of the Contract, whichever comes first. 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 card.

C-21 Personal Appearance and Grooming Standards

Security Officers shall be in uniform and maintain a neat, clean, and business-like appearance and comply with dress standards while on duty. Failure to meet the requirements of appearance and wearing of the uniform as noted herein is considered as being "out of uniform". Security guards who are out of uniform are not meeting the requirements of this contract and are not qualified to meet post requirements. The COTR and ATR may consider a post as being unfilled if occupied by a security guard who is out of uniform.

- A. The personal appearance and grooming standards required by this contract are listed below:

All security guards shall wear clean, properly fitted uniforms when on duty. The uniforms are to be free from defects and worn or frayed fabric.

1. Only conservative prescription eyeglasses may be worn with the uniform. Sunglasses or eyeglasses that are faddish in style or color (e.g. bright, iridescent or fluorescent orange, yellow, red, etc.) or have lenses or frames with initials or other adornments shall not be worn. Mirrored or opaque sunglasses may not be worn. Frame holders which are navy blue or black in color and otherwise unadorned may be worn. Sunglasses or darkly tinted glasses shall not be worn inside the building unless determined as medically necessary by a licensed medical physician.
2. Security guards shall not wear jewelry such as earrings, bracelets, chains, religious insignia, buttons, or pendants. Security guards may wear one ring or ring set on the third finger of each hand, a modest necklace that is completely concealed beneath the uniform shirt, and a watch on either wrist.
2. Only authorized logos and accessories shall be worn on or with the security guard uniform. At no time shall a contract employee display, or cause to be

Solicitation Number: HSEMP-07-R-0004

C-65

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displayed, any contractor insignia or logo while on duty without written approval of the COTR.

3. Shirts shall be worn with the cuffs fully extended and buttoned. Short sleeve shirts shall be worn with one button open at the collar and sleeves fully extended.
4. Hosiery shall be navy blue or black. Bare ankles and patterned stockings or socks shall not be permitted.
5. Undershirts shall be white or neutral and worn in such a manner so as to be concealed from view. No lettering or design shall be visible through the uniform shirt.
6. If a mustache is worn, it shall be kept neat and trimmed evenly so that no portion extends more than one-half (1/2) inch below or beyond the line of the individual's upper lip.
7. The face shall be kept clean-shaven. The temporary wearing of beards may be authorized by the COTR or ATR if prescribed by a board-certified medical doctor for pseudofolliculitis barbae. In such cases, the beard shall be neatly trimmed to a length not to exceed one-quarter (1/4) inch. Medical certification for shaving waivers shall be resubmitted every 120 days.
8. Hair and/or wigs, for females, must be a natural hair color and kept clean, neat and styled to present a managed appearance. Hair shall be arranged so that it does not extend more than 2 and 1/2 inches below the bottom of the collar. Bouffant and modified bush styles are acceptable if they allow for proper wearing of headgear. Plaited or braided hair shall be permitted only if worn under headgear. No decorations shall be worn in the hair and items used to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blend with the hair.
9. Hairpieces for males must be a natural hair color, neatly groomed and shall not fall over the eyes or exceed the top of the collar. It shall be kept clean and the length and/or bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance. Also, the bulk or length of the hair shall not interfere with the wearing of headgear and no decorations shall be worn in the hair.
10. For males, hair length must not exceed the top of a shirt collar. Females may wear their hair in an "up" style so as not to interfere with the wearing of the uniform or use of equipment. The Contractor is responsible for ensuring that security guards maintain a neat appearance in accordance with generally accepted standards of the community.

Solicitation Number: HSEMP-07-R-0004

C-66

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11. Sideburns shall not be conspicuous and shall be neatly trimmed at all times. Sideburns shall not extend below the bottom of the ear, and must be constant in width (not flared), and with a horizontal clean-shaven end.
12. Fingernails shall be free of dirt and trimmed to not extend further than 1/8 of one inch beyond the tip of the finger. Fingernail polish may be used if the color is neutral (no bright colors).

C-22 Contract Employee Reinstatements

- A. When the Government takes action that may impact upon the suitability or work fitness status of a Contract employee, the Contractor may appeal the decision to the CO.
- B. If the CO made the initial decision, a senior manager within the FPS Regional Office or headquarters Security and Law Enforcement Division will review the appeal. The appeal decision will be provided to the Contractor in writing with a brief explanation of the decision to uphold or reverse the CO's decision.
- C. Every effort will be made by the Government to expedite processing of the appeal. In most cases the appeal will be decided within two (2) to four (4) weeks, depending on the complexity of the case.
- D. While the appeal is being considered, the Contractor **shall not** permit the employee to work under this Contract.

C-23 Contractor's Personnel Filing System

- A. To minimize duplication of effort by the FPS and the Contractor, the Contractor shall maintain personnel files on-site for all employees who work under this Contract. Files shall be maintained at both the Contract Manager's on-site office and Contractor's regional corporate office. Each guard's file **must** contain the following information:
 1. Application for employment, including DHS 176, FD 258, resume or detailed prior work history and references;
 2. Results of all criminal history checks obtained by the Contractor;
 3. U.S. Citizenship and Immigration Services Form I-9 *Employment Eligibility Verification* (OMB No. 1115-0136);
 4. A copy of DHS 11000-6 *Non-Disclosure Agreement*,

Solicitation Number: HSCMP-07-R-0004

C-67

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5. A copy of high school diploma, GED certificate, college transcripts, military records, or POST training completion;
 6. Records of all basic and refresher training attendance and, where required, test scores;
 7. Records of all firearms training and qualification scores, where required by the Contract;
 8. Records of all successfully completed Government-provided training;
 9. A copy of most recent CPR, First Aid, and AED certification card;
 10. A copy of most recent Medical Evaluation (SF 78);
 11. Results of all drug screenings administered (both pre- and post- employment);
 12. A copy of DHS the certification card;
 13. A copy of all firearm licenses and certifications required by state and local regulations;
 14. Records of guard's suitability information (including date current suitability expires);
 15. Copies of all complaints, investigations, and disciplinary actions taken by the Contractor against the employee for all infractions committed under the Contract;
 16. A copy of all commendations, awards, letters, and other documents given to the employee as a result of work performed under this Contract; and
 17. A copy of any National Security Information clearance issued, where required by this Contract (i.e., Secret/Top Secret).
- B. The Contractor's filing system shall be consistently applied and maintained. Required documents shall be placed under the same Section/tabs in every Contract employee's file.
- C. The CO, COTR or ATR shall have the express authority to review **any** Contract employee's file at **any time** during the course of the Contract. The Contractor shall maintain all personnel files for a minimum of five (5) years after Contract closeout (upon receipt of release of claims).
- D. The CO, COTR or ATR can request, at any time during the course of the Contract, a spreadsheet or other tracking system (either in paper form or in electronic form) that

Solicitation Number: HSEMP-07-R-0004

C-68

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clearly details the status of all Contract employees pertaining to Contract requirements.

- E. The Contractor may maintain either a hard-copy (paper) file or a computerized system containing all the information required above. However, if the Contractor uses a computerized filing system, all forms must be scanned into the computer and must be legible.
- F. **False statements, certification, or falsification of any documents required in this Contract by the Contractor, Contract Manager, or any Contract employee shall be punishable under US Code Title 18, Chapter 47, Section 1001, Fraud and False Statements. Additionally, the Government may initiate investigations by its Office of Inspector General or the regional FPS Criminal Investigations Branch, may initiate debarment proceedings, and/or may take Contractual remedies, up to and including termination for default. Under no circumstances whatsoever will the Government tolerate falsification of required documents.**

C-24 Contract Transition

- A. A smooth and orderly transition between the Contractor and the predecessor Contractor is necessary to assure minimum disruption to vital Contractor services and Government activities.
- B. The Contractor shall not disrupt official Government business or in any way interfere with the assigned duties of the predecessor Contractor's employees. The Contractor may notify the predecessor Contractor's employees that the Contractor will be assuming services upon the Contract start date and may distribute business cards, employment applications, brochures, and other company information to the predecessor Contractor's employees while they are on duty, provided that there is no interference with the Contract employee's assigned duties (e.g., during "off hours" or during relief or lunch breaks). However, the Contractor **may not** interview, recruit, schedule interviews, or conduct extensive discussions with the predecessor Contractor's employees while they are on duty.
- C. The Government will provide the Contractor with the names, social security numbers, and anniversary dates of all employees working under the predecessor Contract as soon as is feasible after Contract award. The Service Contract Act does not require the predecessor Contractor to provide this information earlier than 10 days prior to the predecessor Contract ending date; however, the Government will request cooperation by the predecessor Contractor to provide this information upon award of this Contract.

Solicitation Number: HSCOMP-07-R-0004

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- D. The Contractor shall provide a Transition Management Plan within five (5) working days after award of the initial task order that should include details of the following elements:
1. A strategy for implementing supervisory functions,
 2. The process for transitioning predecessor employees,
 3. Equipment inventory and maintenance plan,
 4. Weapons security and maintenance plan,
 5. Ammunition management plan,
 6. A plan for establishing a reserve force and the current status of staffing levels,
 7. A progress report on obtaining permits, licenses, and registrations,
 8. A status report on submitting applications for personnel clearances,
 9. A strategy for training including schedules, locations, coordinating with FPS monitors, and class staffing levels.

C-24.1 Phase-Out of Contract and Continuity of Services

- A. The Contractor must recognize that services under this Contract are vital to the Government and must be continued without interruption. Upon Contract expiration, a successor Contractor may continue such services. The Contractor shall exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor. The Government will request and the contractor shall provide the names, social security numbers, and anniversary dates of all employees when a new solicitation for follow-on services is developed.
- B. After a new Contract is awarded, the Contractor shall disclose necessary personnel records sufficient to allow the successor Contractor to conduct interviews for possible transition (if the Contractor is not awarded the successor Contract). If selected employees are agreeable to the change, the incumbent Contractor shall grant release at a mutually agreed date.
- C. The extent to which the Contractor cooperates with the Government and the successor Contractor during the Contract transition will be noted in the Contractor's final performance evaluation and will be part of the final performance rating.

C-25 Performance Evaluations

Solicitation Number: HSCOMP-07-R-0004
C-70

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- A. The CO and/or COTR and ATR shall meet with the Contractor (either in person or via teleconference) on a regular basis and prior to all performance evaluations to discuss the results of the Government's quality control findings and the overall performance of the Contract by the Contractor. The intention of these meetings is to establish a "meeting of the minds" between the Government and the Contractor, and to ensure the effective performance of the Contractor. Whenever possible, the Government shall give the Contractor the opportunity to correct any identified problems/deficiencies prior to a written performance evaluation being given, in order to demonstrate the Government's good faith and paramount intention to obtain successful performance by the Contractor.
- B. The Government shall formally evaluate, in writing, the Contractor's performance *at least* once per year. The Contractor shall be permitted to respond, in writing, to the findings of the performance evaluation. Both the performance evaluation and the Contractor's response shall be filed in the Contract file. Where the Contractor fails to respond in writing to a performance evaluation, the CO shall assume the Contractor's complete concurrence with the findings of the performance evaluation.
- C. The Government shall have the express authority to share the findings (either general or specific) of the performance evaluation reports with any other Federal agency, non-profit agency, or business concern who seeks information on the Contractor's performance, in any manner (electronic, verbally, or in writing) it deems appropriate.
- D. The Government shall use the performance evaluations as a factor to determine whether to exercise any available option period and/or as a factor to determine whether to award any future Contract(s) to the Contractor.

Solicitation Number: HSEMP-07-R-0004

C-71

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SECTION D – PACKING AND MARKING

01. PAYMENT OF POSTAGE AND FEES

All postage and fees related to submitting information, including forms, reports, etc., to the Contracting Officer or the Contracting Officer's Technical Representative shall be paid by the Contractor.

02. MARKING

All information submitted to the Contracting Officer or the Contracting Officer's Technical Representative shall clearly indicate the contract number of the contract for which the information is being submitted.

SECTION E - INSPECTION AND ACCEPTANCE

01. The Role of Government Personnel and Responsibility for Contract

Administration, Inspection, and Acceptance

01.1 Contracting Officer (CO)

The CO for this contract is:

Peter J. Andrews
DHS/ICE/Federal Protective Service
200 Chestnut Street
Suite 356
Philadelphia, Pa 19106
(215) 521-253 Voice
(215) 521-2029 FAX

The CO has the overall responsibility for the administration of this contract. He/she alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the Contract terms, conditions, requirements, specifications, details and/or delivery schedules; make final decisions on unsatisfactory performance; terminate the contract for convenience or default; and issue final decisions regarding Contract questions or matters under dispute. He/she may delegate certain other responsibilities to his/her authorized representatives.

Additional Contracting Specialists may be assigned, as needed, after award of the contract.

01.2 Contracting Officer's Technical Representative (COTR)/Agency Technical Representative (ATR)

The COTR is:
To be Assigned

- A. The COTR and ATR are designated to assist the CO in the discharge of their responsibilities when they are unable to be directly in touch with the contract work. The COTR may be a Federal Protective Officer (FPO), an FPS Inspector, or a Protection Specialist (PS). The COTR is an FPS employee. The ATR is a representative of the client agency and is

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answerable to the Co and COTR. The responsibilities of the COTR and ATR include, but are not limited to:

1. Determining the adequacy of performance by the Contract employees in accordance with the terms and conditions of this Contract;
 2. Performing surveillance of the Contract employees while they are on duty;
 3. Conducting 'intrusion tests' in which undercover FPS staff will attempt to bring unauthorized weapons or other prohibited materials into the facility, using the prescribed security methods or equipment, without being detected by the guards on post;
 4. Acting as the Government's representative in charge of work at the site;
 5. Ensuring compliance with Contract requirements insofar as the guards' duties and behavior are concerned; and
 6. Advising the Contractor, CO, and COTR of nonperformance or satisfactory performance.
- B. After Contract award, the CO will issue a written Delegation of Authority memorandum to the COTR and ATR that details the scope of duties they are authorized to perform. **The COTR and ATR cannot make any decisions regarding the performance of the contract except as outlined in the memorandum.** A copy of the memorandum shall be sent to the Contractor simultaneously upon issuance to the COTR and ATR.
- C. The Contractor shall immediately notify the CO in the event the COTR or ATR directs the Contractor to perform work that the Contractor believes is not part of the Contract or part of the designated duties as stated in the CO's memorandum to the COTR and ATR. The CO will then make a determination on the issue and will respond to all affected parties.

01.4 Contract Performance Monitors (CPM)

- A. Any uniformed or non-uniformed, credentialed security or law enforcement official of the Federal Protective Service may serve as a CPM.
- B. The CPMs report to the COTR and are responsible for the day-to-day inspection and monitoring of the Contractor's work. The responsibilities of the CPM include, but are not limited to:

Solicitation Number: HSCEMP-07-R-0004

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1. Inspecting the work to ensure compliance with the contract requirements;
 2. Documenting through written inspection reports the results of all inspections conducted;
 3. Following through to ensure that all defects or omissions are corrected;
 4. Identifying to the CO and COTR areas of non-performance by the Contractor that may result in deductions from Contract payment or other Contractual remedies being taken;
 5. Conferring with representatives of the Contractor regarding any problems encountered in the performance of the work; and generally assisting the COTR in carrying out his/her responsibilities.
 6. Pick up Form 139 – guard sign in sheets.
- C. After Contract award, the CO will issue a written memorandum to the CPMs that details the scope of duties they are authorized to perform. **The CPMs cannot make any decisions regarding the performance of the contract except as outlined in the memorandum.** A copy of the memorandum shall be sent to the Contractor simultaneously upon issuance to the Contract Inspectors.
- D. The Contractor shall immediately notify the CO in the event the CPM directs the Contractor to perform work that the Contractor believes is not part of the Contract or part of his/her designated duties as stated in the CO's memorandum to the Contract Inspector. The CO will then make a determination on the issue and will respond to all affected parties.

02 Government Inspection and Monitoring

- A. Inspection is the Government's primary means of ensuring that it receives the items for which it has contracted. For that reason, the Government will use multiple means of inspection.
- B. People from all walks of life will be observing and interacting with the Contractor's employees. This experience, good or bad, will frequently be reported to FPS. FPS will follow up as is appropriate with each such report. If appropriate, FPS will then advise the Contractor of the commendations or complaints received.

Solicitation Number: HSCEMP-07-R-0004

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- C. FPS works in partnership with client Federal agencies that reimburse FPS for contracted services. The staff and management of these Federal agencies will be supplementing FPS's own inspection and monitoring program with formal and informal observations and reports.
- D. FPS will use its own announced and unannounced inspection and monitoring procedures in support of this Contract. Such procedures may occur at any time during the day or night, on any day of the year, and may be supplemented by FPS's customer surveys and other agency reviews of the Contractor's performance (see Sections C and G for more inspection-related information).

03 FAR 52.246-4 - Government Inspection of Services - Fixed Price (Aug 1996)

(a) Definitions "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not overly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish without additional charge, all reasonable facilities and assistance for safe and convenient performance of these duties.

(e) If any of the services do not conform to contract requirements, the Government may require the contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and (2) reduce the contract price to reflect the reduced value of the services performed.

Solicitation Number: HSCEMP-07-R-0004

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(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or (2) terminate the contract for default.

False statements, certification, or falsification of any documents required in this Contract by the Contractor, Contract Manager, or any Contract employee shall be punishable under US Code Title 18, Chapter 47, Section 1001, Fraud and False Statements. Additionally, the Government may initiate investigations by its Office of Inspector General or the regional FPS Criminal Investigations Branch, may initiate debarment proceedings, and/or may take Contractual remedies, up to and including termination for default. Under no circumstances whatsoever will the Government tolerate falsification of required documents.

Solicitation Number: HSCEMP-07-R-0004

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SECTION F - DELIVERIES OR PERFORMANCE

01. PLACE OF PERFORMANCE

All services provided under this contract shall be performed in Federally owned and leased facilities at various locations in and around the Coast Guard Headquarters at the Transpoint Building, 2100 2nd Street SW, Washington, DC 20593 and Jemal Riverside Building 1900 Half Street SW Washington, DC 20593.

02. TERM OF CONTRACT

After award the Contractor shall be given notice to proceed and shall provide all contractual services for a (12) month period, subject to the availability of appropriations, (see the Clause FAR 52.232-19, Availability of Funds for the Next Fiscal Year (APR 1984), contained in Section I), commencing on the date specified in the notice to proceed. Work under this contract is expected to commence on or about **OCTOBER 1, 2007**.

Performance periods shall be as follows:

Initial Period:	10/01/2007- 09/31/2008
Option 1:	10/01/2008- 09/31/2009
Option 2:	10/01/2009- 09/31/2010
Option 3:	10/01/2010- 09/31/2011
Option 4:	10/01/2011- 09/31/2012

03. OPTION TO EXTEND THE TERM OF THE CONTRACT

The Government shall have the unilateral option of extending the term of this contract for four consecutive periods of 12 months each. (Refer to FAR Clause 52.217-9, entitled, "Option to Extend the Term of the Contract," presented in Section I). The terms and conditions contained in this contract shall apply to each option period exercised. Options shall be exercised upon notification (mailed or otherwise furnished) to the Contractor at least 30 calendar days prior to the expiration of the current contract period. The total duration of the contract, including the exercise of any options, shall not exceed five years. The exercise of options is a Government prerogative, not a contractual right on the part of the Contractor. If the Government exercises the option(s) within the prescribed time frames, the Contractor shall be bound to perform the services for the option period(s) or be subject to the default provisions of the contract.

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04. OPTION TO EXTEND SERVICES

If it is determined by the Government that, for administrative, technical, legal, or other reasons, award of a successor contract cannot be made on a timely basis, the Government shall have the unilateral option of extending the services of this task order. Such notice of intent to extend service shall be given to the Contractor in writing at the earliest possible time, but not less than 15 days prior to the task order expiration date (see FAR clause 52.217-8, "Option to Extend Services" contained in, Section I). It is understood that exercise of this option will be only for sufficient time to complete award and/or give notice to proceed to the follow-on Contractor and that extension of service shall in no event exceed six months. The prices to be paid during the extension period shall be established solely in accordance with FAR clause 52.222-43, "Fair Labor Standards Act and Service Contract Act---Price Adjustment (Multiple Year and Option Contracts)", contained in full text in Section I.

05. ORDERING SERVICES

A. **Basic Services** – This solicitation will result in the award of an Indefinite Quantity/Indefinite Delivery (IDIQ) contract with fixed price unit prices. Basic services will be ordered through issuance of a task order against the IDIQ contract. The contract and task order may be modified by the Contracting Officer as requirements change.

B. Emergency Services and Temporary Additional Services

In the event of a FEMA declared emergency, the Contractor shall be provided information regarding the location and the level of service that must be provided. The Contractor shall be paid the emergency rate for services provided for the duration of the FEMA emergency.

1. Funding to cover anticipated use of temporary additional services will be included in the task order at time of award. The Contracting Officer or the Contracting Officer's Technical Representative (COTR) may order temporary additional services through written notice to the Contractor. Emergency services rates shall apply as described in Section B, paragraph 04.G.2.

2. The COTR will track the usage of funding for temporary additional services and provide a monthly report to the Contracting Officer of the orders placed and the balance of funds for temporary

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additional services remaining on the task order. In the event the Contracting Officer makes a determination that additional funding is needed to cover future requirements for such services, the task order will be modified accordingly.

3. In no case shall the COTR order temporary additional services in excess of the funds remaining on the task order.

06. FAR 52.242-15 STOP-WORK ORDER (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either--

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

07. FAR 52.216-18 – ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from November 1, 2007 through October 31, 2012.

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

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

08. FAR 52.216-22 - INDEFINITE QUANTITY (OCT 1995)

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

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

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

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after November 30, 2011.

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09. **IDENTIFICATION OF MAXIMUM:** The term “maximum” as used in paragraph (b) of FAR 52.216-22 (above) refers to a quantity of services with a total value as follows:

Total - \$10,000,000 per year.

10. **IDENTIFICATION OF MINIMUM:** The term “minimum,” as used in paragraph (b) of FAR 52.216-22 (above), refers to a quantity of services with a value of at least **\$50,000 per year**. In the event the minimum cannot be met in any year, the contract may be terminated and the Contractor compensated in accordance with the Federal Acquisition Regulations.

11. **FAR 52.216-19 - ORDER LIMITATIONS (OCT 1995)**

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$500**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of **\$10,000,000**.

(2) Any order for a combination of items in excess of **\$10,000,000**;

(3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

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

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

12. **52.242-17 GOVERNMENT DELAY OF WORK (APR 1984)**

(a) If the performance of all or any part of the work of this contract is delayed or interrupted (1) by an act of the Contracting Officer in the administration of this contract that is not expressly or impliedly authorized by this contract, or (2) by a failure of the Contracting Officer to act within the time specified in this contract, or within a reasonable time if not specified, an adjustment (excluding profit) shall be made for any increase in the cost of performance of this contract caused by the delay or interruption and the contract shall be modified in writing accordingly. Adjustment shall also be made in the delivery or performance dates and any other contractual term or condition affected by the delay or interruption. However, no adjustment shall be made under this clause for any delay or interruption to the extent that performance would have been delayed or interrupted by any other

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cause, including the fault or negligence of the Contractor, or for which an adjustment is provided or excluded under any other term or condition of this contract.

(b) A claim under this clause shall not be allowed—

(1) For any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved; and

(2) Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the delay or interruption, but not later than the day of final payment under the contract.

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SECTION G - CONTRACT ADMINISTRATION DATA

01. PAYMENTS

A. Payment will be made on a calendar month basis in arrears upon submission of an invoice. Payment will be due on the 30th calendar day after receipt of a proper invoice or date of receipt of services, whichever is later. In the event the task order begins or ends during the month, payments will be prorated based on the number of calendar days in the respective month.

B. It is the objective of the Government to obtain complete and satisfactory performance in accordance with the terms of specifications and requirements of this task order. The criteria for deductions and adjustments below will be used by the Government in determining monetary deductions for nonperformance of work under this task order and for adjustments for deficiencies in the performance of work.

C. The Contractor is responsible for submitting accurate invoices that reflect the actual services provided each month. Where there are variances between the requirements cited in the task order(s) and the work actually performed (e.g., unmanned posts), the Contractor shall attach a separate sheet to the invoice detailing each instance of a variance. The Contractor shall compute the invoice price to reflect the actual amount owed. Submission of false invoices shall be subject to contractual and legal actions.

D. To verify the monthly payment for productive man-hours, the CO's designated representative may compare the man-hours required in the task order with the GSA Form 139, Record of Time of Arrival and Departure from Buildings, or other approved sign-in/sign-out form. The Government may perform a 100% comparison or sampled comparison to verify the accuracy of the Contractor's invoice. The Government will only pay for services actually rendered by the Contractor. If variances are noted between the invoice and the GSA Form 139, the Government will propose a contract deduction. For example, If the task order required that a post be manned for 12 hours, and the Contractor billed for 12 hours, but the GSA Form 139 shows that post was manned for 10 hours, the 10 hours will prevail and the Government will deduct the difference.

Any inquiries regarding payment shall be directed to the following:
To Be Determined

02. SUBMISSION OF INVOICES

Solicitation Number: HSCOMP-07-R-0004

G-1

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1. Invoices shall be submitted in one of the following three methods:

a. By mail:

DHS, ICE
Burlington Finance Center
P.O. Box 1279
Williston, VT 05495-1279
Attn: FPS Region 11 Invoice

b. By facsimile (fax): (include a cover sheet with point of contact & # of pages)

802-288-7658

c. By e-mail:

Invoice.Consolidation@dhs.gov

Invoices submitted by other than these three methods will be returned. The contractor's Taxpayer Identification Number (TIN) must be registered in the Central Contractor Registration (<http://www.ccr.gov>) prior to award and **shall** be notated on every invoice submitted to FPS to ensure prompt payment provisions are met. To assist in timely payment, it is also recommended that the contractor provide the Accounting Transaction Number (also known as the "PJ" number) on the submitted invoice.

2. In accordance with Section I, Contract Clauses, FAR 52.212-4 (g)(1), Contract Terms and Conditions – Commercial Items, or FAR 52.232-25 (a)(3), Prompt Payment, as applicable, the information required with each invoice submission is as follows:

"...An invoice must include—

- (i) Name and address of the Contractor;
- (ii) Invoice date and number;
- (iii) Contract number, contract line item number and, if applicable, the order number;
- (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (vi) Terms of any discount for prompt payment offered;

Solicitation Number: HSCOMP-07-R-0004

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- (vii) Name and address of official to whom payment is to be sent;
- (viii) Name, title, and phone number of person to notify in event of defective invoice; and
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract. (See paragraph 1 above.)
- (x) Electronic funds transfer (EFT) banking information.
 - (A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.
 - (B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer—Other Than Central Contractor Registration), or applicable agency procedures.
 - (C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

Invoices without the above information may be returned for resubmission.

03. ADJUSTING PAYMENTS FOR CONTRACTOR PERFORMANCE

A. Deductions for Failure to Provide Man-hours

1. To compute man-hour deductions the Contracting Officer's Representative will compare the man-hours reported by the Contractor with the GSA Form 139, Record of Time of Arrival and Departure from Buildings, or other approved Sign-in/Sign-out forms.
2. In the event the Contractor reports more hours than are reflected on the GSA Form 139, or any other approved Sign-in/Sign-out form, the approved form will prevail. For example: If the weekly report submitted by the Contractor indicates that an employee worked 8 hours and the sign-in/sign-out form shows that employee as having been in the building 5 hours, the 5 hours will prevail and a deduction will be taken for the 3 hours not furnished. In the event the Contractor, for any reason whatsoever, fails to provide the manpower specified for labor, deductions will be made at the current base hourly rate.

Solicitation Number: HSCOMP-07-R-0004

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B. Deductions for Exceeding 12-Hour-On-Duty Limitation

The Government has the authority to assess deductions from Order Payments for all hours where guards exceed the 12-hour on-duty limitation. (See Section C – Statement of Work, Paragraph C-12, Limitations on Labor hours to be provided by individual employees). For each hour or part thereof where a guard works over 12 hours without prior approval by the Contracting Officer's Technical Representative (COTR), the Government will deduct the hourly price (or part thereof, if less than one hour is worked).

C. Contractor Use of GSA Form 139, or Approved Alternate

The Contractor shall maintain, on a daily basis, all applicable GSA Form 139's to document personnel attendance. The original copy must be maintained at a location accessible to the COTR or designee. The Contractor shall incorporate and certify that the data contained on the approved sign-in form is accurate, complete and in agreement with the hours presented on their invoice. (Facsimile copies of completed GSA Form 139's may not be used for this purpose.)

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SECTION H - SPECIAL CONTRACT REQUIREMENTS

01. PERMITS AND LICENSES

The Contractor shall be responsible for obtaining all necessary permits and licenses and for complying with all applicable Federal, State, and local laws in the performance of work under this task order.

02. SECURITY CLEARANCE

The Contractor shall ensure complete compliance with Section C-19, Security Guard Certification/Security Requirements

03. CONTRACTOR CHECKLIST OF REPORTING REQUIREMENTS FOR SECURITY SERVICES

TEN (10) DAYS AFTER RECEIPT OF AWARD NOTICE:

Transition Plan
Training Plan
Training Schedule

PRIOR TO AN INDIVIDUAL EMPLOYEE'S REPORTING FOR DUTY OR WITHIN FIVE (5) WORKING DAYS BEFORE START DATE OF CONTRACT PERFORMANCE, THE CONTRACTOR SHALL PROVIDE AN EXECUTED CERTIFIED EXHIBIT 8a FOR EACH CONTRACT EMPLOYEE. EACH COMPLETED EXHIBIT 8a MUST ADDRESS THE FOLLOWING INFORMATION:

Standard Form FD258 - FBI Fingerprint Chart.	Picture Identification
FPS Form T176 Statement of Personal History For Contract and Childcare Personnel	Certificate of current drug test
SF-78-Certificate of Medical Examination.	Proof of Education.
Clearance Identification Card. (If applicable).	First Aid Certification.
Handgun Permit.	CPR Certification.
Report of Training Completion. (Contractor).	Clothing Equipment Issue
Pistol Qualification Record.	Supervisor Training
Report of Orientation Completion. (Government).	

THREE DAYS AFTER COMPLETION OF TRAINING:

Certificate of Individual Training.

WEEKLY (AS DIRECTED OR REQUIRED BY CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE:

Solicitation Number: HSCOMP-07-R-0004

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GSA Form 139 - Record of Time of Arrival and Departure. (When required).
GSA Form 3430 - Building Service Contract Work Report (submitted with GSA-139, one for each post). (When required).

FIVE (5) WEEKS: (and when a change in Work Schedule occurs):

GSA Form 1874. - Work Schedule.

WHEN APPROPRIATE:

GSA Form 1103. - Guard Operations Log.
GSA Form 3155. - Preliminary Investigation Report.

UPON REQUEST:

GSA Form 1051. - Daily Sign In, Sign Out (Weapon Control Record).

These requirements exist at the time of the solicitation; the Contracting Officer's Technical Representative shall notify the Contractor during the term of the task order of any changes in these requirements.

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SECTION I – CONTRACT CLAUSES

SERVICE CONTRACT CLAUSES
(FIXED PRICE)

01. FAR 52.252-2, CLAUSES INCORPORATED BY REFERENCE
(FEB 1998):

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far>

	<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
1.	52.202-1	Definitions	JUL 04
2.	52.203-3	Gratuities	APR84
3.	52.203-5	Covenant Against Contingent Fees	APR 84
4.	52.203-6	Restrictions on Subcontractor Sales to the Government	JUL 95
5.	52.203-7	Anti-Kickback Procedures	JUL 95
6.	52.203-8	Cancellation, Rescission and Recovery of Funds for Illegal or Improper Activity	JAN 97
7.	52.203-10	Price or Fee Adjustments for Illegal or Improper Activity	JAN 97
8.	52.203-12	Limitation on Payments to Influence Certain Federal Transactions	JUN 03
9.	52.204-2	Security Requirements	AUG 96
10.	52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 00
11.	52.209-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment	JAN 05
12.	52.215-2	Audit and Records - Negotiation	JUN 99
13.	52.215-8	Order of Precedence – Uniform Contract Format	OCT 97
14.	52.215-10	Late Submission, Modifications, and Withdrawals of Proposals	MAY 97
15.	52.215-11	Price Reduction for Defective Cost or Pricing Data - Modifications	OCT 97
16.	52.215-12	Subcontractor Cost or Pricing Data	OCT 97
17.	52.215-15	Pension Adjustment and Asset Revisions	OCT 04
18.	52.215-17	Waiver of Facilities Capital Cost of Money	OCT 97
19.	52.215-18	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions	OCT 97
20.	52.215-19	Notification of Ownership Changes	OCT 97
21.	52.216-22	Indefinite Quantity	OCT 95
22.	52.219-6	Notice of Total Small Business Set Aside	JUN 03

Solicitation Number: HSCOMP-07-R-0004

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23.	52.219-8	Utilization of Small Business Concerns	MAY 04
24.	52.219-14	Limitations on Subcontracting	DEC 96
25.	52.222-1	Notice to the Government of Labor Disputes	FEB 97
26.	52.222-3	Convict Labor	JUN 03
27.	52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	SEP 00
28.	52.222-21	Prohibition of Segregated Facilities	FEB 99
29.	52.222-26	Equal Opportunity	APR 02
30.	52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 01
31.	52.222-36	Affirmative Action for Workers with Disabilities	JUN 98
32.	52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 01
33.	52.223-5	Pollution Prevention & Right-to- Know Information	AUG 03
34.	52.223-6	Drug-Free Workplace	MAY 01
35.	52.223-12	Refrigeration Equipment and Air Conditioners	MAY 95
36.	52.223-14	Toxic Chemical Release Reporting	AUG 03
37.	52.225-5	Trade Agreements	JAN 05
38.	52.225-13	Restriction on Certain Foreign Purchases	JAN 04
39.	52.227-1	Authorization and Consent	JUL 95
40.	52.227-3	Patent Indemnity	APR 84
41.	52.228-5	Insurance - Work on a Government Installation	JAN 97
42.	52.229-3	Federal, State and Local Taxes	APR 03
43.	52.232-1	Payments	APR 84
44.	52.232-8	Discounts for Prompt Payment	FEB 02
45.	52.232-11	Extras	APR 84
46.	52.232-17	Interest	JUN 96
47.	52.232-19	Availability of Funds for the Next Fiscal Year	APR 84
48.	52.232-23	Assignment of Claims	JAN 86
49.	52.232-25	Prompt Payment	OCT 03
50.	52.232-33	Payment by Electronic Funds Transfer –Central Contractor Registration	OCT 03
51.	52.233-1	Disputes	JUL 02
52.	52.232-36	Payment by Third Party	MAY 99
53.	52.233-3	Protest After Award	AUG 96
54.	52.233-4	Applicable Law for Breach of Contract Claim	OCT 04
55.	52.237-2	Protection of Government Buildings, Equipment, and Vegetation	APR 84
56.	52.237-3	Continuity of Services	JAN 91
57.	52.242-13	Bankruptcy	JUL 95
58.	52.243-1	Changes - Fixed Price - Alt I (APR 1984)	AUG 87
59.	52.244-6	Subcontracts for Commercial Items	DEC 04
60.	52.245-1	Property Records	APR 84
61.	52.245-2	Government Property Records (Fixed Price Contracts)	MAY 00
62.	52.245-3	Identification of Government Furnished Property	APR 84
63.	52.245-4	Government Furnished Property (Short Form)	JUN 03
64.	52.246-25	Limitation of Liability - Services	FEB 97
65.	52.249-4	Termination for the Convenience	

Solicitation Number: HSCMP-07-R-0004

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		of the Government (Services) (Short Form)	APR 84
66.	52.249-8	Default (Fixed Price Supply and Service)	APR 84
67.	52.253-1	Computer Generated Forms	JAN 91

B. CLAUSES INCORPORATED IN FULL TEXT

1. FAR 52.204-7 - CENTRAL CONTRACTOR REGISTRATION (OCT 2003)

(a) Definitions. As used in this clause—

“Central Contractor Registration (CCR) database” means the primary Government repository for Contractor information required for the conduct of business with the Government.

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

“Registered in the CCR database” means that—

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields and has marked the record “Active.”

(b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

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(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and ZIP Code.

(iv) Company Mailing Address, City, State and ZIP Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

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(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates

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payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the “Suspension of payment” paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

2. FAR 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

3. FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at least 15 days prior to expiration of the contract.

4. FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

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

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five and one half years. (End of Clause)

5. FAR 52.222-41 - SERVICE CONTRACT ACT OF 1965, AS AMENDED (MAY 1989)

(a) *Definitions*. "Act," as used in this clause, means the Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.).

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"Contractor," as used in this clause or in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Government Prime Contractor."

"Service employee," as used in this clause, means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as these terms are defined in Part 541 of Title 29, Code of Federal Regulations, as revised. It includes all such persons regardless of any contractual relationship that may be alleged to exist between a Contractor or subcontractor and such persons.

(b) **Applicability.** This contract is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor (29 CFR Part 4). This clause does not apply to contracts or subcontracts administratively exempted by the Secretary of Labor or exempted by 41 U.S.C. 356, as interpreted in Subpart C of 29 CFR Part 4.

(c) **Compensation.**

(1) Each service employee employed in the performance of this contract by the Contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor, or authorized representative, as specified in any wage determination attached to this contract.

(2)

(i) If a wage determination is attached to this contract, the Contractor shall classify any class of service employee which is not listed therein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination) so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this paragraph (c).

(ii) This conforming procedure shall be initiated by the Contractor prior to the performance of contract work by the unlisted class of employee. The Contractor shall submit Standard Form (SF) 1444, Request For Authorization of Additional Classification and Rate, to the Contracting Officer no later than 30 days after unlisted class of employee performs any contract work. The Contracting Officer shall review the proposed classification and rate and promptly submit the completed SF 1444 (which must include information regarding the agreement or disagreement of the employees' authorized representatives of the employees themselves together with the agency recommendation), and all pertinent information to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the Contracting Officer within 30 days of receipt that additional time is necessary.

(iii) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the Contracting Officer who shall

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promptly notify the Contractor of the action taken. Each affected employee shall be furnished by the Contractor with a written copy of such determination or it shall be posted as a part of the wage determination.

(iv)

(A) The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.

(B) In the case of a contract modification, an exercise of an option, or extension of an existing contract, or in any other case where a Contractor succeeds a contract under which the classification in question was previously conformed pursuant to paragraph (c) of this clause, a new conformed wage rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used in on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the Contractor shall advise the Contracting Officer of the action taken but the other procedures in subdivision (c)(2)(ii) of this clause need not be followed.

(C) No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended

(v) The wage rate and fringe benefits finally determined under this subparagraph (c)(2) of this clause shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay the unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

(vi) Upon discovery of failure to comply with subparagraph (c)(2) of this clause, the Wage and Hour Division shall make a final determination of

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conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class or classes of employees commenced contract work.

(3) ***Adjustment of Compensation.*** If the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished thereunder to service employees under this contract shall be subject to adjustment after 1 year and not less than once every 2 years, under wage determinations issued by the Wage and Hour Division.

(d) ***Obligation to Furnish Fringe Benefits.*** The Contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment of determined under subparagraph (c)(2) of this clause by furnishing equivalent or differential cash payments, only in accordance with Subpart D of 29 CFR Part 4.

(e) ***Minimum Wage.*** In the absence of a minimum wage attachment for this contract, neither the Contractor nor any subcontractor under this contract shall pay any person performing work under this contract (regardless of whether the person is a service employee) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1983. Nothing in this clause shall relieve the Contractor or any subcontractor of any other obligation under law or contract for payment of a higher wage to any employee.

(f) ***Successor Contracts.*** If this contract succeeds a contract subject to the Act under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the Contractor nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreement, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No Contractor or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of 29 CFR 5.1b(b) apply or unless the Secretary of Labor or the Secretary's authorized representative finds, after a hearing as provided in 29 CFR 4.10 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in 29 CFR 4.11, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and Parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor Contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Board of Service Contract Appeals, as the case may be, irrespective of

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whether such issuance occurs prior to or after the award of a contract or subcontract (53 Comp. Gen. 401 (1973)). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(g) **Notification to Employees.** The Contractor and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the work site. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.

(h) **Safe and Sanitary Working Conditions.** The Contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the Contractor or subcontractor which are unsanitary, hazardous, or dangerous to the health or safety of the service employees. The Contractor or subcontractor shall comply with the safety and health standards applied under 29 CFR Part 1925.

(i) **Records.**

(1) The Contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work, and make them available for inspection and transcription by authorized representatives of the Wage and Hour Division, Employment Standards Administration, a record of the following:

(i) For each employee subject to the Act-

(A) Name and address and social security number;

(B) Correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of payments in lieu of fringe benefits, and total daily and weekly compensation;

(C) Daily and weekly hours worked by each employee; and

(D) Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.

(ii) For those classes of service employees not included in any wage determination attached to this contract, wage rates or fringe benefits determined by the interested parties or by the Administrator or authorized representative under the terms of paragraph (c) of this clause. A copy of the report required by subdivision (c)(2)(ii) of this clause will fulfill this requirement.

(iii) Any list of the predecessor Contractor's employees which had been furnished to the Contractor as prescribed by paragraph (n) of this clause.

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(2) The Contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division.

(3) Failure to make and maintain or to make available these records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce these records, the Contracting Officer, upon direction of the Department of Labor and notification to the Contractor, shall take action to cause suspension of any further payment or advance of funds until the violation ceases.

(4) The Contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

(j) **Pay Periods.** The Contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, 29 CFR Part 4), rebate, or kickback on any account. These payments shall be made no later than one pay period following the end of the regular pay period in which the wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

(k) **Withholding of Payments and Termination of Contract.** The Contracting Officer shall withhold or cause to be withheld from the Government Prime Contractor under this or any other Government contract with the Prime Contractor such sums as an appropriate official of the Department of Labor requests or such sums as the Contracting Officer decides may be necessary to pay underpaid employees employed by the Contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the Contracting Officer may, after authorization or by direction of the Department of Labor and written notification to the Contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of this clause may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the Contractor in default with any additional cost.

(l) **Subcontracts.** The Contractor agrees to insert this clause in all subcontracts subject to the Act.

(m) **Collective Bargaining Agreements Applicable to Service Employees.** If wages to be paid or fringe benefits to be furnished any service employees employed by the Government Prime Contractor or any subcontractor under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government Prime Contractor shall report such fact to the Contracting Officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance such agreements shall be reported promptly after negotiation thereof.

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(n) ***Seniority List.*** Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a Contractor (predecessor) or successor (29 CFR 4.173), the incumbent Prime Contractor shall furnish the Contracting Officer a certified list of the names of all service employees on the Contractor's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor Contractors of each such service employee. The Contracting Officer shall turn over such list to the successor Contractor at the commencement of the succeeding contract.

(o) ***Rulings and Interpretations.*** Rulings and interpretations of the Act are contained in Regulations, 29 CFR Part 4.

(p) ***Contractor's Certification.***

(1) By entering into this contract, the Contractor (and officials thereof) certifies that neither it (nor he or she) nor any person of firm who has a substantial interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed under section 5 of the Act.

(2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract under section 5 of the Act.

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(q) ***Variations, Tolerances, and Exemptions Involving Employment.*** Notwithstanding any of the provisions in paragraphs (b) through (o) of this clause, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Pub. L. 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business.

(1) Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical or mental deficiency, or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of the Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR Parts 520, 521, 524, and 525).

(2) The Administrator will issue certificates under the Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof),

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applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR Parts 520, 521, 524, and 525).

(3) The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in 29 CFR Parts 525 and 528.

(f) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rates for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the Contractor as to his entire work force under the registered program.

(s) **Tips.** An employee engaged in an occupation in which the employee customarily and regularly receives more than \$30 a month in tips may have the amount of these tips credited by the employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act, in accordance with section 3(m) of the Fair Labor Standards Act and Regulations 29 CFR Part 531. However, the amount of credit shall not exceed \$1.34 per hour beginning January 1, 1981. To use this provision--

(1) The employer must inform tipped employees about this tip credit allowance before the credit is utilized;

(2) The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);

(3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit; and

(4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

(t) **Disputes Concerning Labor Standards.** The U.S. Department of Labor has set forth in 29 CFR Parts 4, 6, and 8 procedures for resolving disputes concerning labor standards requirements. Such disputes shall be resolved in accordance with those procedures and not the Disputes clause of this contract. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives. (End of clause)

6. FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

Solicitation Number: HSEMP-07-R-0004

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

EMPLOYEE CLASS	HOURLY MONETARY WAGE	% OF BASIC HOURLY RATES AS FRINGE BENEFITS	
Guard 2	\$ 17.66	Retirement	24%
		Health Insurance	3.5%
		Life Insurance	.5%

SICK LEAVE REQUIRED BY LAW:

13 days of sick leave per year

PAID HOLIDAYS PROVIDED BY LAW:

New Year's Day	Martin Luther King's Birthday	President's Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veterans Day	Thanksgiving Day
Christmas Day		

VACATION OR PAID LEAVE AS REQUIRED BY LAW:

- (1) 2 hours of annual leave each week for an employee with less than three years of service.
- (2) 3 hours of annual leave each week for an employee with three but less than 15 years of service.
- (3) 4 hours of annual leave each week for an employee with 15 or more years of service.

7. 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT – PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (MAY 1989)

- (a) This clause applies to both contracts subject to area prevailing wage determinations and contracts subject to collective bargaining agreements.
- (b) The Contractor warrants that the prices in this contract do not include any allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

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(c) The wage determination issued under the Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.), by the Administrator, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract. If no such determination has been made applicable to this contract, then the Federal minimum wage as established by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. 206), current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract.

(d) The contract price or contract unit price labor rates will be adjusted to reflect the Contractor's actual increase or decrease in applicable wages and fringe benefits to the extent that the increase is made to comply with or the decrease is voluntarily made by the Contractor as a result of:

(1) The Department of Labor wage determination applicable on the anniversary date of the multiple year contract, or at the beginning of the renewal option period. For example, the prior year wage determination required a minimum wage rate of \$4.00 per hour. The Contractor chose to pay \$4.10. The new wage determination increases the minimum rate to \$4.50 per hour. Even if the Contractor voluntarily increases the minimum rate to \$4.75 per hour, the allowable price adjustment is \$.40 per hour;

(2) An increased or decreased wage determination otherwise applied to the contract by operation of law; or

(3) An amendment to the Fair Labor Standards Act of 1938 that is enacted after award of this contract, affects the minimum wage, and becomes applicable to this contract under law.

(e) Any adjustment will be limited to increases or decreases in wages and fringe benefits as described in paragraph (c) of this clause, and the accompanying increases or decreases in social security and unemployment taxes and workers' compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profit.

(f) The Contractor shall notify the Contracting Officer of any increase claimed under this clause within 30 days after receiving a new wage determination unless this notification period is extended in writing by the Contracting Officer. The Contractor shall promptly notify the Contracting Officer of any decrease under this clause, but nothing in the clause shall preclude the Government from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data, including payroll records, that the Contracting Officer may reasonably require. Upon agreement of the parties, the contract price or contract unit

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price labor rates shall be modified in writing. The contractor shall continue performance pending agreement on or determination of any such adjustment and its effective date.

(g) The Contracting Officer or an authorized representative shall have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor until the expiration of 3 years after final payment under the contract.

02. Homeland Security Acquisition Regulation Clauses (HSAR)

A. CLAUSES INCORPORATED BY REFERENCE

<u>Number</u>	<u>Title</u>
3052.204-70	Security Requirements for Unclassified Information Technology Resources
3052.215-70	Key Personnel or Facilities
3052.222-70	Strikes or Picketing Affecting Timely Completion of the Contract Work
3052.222-71	Strikes or Picketing Affecting Access to a DHS Facility
3052.228-70	Insurance
3052.237-71	Information Technology Systems Access for Contractors
3052.237-72	Contractor Personnel Screening for Unclassified Information Technology Access
3052.242.71	Dissemination of Contract Information
3052.242-72	Contracting Officer's Technical Representative
3052.245-70	Government Property Reports

B. CLAUSES INCORPORATED IN FULL TEXT

1. 3052.209-70 PROHIBITION ON CONTRACTS WITH CORPORATE EXPATRIATES

[DEC 2003]

(a) Prohibitions. Section 835 of Public Law 107-296, prohibits the Department of Homeland Security from entering into any contract with a foreign incorporated entity after November 25, 2002, which is treated as an inverted domestic corporation as defined in this clause. The Secretary shall waive the prohibition with respect to any specific contract if the Secretary determines that the waiver is required in the interest of homeland security, or to prevent the loss of any jobs in the United States or prevent the Government from incurring any additional costs that otherwise would not occur.

(b) Definitions. As used in this clause:

Solicitation Number: HSCMP-07-R-0004

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

“Foreign Incorporated Entity” means any entity which is, or but for subsection (b) of Section 835 of the Homeland Security Act, Public Law 107-296, would be, treated as a foreign corporation for purposes of the Internal Revenue Code of 1986.

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

(1) The entity completes after November 25, 2002, the direct or indirect acquisition of substantially all of the properties held directly or indirectly by a domestic corporation or substantially all of the properties constituting a trade or business of a domestic partnership;

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

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

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

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

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

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

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

- (i) stock held by members of the expanded affiliated group which includes the foreign incorporated entity; or
- (ii) stock of such entity which is sold in a public offering related to the acquisition described in subsection (b)(1) of Section 835 of the Homeland Security Act, Public Law 107-296.

(2) Plan Deemed In Certain Cases. If a foreign incorporated entity acquires directly or indirectly substantially all of the properties of a domestic corporation or partnership during the 4-year period beginning on the date which is after the date of enactment of this Act and which is 2 years before the ownership requirements of subsection (b)(2) are met, such actions shall be treated as pursuant to a plan.

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

(d) Special Rule For Related Partnerships. For purposes of applying Section 835(b) of Public Law 107-296 to the acquisition of a domestic partnership, except as provided in regulations, all domestic partnerships which are under common control (within the meaning of section 482 of the Internal Revenue Code of 1986) shall be treated as a partnership.

(e) Treatment of Certain Rights.

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

- (i) warrants;
- (ii) options;
- (iii) contracts to acquire stock;
- (iv) convertible debt instruments; and
- (v) others similar interests.

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

(f) Disclosure. By signing and submitting its offer, an offeror under this solicitation represents that it not a foreign incorporated entity that should be treated as an inverted

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domestic corporation pursuant to the criteria of Section 835 of the Homeland Security Act, Public Law 107-296 of November 25, 2002.

(g) If a waiver has been granted, a copy of the approved waiver shall be attached to the bid or proposal.

(End of Clause)

**2. 3052.237-70 QUALIFICATIONS OF CONTRACTOR EMPLOYEES
(NOVEMBER 2004) (DEVIATION)**

(a) "Sensitive Information" means information that is:

(1) Protected Critical Infrastructure Information (PCII) as described in the Critical Infrastructure Information Act of 2002, 6 USC sections 211-224; its implementing regulations, 6 CFR Part 29; or the applicable PCII Procedures Manual: or

(2) Sensitive Security Information (SSI), as described in 49 CFR Part 1520; or

(3) Sensitive but Unclassified Information (SBU), which consists of any other unclassified information which:

(i) if lost, misused, modified or accessed without authorization, could adversely affect the national interest, proprietary rights, the conduct of Federal programs, or individual privacy under 5 USC section 552a; and,

(ii) if provided by the government to the Contractor, is marked in such a way as to place a reasonable person on notice of its sensitive nature.

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

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

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

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

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

LIST OF EXHIBITS

EXHIBIT	TITLE	PAGE
1	Productive Requirements Including Post Hours and Location	2
1A	List of required administrative forms to be used by the Contractor including time and attendance, property accountability, Lautenberg Amendment form, duty log, etc.	3
1B	Lautenberg Statement	4
2A	Contractor Furnished Communication Equipment Requirements	5
2B	Contractor Furnished Vehicle Requirements	6
2C	Contractor Furnished Uniform Requirements	7
2D	Contractor Furnished Supplementary Equipment Requirements	9
2E	Contractor Furnished Weapons, Ammunition and Weapons Safe.	10
3A	Government Furnished Communication Equipment Requirements	12
3B	Government Furnished Vehicle Requirements	13
3C	Government Furnished Uniform Requirements	14
3D	Government Furnished Supplementary Equipment Requirements	15
3E	Government Furnished Weapons, Ammunition and Weapons Safe	16
4	Contractor's Training Schedule and Plan	17
4A	Basic Training Subjects to be Presented by the Contractor	18
4B	Supervisory Training Subjects to be Presented by the Contractor	24
4C	Training Subjects to be Presented by the Government	26
4D	Contractor Provided Refresher Training	28
4E	Contractor Provided Basic Weapons Training and Qualifications	35
4F	Contractor Provided Refresher Weapons Training and Qualifications	42
5A	Contractor's Certification of Basic Training	43
5B	Contractor's Certification of Supervisory Training	44
5C	Contractor's Certification of Government Provided Training	45
5D	Contractor's Certification of Refresher Training	46
5E	Contractor's Certification of Basic Weapons Training	47
5F	Contractor's Certification of Weapons Refresher Training	48
6	Contractor's Certification of Contract Employee Eligibility Requirements	49
6A	Standard Form (SF) 78, Certificate of Medical Examination	50
6B	Key Personnel Resume	51

6C	Security Suitability Requirements	53
7	Federal Management Regulations Subpart C, <i>Conduct on Federal Property</i> (41 CFR 102-74)	54

EXHIBIT 1

PRODUCTIVE REQUIREMENTS (GUARD II) INCLUDING POST HOURS AND LOCATION

Solicitation Number: HSEMP-07-R-0004

EXHIBIT 1A

REQUIRED ADMINISTRATIVE FORMS

Form Number	Form Title
DHS 11000-6	Non-Disclosure Agreement
I-9	Employment Eligibility Verification
SF-85P	Questionnaire for Public Trust Positions
SF-85PS	Supplemental Questionnaire for Selected Positions
FD-258	Fingerprint Application Card
GSA 3155	Offense/Incident Report
DHS 176	Statement of Personal History
SF-78	Certificate of Medical Examination
	Security Guard Duty Register
139	Record of Time of Arrival and Departure from Building
	24-hour Duty Log
	Equipment Performance Test Report
2580	Security Post Assignment Record (Post Orders)
DHS111000-9	Disclosure and Authorization Pertaining to Consumer Reports pursuant to the Fair Credit Reporting Act *
	Foreign National Relatives pr Associates Statement *
	Drug Questionnaire*
	Alcohol Questionnaire*
	Financial Disclosure Report*
	Non-disclosure Agreement*
	*provide original plus one copy

EXHIBIT 1B
LAUTENBERG CERTIFICATION

The Lautenberg Amendment to the Gun Control Act of 1968 (18 U.S.C. §922) makes it unlawful for any person who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. This prohibition applies to persons convicted of such misdemeanors at any time.

A misdemeanor crime of domestic violence is defined as one that includes the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.

Please complete the following certification:

I (print your first name, middle initial, last name), _____, hereby certify that, to the best of my knowledge and belief, all of the information provided by me is true, correct, complete and made in good faith. I understand that any false statement or fraudulent information provided here may be punishable pursuant to Federal law, including 18 U.S.C. Section 1001.

Signature: _____ Date: _____

Have you even been convicted of a misdemeanor crime of domestic violence as defined above? Yes_____ No_____ Not Sure_____ Initial & Date_____
If you answered "yes" to this question, please provide the following information with respect to your conviction: Court/Jurisdiction: _____ Docket/Case Number: _____ Statute/Charge: _____ Date of Disposition: _____

EXHIBIT 2A

**CONTRACTOR FURNISHED COMMUNICATION EQUIPMENT
REQUIREMENTS**

1. Facilities: **Citywide**

2. Equipment: The Contractor shall provide, maintain, and supplement, as may be necessary at the site identified above, a minimum of the following number(s) of described equipment.

Type of Equipment	QTY
Cellular telephones	65
Cellular telephone carrying cases	65
Cellular telephone Chargers-110 type	65
Cellular telephone Chargers-Vehicle	

EXHIBIT 2B

CONTRACTOR FURNISHED VEHICLE REQUIREMENTS

1. Facility: N/A

2. Equipment: Contractor Furnished Vehicle(s)

The Contractor shall furnish a vehicle or vehicles, as indicated below, which shall be used for patrol at the facilities and to transport supervisors in the course of supervision duties and emergency response, as may be necessary. The vehicle(s) shall carry distinctive markings of the company, and shall be equipped with a rotation emergency roof light in compliance with applicable state and local laws. The vehicle(s) shall be available at all times during the life of the contract, and must be replaced immediately by a replacement vehicle if removed from operation for any reason(s). It is the Contractor's responsibility to register, insure, and provide proper maintenance for the vehicle(s). The vehicle(s) shall be equipped with a 10 – 15 lb. portable dry chemical, ABC extinguisher, installed and maintained in accordance with NFPA 10, Portable Fire Extinguishers. The vehicles shall be equipped with a conventional, universal first aid kit with Airway pack, Cling bandages, and a minimum of two bite sticks. The vehicle type can be any one of the following: Sedan, SUV or Truck.

3. Vehicle Requirements:

	Vehicle Type	Estimated Daily Hours	Days Per Week	Estimated Miles Per Day
	N/A			

EXHIBIT 2C

CONTRACTOR FURNISHED UNIFORM ITEMS

1. Facility: Citywide

2. Uniforms: Contractor Furnished Uniform Items

The Contractor shall furnish uniform clothing items, as indicated below, to all productive and supervisor security guards performing on the Contract. Badges, patches and other approved devices worn on the uniforms shall carry distinctive markings of the Guard Company in compliance with applicable state and local laws.

3. Uniform Requirements:

Uniform Components	Description / Color	QTY
Shirt, long sleeve	With Insignia, shoulder patch	4
Shirt, short sleeve	With Insignia, shoulder patch	4
Trouser, all season weight		4
Necktie		2
Jacket, winter, patrol type (Reefer style)	,	1
Windbreaker	, Water-resistant, w/ pockets (police-style), w/ 4" lettering on rear "Security"	1
Cap	Baseball style cap, Navy w/ 1" lettering "Security"	2
Gloves		2
Pistol belt (without shoulder strap)		1
Level II firearm retention holster (slide on belt type), w/hammer safety strap, left/right as required (armed security guards/supervisors only) (may change based on weapons spec selected)	Black,	1
Ammunition cartridge case (magazines - 2)(armed security guards only) (may change based on weapons spec selected)		1
Duty Belt "Keepers"		4
Rubber Glove Carrier		1
Expandable or straight Police Baton (with holder) – 26"	"	1
Handcuffs (pair) and keys		1
Handcuff case		1
Key strap with flap (if needed)		

Uniform Components	Description / Color	QTY
Nameplate, 3-1/2" x 3/4", with 1/2" lettering	Gold metal with rounded edges. Black lettering (First initial and last name)	2
Boots	Pair, Low Quarter Black, waterproof, slip resistant	1
Shoes	Pair, Dress Black	1
Rain Gear	High visibility, one or two piece with shoulder patches and tab for mounting badge. Must meet ANSI Class I Standards and must allow easy access to pistol and duty gear.	1
Whistle, with Chain Attachment (metal)		1

EXHIBIT 2D

**CONTRACTOR FURNISHED SUPPLEMENTARY EQUIPMENT
REQUIREMENTS**

1. Facility: Citywide

2. Supplementary Equipment: Contractor Furnished Equipment Items

The Contractor shall furnish the following supplemental equipment items for each guard, post, or location as indicated to all productive and supervisor security guards performing on the Contract. The Contractor shall maintain all equipment in a ready and usable condition. Can we delete the QTY column?

3. Supplementary Equipment Requirements:

Equipment Item	Description / Color	QTY
Flashlight and Holder	Two-D-cell type	1
Cellular Phone with black carrying case	Telephone with push to talk/direct connect capability	1
Personal Body Armor (All Productive Posts)	AMA Extreme Level III (Type to be worn underneath the uniform shirt)	1

EXHIBIT 2E

CONTRACTOR FURNISHED WEAPONS, AMMUNITION, AND WEAPONS SAFE

The contractor will provide all security guards, including part-time and reserve guards with one (1) pistol (3) magazines each meeting the following requirements:

The overall size shall not exceed 7.5" long, 5.5" high, and 1.5" wide and weigh no more than 34 oz. including the magazine. The magazine shall hold a minimum of ten (10) 9mm rounds and not more than fifteen (15) 9mm rounds. The pistol must be able to be fired without a magazine inserted into the weapon. The magazine must fall free (unloaded) when the magazine catch is activated. The double action trigger pull must not weigh more than 11 pounds and not less than 9 pounds. The single action trigger pull must not weigh more than 6 pounds and not less than 3.5 pounds.

The pistol shall have a dark corrosive resistant finish and must be capable of being fired without the manipulation of an external safety or cocking lever. The normal function of the pistol shall be single action with double action available for the first shot or second primer strike in case of a failure to fire. The pistol must be operable by a right or left-handed user. The hammer must be exposed. The pistol must allow for the lowering of the hammer from a cocked position to an uncocked position without the manipulation of the trigger while ensuring that a chambered round will not fire.

All safeties must be internal and passive with the exception of an external decocking lever. An inertial interlocked firing pin will be the primary safety to positively prevent movement of the firing pin unless the trigger is pulled completely through its entire length of travel. The decocking lever must not be a combination safety-decocking lever. It must be externally frame mounted, and must not be placed within the grasping groove area of the slide.

The sights must be drift adjustable and be luminous night sights, one (1) dot on the front sight, and two (2) dots on the rear sight, which appear as three (3) illuminated dots when the weapon is held at arm's length. The illuminated dots must not be visible when viewed from the muzzle end of the pistol. The color of the illuminated dots must be green. The illumination materials for the night sight must comply with Nuclear Regulatory Commission standards.

The pistol has to have been assembled in the United States.

Solicitation Number: HSCEMP-07-R-0004

Ammunition will consist of 9mm Luger 115 or 124 grain jacketed hollow point rounds.

All firearms and ammunition, when not issued for duty, shall be secured by the contractor in a GSA approved weapons safe in a manner consistent with state and local laws, codes, and regulations, and approved by the COTR.

The contractor will have on-hand a sufficient quantity of appropriate and compatible ammunition to provide to all security guards, including part-time and reserve guards with 31 to 40 rounds each depending on magazine capacity. In addition, the Contractor shall have on-hand or immediately obtainable an adequate quantity to meet the ammunition requirements for training and qualifications.

The contractor will have stored and secured in the weapons storage area at 2100 2nd Street SW seven (7) shotguns along with seven (7) boxes of shotgun ammunition and at 1900 Half Street SW six (6) shotguns along with six (6) boxes of shotgun ammunition each meeting the following requirements:

The required shotguns shall be Remington Model 870 or 870P police shotguns, 12 gauge, 14" or 18" barrel with IC choke, wood or synthetic stock, rifle sights, standard magazine and Parkerized finish.

The required shotgun ammunition to be stored at 2100 2nd Street SW shall be five (5) boxes of 12 gauge, #00 Buck, 2-3/4" – 3" shell, containing from 9 to 15 33 caliber round approximately 60 grain lead pellets, and two (2) boxes of 12 gauge, 2-3/4" – 3" shell, containing a 70 caliber 436-grain (1 oz.) lead rifled slug with a muzzle velocity of approximately 1600 fps.

The required shotgun ammunition to be stored at 1900 Half Street SW shall be four (4) boxes of 12 gauge, #00 Buck, 2-3/4" – 3" shell, containing from 9 to 15 - 33 caliber round approximately 60 grain lead pellets, and two (2) boxes of 12 gauge, 2-3/4" – 3" shell, containing a 70 caliber 436-grain (1 oz.) lead rifled slug with a muzzle velocity of approximately 1600 fps.

EXHIBIT 3A

**GOVERNMENT FURNISHED COMMUNICATIONS EQUIPMENT
REQUIREMENTS**

The Government will not furnish communications equipment for the performance of this Contract.

EXHIBIT 3B

GOVERNMENT FURNISHED VEHICLE EQUIPMENT REQUIREMENTS

The Government will not furnish vehicle equipment for the performance of this Contract.

EXHIBIT 3C

GOVERNMENT FURNISHED UNIFORM REQUIREMENTS

The Government will not furnish uniforms for the performance of this Contract.

EXHIBIT 3D

GOVERNMENT FURNISHED SUPPLEMENTARY EQUIPMENT REQUIREMENTS

1. Facility: Citywide

2. Supplementary Equipment: Government Furnished Equipment Items

The Government shall furnish the following supplemental equipment items for each guard, post, or location as indicated to all productive and supervisor security guards performing on the Contract. It is the Contractor's responsibility to report maintenance issues and any damage regarding the vehicles and associated equipment immediately to the COTR.

3. Supplementary Equipment Requirements:

Equipment Item	Description / Color	QTY
Metal Detector	Hand held wand style	As required by Post Orders
MAGNETOMETERS	Various	As required by Post Orders
X-RAY MACHINES	Various	As required by Post Order

EXHIBIT 3E

**GOVERNMENT FURNISHED FIREARMS AND AMMUNITION
REQUIREMENTS**

The Government will not furnish firearms or ammunition for the performance of this Contract.

EXHIBIT 4

CONTRACTOR'S TRAINING SCHEDULE AND PLAN

In addition to listing specific and other related information as shown below, attach a resume for each instructor. This format will be used for all training, initial/basic, firearms, refresher, and on-the-job.

Date(s):

Time(s):

Subject:

Name of Instructor(s):

Training Facility Address (Street, City and State):

Remarks:

EXHIBIT 4A

BASIC TRAINING SUBJECTS TO BE PRESENTED BY THE CONTRACTOR

IMPORTANT NOTE: THE INSTRUCTOR MUST USE THE FPS SECURITY GUARD INFORMATION MANUAL (SGIM) AS AN ESSENTIAL COMPONENT OF THIS TRAINING. TOPICS ARE CROSS REFERENCED WHERE APPLICABLE TO THE MANUAL FOR EFFECTIVE PRESENTATION OF THE MATERIAL.

The Contractor must present 64 hours of basic training to all students. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class's progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 64 hours of training.* It is also incumbent upon the instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.

64 Hours

Subject	Hours	Scope
Overview of the Department of Homeland Security and the Federal Protective Service (CHAPTER ONE, SGIM)	1	Discuss the mission, role, and responsibilities of DHS and FPS as well as the role contract security guards play in facility security. Instructor will also discuss the five types of facilities and security levels.
Overview of the Roles & Responsibilities of a Contract Security Guard (CHAPTER TWO, SGIM)	1	Discuss the typical duties of a Contract Security Guard and responsibilities associated with being a contract security guard at a Federal facility.
Ethics and Professionalism Part I: Overview (CHAPTER TWO, SGIM)	1	Describe police professionalism today, including the expanding use of contract security guards and indicate by current trends, where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state, and Federal law enforcement security guards and the contract security guards.
Ethics and Professionalism Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of ethical and professional behavior by security guards based on the

Subject	Hours	Scope
		overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Principles of Communications Part I: Overview (CHAPTER TWO, SGIM)	1	Familiarize the security guards with the concept surrounding effective communications and development of communication skills. In meeting this objective, the contract security guard is presented with the theory of communications; various types of obstacles that can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills that accompany the development of communication effectiveness.
Principles of Communications Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Professional Public Relations Part I: Overview (CHAPTER TWO, SGIM)	1	Instruction is to be provided to the security guards that will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not be limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming.
Professional Public Relations Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, SGIM)	1	Discuss the basic knowledge needed for the security guards to understand their own actions, and those of the people they work with in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally

Subject	Hours	Scope
		disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; will be a part of this discussion. Special attention should be given to the changes in human behavior that might occur in the contract security guard with the introduction of badge and gun.
Understanding Human Behavior, Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, SGIM)	2	Discuss history of laws, applicable laws and regulations, and the concept of legal jurisdiction as it pertains to the security guards' duties and authority.
Crimes and Offenses (CHAPTER THREE, SGIM)	1	Present the security guards with an understanding of the types of offenses they are most likely to encounter in their duties. Instruction should be given in methods of successful investigative techniques.
Search and Seizure (CHAPTER THREE, SGIM)	1	Provide the security guard with the knowledge of the legal application of search and seizure law in the performance of duties as a contract guard in a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and seizure to include "Stop and Frisk".
Authority to Detain (CHAPTER THREE, SGIM)	1	Provide the security guard with knowledge of how guards shall exercise their authority to detain as defined by local, state, and Federal regulations. Instruction will define detention procedures and legal rules governing practices involving: confessions, self-incrimination, eyewitness identifications and complaints. Security guards should become completely familiar with the extent of their authority obtained from the various jurisdictions involved.
Use of Force (CHAPTER THREE AND APPENDIX FOUR,	1	Instruction will be given on the use of force, to include the various degrees of force authorized in the performance of duties

Subject	Hours	Scope
SGIM)		under this contract. Reporting procedures related to such use will be discussed as will the consequences of the unauthorized, or misuse of, force.
Crime Scene Protection (CHAPTER THREE, SGIM)	2	Illustrate the important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene.
Rules of Evidence (CHAPTER THREE, SGIM)	1	Evidence is defined to include direct, circumstantial, and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and hearsay. Instructions will present information on the exclusionary rule and other related items. Instructor will discuss procedures for handling and protecting evidence.
Security Guard Administration (CHAPTER FOUR, SGIM)	1	Discuss the relationship between the Contractor and the Government and will discuss protocol for communicating with the MegaCenters when incidents occur. Instructor will also discuss the importance of the Duty Book.
Post Duties (CHAPTER FOUR, SGIM)	2	Discuss the purpose of posts and identify the various types of protective services. Discuss the necessity of proper observation and counter-surveillance while manning a post.
Patrol Methods And Patrol Hazards (CHAPTER FOUR, SGIM)	2	Study the various methods and skills employed in protective patrols with an emphasis on foot patrols. Explain the importance of security patrols and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man-made. Discuss the techniques or recognition and ways to eliminate or reduce patrol hazards.
General Response Procedures (CHAPTER FOUR, SGIM)	2	Explain the various types of situations to which guards will respond. Describe the proper approach to such situations; discuss the guard's role and responsibility; and instruct in the appropriate techniques to be employed in such circumstances. Include discussion of radio communications protocol.
Access Control	4	Discussion shall include personnel control,

Subject	Hours	Scope
(CHAPTER FIVE, SGIM)		property control, vehicle control, and lock and key control.
Crime Detection, Assessment And Response (CHAPTER SIX, CGIM)	2	Acquaint the contract guard with the care and caution that must be exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the security guard may encounter while on duty within a Federal facility, his actions, responses, and the requirements of the agency.
Safety and Fire Prevention (CHAPTER SEVEN, SGIM)	1	Define the security guard's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment.
Records, Reports, & Forms (CHAPTER EIGHT, SGIM)	3	Lecture on importance of properly prepared records, reports, and forms. Students shall be given examples and prepare sample records, reports, and forms as they will use on an FPS contract. Emphasis on tips for effective report writing.
Special Situations (CHAPTER NINE, SGIM)	2	Discuss various types of special situations to which guards may be required to respond, such as providing escorts, controlling traffic, and dealing with mentally ill or disturbed persons.
Code Adam (CHAPTER NINE, SGIM)	1	Familiarize the security guards with one of the largest child safety programs in the country. Discussions will include the history and the Code Adam Act as it pertains to Federal facilities. Instruction will include the FPS nationwide policy and the security guard's role in implementing Code Adam Alert procedures.
Terrorism, Anti-terrorism, and Weapons of Mass Destruction (WMD) (CHAPTERS ELEVEN AND FOURTEEN, SGIM)	4	Provide a lecture regarding weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter-surveillance and proper use of building security equipment.
Workplace Violence (CHAPTER TWELVE, SGIM)	2	Discuss workplace violence, who commits violent acts and why, guard response to violent incidents, and tactics for being aware of environments or situations that can

Subject	Hours	Scope
		contribute to violence.
Civil Disturbances (CHAPTER THIRTEEN, SGIM)	3	Discuss and provide field practice in crowd control and teach the guards how to distinguish between friendly, sightseeing, agitated, and hostile crowds. Emphasis shall be placed upon effective response to civil disturbances.
Bomb Threats and Incidents (CHAPTER FOURTEEN, SGIM)	2	Discuss the procedures guards will use to respond to bomb threats, discovery of suspicious items, and persons who appear to be suspicious. Emphasis shall be placed on gathering as much information as possible and reporting incidents.
Hostage Situations (CHAPTER FIFTEEN, SGIM)	2	Lecture and practical applications to instruct guards on identifying and responding to hostage situations.
Sabotage and Espionage (CHAPTER SIXTEEN, SGIM)	2	Lecture on defining the terms and give concrete examples of the concepts as they might occur on Federal property. Emphasize importance of deterrence and prevention as well as response to incidents as they occur.
Defensive Tactics	4	Lecture and practical applications will be used to instruct Security Guards in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining holds, and subjective compliance methods against hostile or uncooperative persons.
Use of Handcuffs	4	Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall be given the opportunity to affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary.
Review & Examination	2	A 50 question multiple-choice written examination will be given to determine knowledge and understanding of the academic subject matter.

NOTE: THE WRITTEN EXAMINATION QUESTIONS ARE TAKEN 100% FROM THE SGIM. FAILURE BY THE INSTRUCTOR TO USE THE SGIM AS AN ESSENTIAL TRAINING TOOL MAY RESULT IN HIGH RATES OF FAILURE ON THE WRITTEN EXAMINATION. THE CONTRACTOR IS STRONGLY URGED TO ENSURE THAT THE INSTRUCTORS USE THE SGIM AS A CORE COMPONENT OF THE TRAINING.

EXHIBIT 4B

SUPERVISORY TRAINING SUBJECTS TO BE PRESENTED BY THE CONTRACTOR

The Contractor must present 9 hours of supervisory training to any security guard prior to performing supervisory functions. The hours listed in the “Hours” column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class’s progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 9 hours of training.*

9 Hours

Subject	Hours	Scope
Supervisor’s Duties and Responsibilities	2	Discuss the basic duties and responsibilities of a security guard supervisor. Discussions will include instructions that all duty posts are to be manned at all times as required by the Contract; that all required forms are to be completed in an accurate, legible and timely manner; and that all subordinate employees have all required equipment and maintain proper inventory records of service weapons and all other required equipment.
FPS Contract Requirements	1	Review basic FPS Contract requirements and standards of performance for Contractors, Contract employees, and the relationship of employees with key members of Government agencies and FPS officials involved in the administration and operation of FPS Contracts. An actual contract will be discussed so that students will be familiar with all aspects of such contracts to ensure proper performance by all employees and supervisors.
Methods and Theories of Supervision	1	Discuss various supervision management theories and the basic principles involved so that the student understands the various methods of supervision that are available to accomplish the goals of a first-line supervisor.
How to be an Effective Leader	1	Discuss the importance of a supervisor being a good leader. Discussion will focus on the necessity of giving constant attention to countless details of personal behavior and

Subject	Hours	Scope
		personal relations with subordinates.
Purpose of Discipline	1	Discuss the purpose of discipline and the use of praise and criticism to encourage and motivate employees. Discussion will focus on the use of criticism with the intention of improving job performance.
Effective Written and Oral Communication	1	Discuss the problems oral communication encountered in both written and oral communication between supervisors and subordinates and methods to improve both. Lecture will include discussion of quantitative directives and the concept of asking while telling. Also included will be information on formal and informal communications and how the effective supervisor can use both to accomplish his/her mission as a first-line supervisor.
Motivating Employees and Problem Solving Methods	1	Discuss methods used to motivate employees and to improve the performance of those employees who are not performing at acceptable standards. Emphasis will be on early identification of problem employees and methods that may be used to bring poor performance up to acceptable standards. Discussion will include problems related to alcoholism, illegal drug usage, and other related topics.
Scheduling Employees	1	Discuss scheduling problems and methods to use available personnel effectively to ensure coverage of all posts in a cost-effective manner without using overtime. Included will be several practical "hands on" scheduling exercises.

EXHIBIT 4C

TRAINING SUBJECTS PRESENTED BY THE GOVERNMENT

The Contractor must coordinate with the COTR to present 16 hours of Government provided basic training to all students who have not had basic training. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 16 hours of training.* The Instructor will notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior, such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility and may be excluded from the required training.

16 Hours

Subject	Hours	Scope
Rules and Regulations	1	Discuss FPS's jurisdiction within Federal property and the Rules and Regulations under which they are operated (41 CFR 102-74). Consideration should be given to any special requirements (regulations) particular to the agency(s) involved.
Bomb Threats and Natural Disaster Responses	2	Present information, as required for each specific facility, regarding the proper procedures for response to the threat of bombs, devices, and natural disasters. This information (training) will be related directly to the procedures used by the FPS Law Enforcement Branch and local law enforcement agencies. Dependent upon the facility, contract specifications, and local requirements, contract guards may be given training in bomb search procedures.
Report Writing, Notes and Required FPS Forms	3	Develop an understanding of the types, and required FPS Forms requirements, and necessity of field notes and reports that will be expected from the security guard. Discuss the use, value, and purpose of reports and field notes. Special instruction shall be given in the preparation of GSA Form 3155, Preliminary Investigation and GSA Form 3157, Crime Analysis.

Subject	Hours	Scope
		Instructor(s) will review and discuss the importance of the following forms: <ol style="list-style-type: none"> a. Preliminary Investigation; b. Crime Analysis; c. GSA Form 252, Found Property Tag; d. GSA Form 1789, Register of Visitors; e. Arrival and Departures; f. Relief Guard Register g. Officer and Inspectors Register; h. Guards Hourly Report / Journal; i. Special forms unique to the facility used in the performance of the Contract duties.
Telephone and Radio Communications	1	Instruction will prepare the security guard for use of telephone and radio communications techniques. Instruction will be presented employing standard procedures used by FPS, the tenant agency, local law enforcement, and the Federal Communications Commission (FCC). Instruction will stress use applicable in situations such as emergency requests (Transmissions), required reporting of locations, patrol use, requests for assistance, etc.
Role of Local, State and Federal Police Agencies	1	The security guards will be instructed in their relationship to other law enforcement agencies. Each guard should understand their role, as required by the Contract, in enforcement of Building Rules and Regulations, agency policy, special requirements of the FPS Law Enforcement Branch, local/state police agencies, and other Federal law enforcement groups.
X-Ray and Magnetometer Training	8	Instruction will include device nomenclature, performance testing, and operations of x-ray machines and walk-through and hand-held magnetometer. Security guards will identify x-ray images of potential hazards. Instructions will include manual screening techniques.

EXHIBIT 4D

CONTRACTOR PROVIDED REFRESHER TRAINING TO BE PRESENTED TO ALL SECURITY GUARDS EVERY THREE YEARS

IMPORTANT NOTE: THE INSTRUCTOR MUST USE THE FPS SECURITY GUARD INFORMATION MANUAL (SGIM) AS AN ESSENTIAL COMPONENT OF THIS TRAINING. TOPICS ARE CROSS REFERENCED WHERE APPLICABLE TO THE MANUAL FOR EFFECTIVE PRESENTATION OF THE MATERIAL.

The Contractor must ensure 40 hours of refresher training (32 hours contractor-provided and 8 hours government-provided) to all students who have not had basic training or refresher training within three years. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class's progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 40 hours of training.* It is also incumbent upon the Instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior, such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.

40 Hours

Subject	Hours	Scope
Overview of the Department of Homeland Security and the Federal Protective Service (CHAPTER ONE, SGIM)	1	Instructor(s) will discuss the mission, role, and responsibilities of DHS and FPS as well as the role contract security guards play in facility security. Instructor will also discuss the five types of facilities and security levels.
Customer Oriented Protection	1	Instructor(s) will discuss the concept of customer-oriented protection and the role security guards play in this approach to security.
Overview of the Roles & Responsibilities of a Security Guard (CHAPTER TWO, SGIM)	1	Instructor will discuss the typical duties of a Contract Security Guard and responsibilities associated with being a security guard at a Federal facility.
Ethics and Professionalism Part I: Overview (CHAPTER TWO, SGIM)	0.5	Describe police professionalism today, including the expanding use of security guards and indicate by current trends, where it may be headed in the future. Provide

Subject	Hours	Scope
		instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state, and Federal law enforcement agents and the security guards.
Ethics and Professionalism Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of ethical and professional behavior by security guards based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Principles of Communications Part I: Overview (CHAPTER TWO, SGIM)	1	Familiarize the security guards with the concept surrounding effective communications and development of communication skills. In meeting this objective, the security guard is presented with the theory of communications; various types of obstacles that can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills that accompany the development of communication effectiveness.
Principles of Communications Part II: Interactive Training	1	Conduct role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Professional Public Relations Part I: Overview (CHAPTER TWO, SGIM)	1	Provide instruction to the security guards that will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not be limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming.

Subject	Hours	Scope
Professional Public Relations Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, SGIM)	0.5	Discuss the basic knowledge needed for the security guards to understand their own actions, and those of the people with whom they work in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; will be a part of this discussion. Special attention should be given to the changes in human behavior that might occur in the contract security guard with the introduction of badge and gun.
Understanding Human Behavior, Part II: Interactive Training	0.5	Role-playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, SGIM)	1	Discuss history of laws, applicable laws and regulations, and the concept of legal jurisdiction as it pertains to the security guards' duties and authority.
Crimes and Offenses (CHAPTER THREE, SGIM)	0.5	Present the security guards with an understanding of the types of offenses they are most likely to encounter in their duties. Instruction should be given in methods of successful investigative techniques.
Search and Seizure (CHAPTER THREE, SGIM)	0.5	Provide the security guard with the knowledge of the legal application of search and seizure law in the performance of duties as a security guard within a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and

Subject	Hours	Scope
Authority to Detain (CHAPTER THREE, SGIM)	1	seizure to include "Stop and Frisk". Provide the security guard with knowledge of how guards shall exercise their authority to detain as defined by local, state, and Federal regulations. Instruction will define detention procedures and legal rules governing practices and procedures involving: confessions, self-incrimination, eyewitness identifications and complaints. Security guards should become completely familiar with the extent of their authority obtained from the various jurisdictions involved.
Use of Force (CHAPTER THREE, SGIM)	1	Instruction will be given on the use of force, to include the various degrees of force authorized in the performance of duties under this contract. Reporting procedures related to such use will be discussed as will the consequences of the unauthorized, or misuse of, force.
Crime Scene Protection (CHAPTER THREE, SGIM)	0.5	Illustrate the important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene.
Rules of Evidence (CHAPTER THREE, SGIM)	0.5	Evidence is defined to include direct, circumstantial, and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and hearsay. Instructions will present information on the exclusionary rule and other related items. Instructor will discuss procedures for handling and protecting evidence.
Security Guard Administration (CHAPTER FOUR, SGIM)	0.5	Discuss the relationship between the Contractor and the Government, and the protocol for communicating with the MegaCenters when incidents occur. Instructor will also discuss the importance of the Duty Book.
Post Duties (CHAPTER FOUR, SGIM)	0.5	Discuss the purpose of posts and identify the various types of protective services. Discuss the necessity of proper observation and counter-surveillance while manning a post.

Subject	Hours	Scope
Patrol Methods And Patrol Hazards (CHAPTER FOUR, SGIM)	0.5	Study the various methods and skills employed in protective patrols with an emphasis on foot patrols. Explain the importance of security patrols and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man-made. Discuss the techniques or recognition and ways to eliminate or reduce patrol hazards.
General Response Procedures (CHAPTER FOUR, SGIM)	0.5	Explain the various types of situations guards will respond to. Describe the proper approach to such situations; discuss the guard's role and responsibility; and instruct in the appropriate techniques to be employed in such circumstances. Include discussion of radio communications protocol.
Access Control (CHAPTER FIVE, SGIM)	0.5	Discussion shall include personnel control, property control, vehicle control, and lock and key control.
Crime Detection, Assessment and Response (CHAPTER SIX, SGIM)	0.5	Acquaint the security guard with the care and caution that must be exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the security guard may encounter while on duty within a Federal facility, his actions, responses, and the requirements of the agency.
Safety and Fire Prevention (CHAPTER SEVEN, SGIM)	0.5	Define the security guard's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment.

Subject	Hours	Scope
Records, Reports, & Forms (CHAPTER EIGHT, SGIM)	0.5	Lecture on importance of properly prepared records, reports, and forms. Students shall be given examples and prepare sample records, reports, and forms as they will use on an FPS contract. Emphasis on tips for effective report writing.
Special Situations (CHAPTER NINE, SGIM)	1	Discuss various types of special situations which guards may be required to respond to, such as providing escorts; controlling traffic; and dealing with mentally ill or disturbed persons.
Code Adam (CHAPTER NINE, SGIM)	1	Familiarize the security guards with one of the largest child safety programs in the country. Discussions will include the history and the Code Adam Act as it pertains to Federal facilities. Instruction will include the FPS nationwide policy and the security guard's role in implementing Code Adam Alert procedures.
Terrorism, Anti-terrorism, and Weapons of Mass Destruction (WMD) (CHAPTER ELEVEN, SGIM)	2	Provide a lecture regarding weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter-surveillance and proper use of building security equipment.
Workplace Violence (CHAPTER TWELVE, SGIM)	1	Discuss workplace violence, who commits violent acts and why, guard response to violent incidents, and tactics for being aware of environments or situations that can contribute to violence.
Civil Disturbances (CHAPTER THIRTEEN, SGIM)	1	Discuss and provide field practice in crowd control and teach the guards how to distinguish between friendly, sightseeing, agitated, and hostile crowds. Emphasis shall be placed upon effective response to civil disturbances.
Bomb Threats and Incidents (CHAPTER FOURTEEN, SGIM)	1	Discuss the procedures guards will use to respond to bomb threats, discovery of suspicious items, and persons who appear to be suspicious. Emphasis shall be placed on gathering as much information as possible and reporting incidents.
Hostage Situations (CHAPTER FIFTEEN, SGIM)	1	Lecture and practical applications to instruct guards on identifying and responding to hostage situations.

Subject	Hours	Scope
Sabotage and Espionage (CHAPTER SIXTEEN, SGIM)	0.5	Lecture on defining the terms and give concrete examples of the concepts as they might occur on Federal property. Emphasize importance of deterrence and prevention as well as response to incidents as they occur.
Defensive Tactics	3	Lecture and practical applications will be used to instruct Security Guards in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining holds, and subjective compliance methods against hostile or uncooperative persons.
Use of Handcuffs	2	Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall be given the opportunity to affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary.
X-Ray and Magnetometer	8	Include device nomenclature, performance testing, and operations of x-ray machines and walk-through and hand-held magnetometer. Security guards will identify x-ray images of potential hazards. Instructions will include manual screening techniques. (Government-provided training)

EXHIBIT 4E

CONTRACTOR-PROVIDED BASIC WEAPONS TRAINING AND QUALIFICATIONS

The Contractor must present 8 hours of basic baton training and certification, 8 hours of firearms classroom training, and 32 hours of live fire training and familiarization to all security guards. In addition to the weapons training, the contractor must provide for the weapons qualification course and must coordinate with the COTR for FPS to monitor the course of fire. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class' progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 40 hours of firearms training.* It is also incumbent upon the Instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior, such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.

Subject	Hours	Scope
Use of Baton	8	Lecture and hands-on demonstration of procedures for baton carrying and drawing as well as striking techniques.
Firearms Maintenance, Safety, and Handling	8	(NOTE: This segment does not include fundamentals of firing and firearms qualification.) Provide instruction in the handling and control of the security guard's firearm. Instruction should relate to weapons safety and handling to include: nomenclature, wearing of the weapon, care and cleaning, performing a functions check, storage, and accountability. Special emphasis must be placed on loading, unloading, and the safe lowering of a "cocked" hammer on a live

Subject	Hours	Scope
		round.
Familiarization Fire	32	Instruction on live fire with no less than 500 rounds of ammunition. Instructions include transition from other weapons.

Handgun Qualification Course

Firearms: Contract-authorized handgun and ammunition

Ammunition: Fifty (50) rounds

Target: ICE Target

All stages will be fired as a hot range. Once prepared for duty carry, the shooter will be responsible for maintaining full magazines throughout the course of fire, reloading on command and/or when otherwise necessary.

Course of Fire:

STAGE	DISTANCE	ROUNDS	POSITION	DESCRIPTION
1	1.5 YDS	6	Strong hand only from the holster using the bent elbow position with the support arm/hand placed against the upper centerline of the officer's chest	On command, the shooter will: Draw and fire one (1) round in two (2) seconds and re-holster. Draw and fire two (2) rounds in two (2) seconds and re-holster. Draw and fire three (3) rounds in two (2) seconds and re-holster. Officers with a magazine capacity of less than twelve (12) rounds will have to conduct a tactical reload or magazine exchange at the end of this stage of fire to be prepared for stage two.

STAGE	DISTANCE	ROUNDS	POSITION	DESCRIPTION
2	3 YDS	6	Using two hands from the holster - - point shoulder shooting, referencing sights	On command, the shooter will: Draw and fire three (3) rounds to the chest of the target in three (3) seconds, and re-holster. Draw and fire three (3) rounds to the chest in three (3) seconds, perform a reload (emergency, tactical or magazine exchange) and re-holster.
3	7 YDS	6	Body armor and cover drills. Two-handed shooting using the sights	On command, the shooter will draw and fire two (2) rounds to the chest of the target and one (1) round to the head of the target in five (5) seconds and assume a high search position. From high search, move to an aimed in position and fire two (2) rounds to the chest of the target and one (1) round to the head of the target in four (4) seconds. At the end of this stage, the two (2) headshot rounds must be in the five ring head area for each to count as five (5) points. The head area outside the five ring is worth two (2) points. Officers with a magazine capacity of less than twelve (12) rounds will have to conduct a tactical reload or magazine exchange at the end of this stage of fire to be prepared for stage four.
4	7 YDS	12	One-handed shooting	On command, the shooter will draw and fire three (3) rounds, using both hands, then transfer the weapon to the strong hand only and fire three (3) rounds, in ten

STAGE	DISTANCE	ROUNDS	POSITION	DESCRIPTION
				(10) seconds. Perform a reload (emergency, tactical or magazine exchange), and re-holster. Draw and fire three (3) rounds, using both hands, then transfer the weapon to the support hand only and fire three (3) rounds, in ten (10) seconds. Perform a reload (emergency, tactical or magazine exchange), and re-holster.
5	15 YDS	12	Two-handed shooting from the standing and kneeling position	On command, the shooter will draw and fire six (6) rounds from the standing position in ten (10) seconds. Move to a kneeling position. When the target edges, or command is given that threat has diminished, shooter performs a reload (emergency, tactical or magazine exchange) in five (5) seconds and assumes a ready position. When threat reappears, or command to fire is given, fire six (6) additional rounds from the kneeling position in ten (10) seconds. Officers with a magazine capacity of less than twelve (12) rounds will have to conduct a tactical reload or magazine exchange at the end of this stage of fire to be prepared for stage six (6).
6	25 YDS	4	Barricade	On command, the shooter will take one (1) step to the rear and one (1) to the right of the barricade. When the threat appears or command

STAGE	DISTANCE	ROUNDS	POSITION	DESCRIPTION
				to fire is given, move to cover, draw and fire two (2) rounds from the right side standing barricade position, move to the right side kneeling barricade position and fire an additional two (2) rounds, in twenty (20) seconds. While in a position of cover, perform a magazine exchange.
7	25 YDS	4	Barricade	On command, the shooter will take one (1) step to the rear and one (1) to the left of the barricade. When the threat appears or command to fire is given, move to cover and fire two (2) rounds from the left side standing barricade position, move to the left side kneeling barricade position and fire an additional two (2) rounds, in twenty (20) seconds.

A total of fifty (50) rounds will be fired with a maximum possible score of two hundred-fifty (250) points. Minimum qualification score is two hundred (200) out of two hundred-fifty (250) for eighty (80) percent.

Marksmanship Ratings.

220-230 = Marksman;

231-240 = Sharpshooter;

241-249 = Expert; and

250 = Distinguished Expert.

Shotgun Qualification Course
(As amended December 1, 2004)

Firearm. Service-authorized shotgun

Ammunition. Five (5) Rounds of Rifled Slug and Ten (10) Rounds of 00 Buckshot.

Target. ICE Target

Course of Fire: All stages will begin with the magazine loaded with four (4) rounds, the chamber empty, hammer down and safety off. Prior to commencing fire, the shotgun will be held at hip level or in a low ready position with the muzzle pointed downrange. On the signal to commence firing, shooters will move into the appropriate firing position. Slings may be used by the shooter in any manner as long as they do not impede the shooter or create a situation which compromises the shooter's safety.

NOTE: Low Ready Position - Butt plate held against the shoulder with muzzle pointed down at a 45-degree angle.

Stage 1 - 25 Yards (5 rounds of rifled slug)

Fired from the shoulder in the standing position.

This stage will begin with the shotgun at the hip position. The shotgun will be loaded with four (4) rounds in the magazine only. The shooter will have one round available for reload. After firing four (4) rounds, the fifth round will be loaded through the open ejection port and fired.

Time Limit: Twenty (20) seconds.

Stage 2 - 15 Yards (5 rounds of 00 buckshot)

Fired from the shoulder in the standing position.

The start position will be the same as Stage 1. In this stage the officer will load the shotgun with three (3) rounds of buckshot and have two (2) rounds available for tactical reload. On command the officer will fire two (2) rounds, tactical reload with two (2) rounds (loading through the magazine with the weapon pointed at the threat) and fire the remaining three (3) rounds.

Time Limit: Twenty (20) seconds.

Stage 3 - 7 Yards (5 rounds of 00 buckshot shot)

Fired from the shoulder after moving the shotgun from the low ready position. Firing and reloading sequence will be the same as Stage 1.

Time Limit: Ten (10) seconds.

NOTE: Prior to firing Stage 3, Firearms Instructors must ensure that the impact area is clear of obstructions (i.e., rocks, lead buildup, etc.) that might cause pellets to ricochet toward the shooter.

A total of five (5) rifled slugs will be fired with a minimum of four (4) rifled slugs required to be in the four (4) ring or higher at twenty-five (25) yards (Stage 1). The ICE shotgun qualification course scoring consists of a total of five (5) slugs with a maximum possible score of two hundred and fifty (250) points. The minimum qualification score is two hundred (200) points. For stages two (2) and three (3), proficiency is measured by the ability to accomplish the stated task in the allotted time. If an officer fails to accomplish these tasks as required by the course of fire, he/she will not have met the minimum proficiency requirement.

When range facilities permit, two (2) silhouette targets may be used per shooter, one (1) target for slugs, and one (1) for 00 buckshot. Additionally, shooters should be encouraged to utilize any cover available while firing the qualification course.

EXHIBIT 4F

CONTRACTOR-PROVIDED WEAPONS REFRESHER TRAINING AND QUALIFICATIONS

The Contractor must present 8 hours of expandable baton baton training and certification to all security guards. The hours listed in the “Hours” column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class’ progress in comprehending and applying the concepts and materials taught. It is also incumbent upon the Instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior, such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.

Annual expandable baton training and recertification is required.

Subject	Hours	Scope
Expandable Baton Training and Certification	8	The training will consists of both lecture and hand-on demonstrations pertaining to the nomenclature, maintenance requirements, drawing techniques, opening/closing techniques, tactical positions and stances, striking techniques and retention techniques.

EXHIBIT 5A

CONTRACTOR'S CERTIFICATION OF BASIC TRAINING

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee has successfully completed all required Basic Training subjects including practical exercises and examinations in accordance with Exhibit 4A as required by Contract number _____.

The Basic Training was provided from _____ to _____
(DATE) (DATE)

The Basic Training Subjects as identified in Exhibit 4A of the Contract were presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United State Code. Any false or misleading information may be punishable by fine or imprisonment.

EXHIBIT 5B

CONTRACTOR'S CERTIFICATION OF SUPERVISORY TRAINING

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named supervisory employee has successfully completed all required Supervisory Training subjects including practical exercises and examinations in accordance with Exhibit 4B as required by Contract number _____.

The Supervisory Training was provided from _____ (DATE) to _____ (DATE)

The Supervisory Training Subjects as identified in Exhibit 4B of the Contract were presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United State Code. Any false or misleading information may be punishable by fine or imprisonment.

EXHIBIT 5C

CONTRACTOR'S CERTIFICATION OF GOVERNMENT PROVIDED TRAINING

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee has successfully completed all required Government Provided Training subjects including practical exercises and examinations in accordance with Exhibit 4C as required by Contract number _____.

The Government Provided Training was provided from _____ to _____
(DATE) (DATE)

The Government Provided Subjects as identified in Exhibit 4C of the Contract were presented by:

_____ of _____
(Name of Instructor) (Name of Agency)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United State Code. Any false or misleading information may be punishable by fine or imprisonment.

EXHIBIT 5D

CONTRACTOR'S CERTIFICATION OF REFRESHER TRAINING

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee has successfully completed all required Refresher Training subjects including practical exercises and examinations in accordance with Exhibit 4D as required by Contract number _____.

The Refresher Training was provided from _____ to _____
(DATE) (DATE)

The Refresher Training Subjects as identified in Exhibit 4D of the Contract were presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United State Code. Any false or misleading information may be punishable by fine or imprisonment.

EXHIBIT 5E

CONTRACTOR'S CERTIFICATION OF BASIC WEAPONS TRAINING

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee has successfully completed all required Firearms Training subjects including practical exercises and examinations in accordance with Exhibit 4E as required by Contract number _____.

The Firearms Training was provided from _____ to _____
(DATE) (DATE)

The Baton Training was provided from _____ to _____
(DATE) (DATE)

The Weapons Training Subjects as identified in Exhibit 4E of the Contract were presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United State Code. Any false or misleading information may be punishable by fine or imprisonment.

EXHIBIT 5F

CONTRACTOR'S CERTIFICATION OF WEAPONS REFRESHER TRAINING

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee has successfully completed all required Firearms Training subjects including practical exercises and examinations in accordance with Exhibit 4E as required by Contract number _____.

The Baton Training was provided from _____ (DATE) to _____ (DATE)

The Firearms Re-Qualification was conducted on _____ (DATE)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United State Code. Any false or misleading information may be punishable by fine or imprisonment.

EXHIBIT 6

**CONTRACTOR'S CERTIFICATION OF CONTRACT EMPLOYEE
ELIGIBILITY REQUIREMENTS**

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee has fulfilled all the requirements stated below, and that the following documents are all current, valid, and properly filed in the employee's personnel file as required by Contract number _____.

Subject	Date Completed / Filed
Resume / Transcripts / Diploma	
SF 78 – Certificate Of Medical Examination	
Pre-employment Drug Screening	
Domestic Violence Form	
State, Local Firearms License	
Basic Training Completion Certificate	
Government Provided Training Certificate	
Passing Score On Written Examination	
Refresher Training Certificate	
Firearms Training Certificate	
Firearms Qualification Certificate	
Expandable / Straight Baton Training Certificate	
Magnetometer/X-Ray Training Certificate	

_____ (Printed Name of Contractor's Authorized Representative) _____ (Signature) _____ (Date)

Information provided in this certification is subject investigating and verification under Title 18, Section 1001 United State Code. Any false or misleading information may be punishable by fine or imprisonment.

This certification shall be completed and submitted to the LCOTR with the Contract employee's suitability documentation (FPS 176, FD-258 Fingerprint Cards, and I-9 Employment Eligibility Verification) prior to the employee's initial performance under the contract and every three (3) years thereafter, concurrent with the employee's suitability adjudication renewal application. A copy of this certification shall also be placed in the Contract employee's personnel file and shall be updated to reflect certification renewals as they occur.

EXHIBIT 6A

STANDARD FORM 78 – CERTIFICATE OF MEDICAL EXAMINATION

RESERVED [INSERT ACTUAL COPY OF SF 78]

EXHIBIT 6B

KEY PERSONNEL RESUME

Employee's Name: _____ **SSN:** - -

PROPOSED POSITION TITLE: _____

SUPERVISOR'S NAME: _____

CURRENT POSITION WITH THE CONTRACT FIRM: _____

TIME IN CURRENT POSITION: (Yrs. Mos.) _____

RESPONSIBLE FOR THE WORK OF: _____ **PERSONS**

DESCRIPTION OF SCOPE OF CURRENT JOB: (Use attached sheet if necessary)

WORK EXPERIENCE: (Beginning with the most recent for the past 10 years.)

Dates (From – To)	Position or Title	Company Name and Address	Reference and Phone Number

Employee's Name:

SSN: - -

EDUCATION SUMMARY:

	Name and Address of Institution	Dates Attended	Diploma or Certificate
High School			
College			
Technical			
Trade Schools			

PROVIDE A BRIEF STATEMENT OF WHY THIS SUPERVISOR IS BELIEVED TO BE QUALIFIED FOR THIS CONTRACT.

EXHIBIT 6C

SECURITY SUITABILITY REQUIREMENTS

Facility Clearance	Required	Not Req'd
Top Secret		X
Final Secret		X
DHS Suitability	X	

Personnel Clearance	Post Requirements (or "None")
Top Secret	None
Final Secret	None
DOE "Q"	None
DOE "L"	None
NRC "Q"	None
NRC "L"	None
DHS Suitability	All

NOTE: FACILITIES/GUARD POSTS MAY VARY IN SUITABILITY AND CLEARANCE REQUIREMENTS; THEREFORE, REFER TO ALL FACILITIES/GUARD POSTS LISTED IN EXHIBIT 1 FOR DEFINED/SPECIFIED CLEARANCE VARIATIONS.

EXHIBIT 7
CONDUCT ON FEDERAL PROPERTY



Rules and Regulations Governing Conduct on Federal Property

December, 2002

Federal Management Regulation Title 41, Code of Federal Regulations, Part 102-74, Subpart C

Applicability (41 CFR 102-74.365). The rules in this subpart apply to all property under the authority of the U.S. General Services Administration and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations. Federal agencies must post the notice in the Appendix to part 102-74 at each public entrance to each Federal facility.

Inspection (41 CFR 102-74.370). Federal agencies may, at their discretion, inspect packages, briefcases and other containers in the immediate possession of visitors, employees or other persons arriving on, working at, visiting, or departing from Federal property. Federal agencies may conduct a full search of a person and the vehicle the person is driving or occupying upon his or her arrest.

Admission to Property (41 CFR 102-74.375). Federal agencies must:

- (a) Close property to the public during other than normal working hours. In those instances where a Federal agency has approved the after-normal-working-hours use of buildings or portions thereof for activities authorized by subpart D of this part, Federal agencies must not close the property (or affected portions thereof) to the public.
- (b) Close property to the public during working hours only when situations require this action to ensure the orderly conduct of Government business. The designated official under the Occupant Emergency Program may make such decision only after consultation with the buildings manager and the highest ranking representative of the law enforcement organization responsible for protection of the property or the area. The designated official is defined in Sec. 102-71.20 of this chapter as the highest ranking official of the primary occupant agency, or the alternate highest ranking official or designee selected by mutual agreement by other occupant agency officials.
- (c) Ensure, when property or a portion thereof is closed to the public, that admission to the property, or the affected portion, is restricted to authorized persons who must register upon entry to the property and must, when requested, display Government or other identifying credentials to Federal police officers or other authorized individuals when entering, leaving or while on the property. Failure to comply with any of the applicable provisions is a violation of these regulations.

Preservation of Property (41 CFR 102-74.380). All persons entering in or on Federal property are prohibited from:

- (a) Improperly disposing of rubbish on property;
- (b) Willfully destroying or damaging property;
- (c) Stealing property;
- (d) Creating any hazard on property to persons or things;
- (e) Throwing articles of any kind from or at a building or the climbing upon statues, fountains or any part of the building.

Conformity with Signs and Directions (41 CFR 102-74.385). Persons in and on property must at all times com-

ply with official signs of a prohibitory, regulatory or directory nature and with the lawful direction of Federal police officers and other authorized individuals.

Disturbances (41 CFR 102-74.390). All persons entering in or on Federal property are prohibited from loitering, exhibiting disorderly conduct or exhibiting other conduct on property which:

- (a) Creates loud or unusual noise or a nuisance;
- (b) Unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots;
- (c) Otherwise impedes or disrupts the performance of official duties by Government employees; or
- (d) Prevents the general public from obtaining the administrative services provided on the property in a timely manner.

Gambling (41 CFR 102-74.395). Except for the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107 et seq.), all persons entering in or on Federal property are prohibited from:

- (a) Participating in games for money or other personal property;
- (b) Operating gambling devices;
- (c) Conducting a lottery or pool; or
- (d) Selling or purchasing of numbers tickets.

Narcotics and Other Drugs (41 CFR 102-74.400). Except in cases where the drug is being used as prescribed for a patient by a licensed physician, all persons entering in or on Federal property are prohibited from:

- (a) Being under the influence, using or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines; or
- (b) Operating a motor vehicle on the property while under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

Alcoholic Beverages (41 CFR 102-74.405). Except where the head of the responsible agency or his or her designee has granted an exemption in writing for the appropriate official use of alcoholic beverages, all persons entering in or on Federal property are prohibited from being under the influence or using alcoholic beverages. The head of the responsible agency or his or her designee must provide a copy of all exemptions granted to the buildings manager and the highest ranking representative of the law enforcement organization, or other authorized officials, responsible for the security of the property.

Soliciting, Vending and Debt Collection (41 CFR 102-74.410). All persons entering in or on Federal property are prohibited from soliciting commercial or political donations, vending merchandise of all kinds, displaying or distributing commercial advertising, or collecting private debts, except for:

- (a) National or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 950, entitled "Solicitation of Federal Civilian And Uniformed Service Personnel For Contributions To Private Voluntary Organizations," and sponsored or approved by the occupant agencies;
- (b) Concessions or personal notices posted by employees on authorized bulletin boards;
- (c) Solicitation of labor organization membership or dues authorized by occupant agencies under the Civil Service Reform Act of 1978 (Public Law 95-454); and
- (d) Lessee, or its agents and employees, with respect to space leased for commercial, cultural, educational, or recreational use under the Public Buildings Cooperative Use Act of 1976 (40 U.S.C. 581(h)). Public areas of GSA-controlled property may be used for other activities in accordance with subpart D of this part.

Posting and Distributing Materials (41 CFR 102-74.415). All persons entering in or on Federal property are prohibited from:

- (a) Distributing free samples of tobacco products in or around Federal buildings, under Public Law 104-52, Section 636.
- (b) Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere on GSA-controlled property, except as authorized in Sec. 102-74.410, or when these displays are conducted as part of authorized Government activities.
- (c) Distributing materials, such as pamphlets, handbills, or flyers, unless conducted as part of authorized Government activities. This prohibition does not apply to public areas of the property as defined in Sec. 102-71.20 of this chapter. However, any person or organization proposing to distribute materials in a public area under this section must first obtain a permit from the building manager as specified in subpart D of this part. Any such person or organization must distribute materials only in accordance with the provisions of subpart D of this part. Failure to comply with those provisions is a violation of these regulations.

Photographs for News, Advertising, or Commercial Purposes (41 CFR 102-74.420). Except where security regulations apply or a Federal court order or rule prohibits it, persons entering in or on Federal property may take photographs of:

- (a) Space occupied by a tenant agency for non-commercial purposes only with the permission of the occupying agency concerned;
- (b) Space occupied by a tenant agency for commercial purposes only with written permission of an authorized official of the occupying agency concerned; and
- (c) Building entrances, lobbies, foyers, corridors, or auditoriums for news purposes.

Dogs and Other Animals (41 CFR 102-74.425). Except seeing eye dogs, other guide dogs, and animals used or being trained to guide or assist handicapped persons, per-

sons may not bring dogs or other animals on Federal property for other than official purposes.

Vehicular and Pedestrian Traffic (41 CFR 102-74.430). All vehicle drivers entering or while on Federal property:

- (a) Must drive in a careful and safe manner at all times;
- (b) Must comply with the signals and directions of Federal police officers or other authorized individuals;
- (c) Must comply with all posted traffic signs;
- (d) Must comply with any additional posted traffic directives approved by the GSA Regional Administrator, which will have the same force and effect as these regulations;
- (e) Are prohibited from blocking entrances, driveways, walks, loading platforms, or fire hydrants; and
- (f) Are prohibited from parking on Federal property without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, are subject to removal at the owner's risk and expense. Federal agencies may take as proof that a motor vehicle was parked in violation of these regulations or directives as prima facie evidence that the registered owner was responsible for the violation.

Explosives (41 CFR 102-74.435). No person entering or while on Federal property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

Weapons (41 CFR 102-74.440). Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Nondiscrimination (41 CFR 102-74.445). Federal agencies must not discriminate by segregation or otherwise against any person or persons because of race, creed, sex, color, or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on the property.

Penalties (41 CFR 102-74.450). A person found guilty of violating any rule or regulation in subpart C of this part while on any property under the charge and control of the U.S. General Services Administration shall be fined under title 18 of the United States Code, imprisoned for not more than 30 days, or both.

Impact on Other Laws or Regulations (41 CFR 102-74.455). No rule or regulation in this subpart may be construed to nullify any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated.

WARNING WEAPONS PROHIBITED

Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Exhibit 8

Contractor's Certification of Contract Employee Eligibility Requirements

Contract Employee's Name: _____ SSN: - -

I hereby certify that the above-named employee has fulfilled all the requirements stated below, and that the following documents are all current, valid, and properly filed in the employee's personnel file:

<u>SUBJECT</u>	<u>DATE COMPLETED/FILED</u>
RESUME/TRANSCRIPTS/DIPLOMA	_____
SF 78 – CERTIFICATE OF MEDICAL EXAMINATION	_____
PRE-EMPLOYMENT DRUG SCREENING	_____
LAUTENBERG CERTIFICATION FORM	_____
STATE/LOCAL FIREARMS LICENSE	_____
BASIC TRAINING COMPLETION CERTIFICATE	_____
PASSING SCORE ON WRITTEN EXAMINATION	_____
FIREARMS TRAINING CERTIFICATE	_____
FIREARMS QUALIFICATION CERTIFICATE	_____
GOVERNMENT PROVIDED TRAINING CERTIFICATE	_____
RE-CERTIFICATION TRAINING CERTIFICATE	_____
EXPANDABLE BATON TRAINING CERTIFICATE	_____
MAGNETOMETER/X-RAY TRAINING CERTIFICATE	_____
REFRESHER TRAINING	_____
FIRST AID TRAINING CERTIFICATE	_____
CPR/AED TRAINING CERTIFICATE	_____

CONTRACTOR'S CERTIFICATION OF CONTRACT EMPLOYEE
ELIGIBILITY REQUIREMENTS

ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED
CONTRACTOR'S REPRESENTATIVE -- READ THE FOLLOWING PARAGRAPHS
CAREFULLY BEFORE SIGNING THIS STATEMENT.

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS
FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE
AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR
IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION
YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

AUTHORITY FOR RELEASE OF INFORMATION:

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND
UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE
SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE
AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY
AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT
AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED
INVESTIGATORS, PERSONNEL STAFFING SPECIALIST, AND OTHER AUTHORIZED
EMPLOYEES OF FEDERAL GOVERNMENT FOR THAT PURPOSE.

CERTIFICATION:

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE,
AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN
GOOD FAITH.

CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK) DATE

This certification shall be completed and submitted to the COTR with the Contract employee's suitability documentation (SF 176 and Fingerprint Cards) prior to the employee's initial performance under the Order and every two (2) years thereafter, concurrent with the employee's suitability adjudication renewal application. A copy of this certification shall also be placed in the Contract employee's personnel file and shall be updated to reflect certification renewals as they occur.

Exhibit 9

Wage Determination for the District of Columbia

- a. The minimum wage rates and fringe benefits applicable to the Base Year are outlined in the applicable U.S. Department of Labor Wage Determination No. xxxxxxxxxxxx as contained herein which covers the following buildings: