

**ORDER FOR SUPPLIES OR SERVICES**

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

1. DATE OF ORDER 03/31/2006		2. CONTRACT NO. (If any) GS-07F-0385J		6. SHIP TO: a. NAME OF CONSIGNEE DHS/ICE			
3. ORDER NO. HSCEOP-06-F-00940		4. REQUISITION/REFERENCE NO. NFU060194		b. STREET ADDRESS National Firearms & Tactical Training Unit 320 East Chestnut Avenue			
5. ISSUING OFFICE (Address correspondence to) U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW Rm 2208 Washington DC 20536				c. CITY Altoona		d. STATE PA	e. ZIP CODE 16601
7. TO: a. NAME OF CONTRACTOR USIS PROFESSIONAL SERVICES DIVISION INC				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY			
c. STREET ADDRESS 7799 LEEBSBURG PIKE SUITE 400 SOUTH				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY FALLS CHURCH		e. STATE VA	f. ZIP CODE 220432413	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
9. ACCOUNTING AND APPROPRIATION DATA SEE ATTACHMENT A				10. REQUISITIONING OFFICE Immigration and Customs Enforcement			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) See Schedule	16. DISCOUNT TERMS Net 30

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Tax ID Number: [REDACTED] (b)(2) DUNS Number: [REDACTED] Support Services for ICE National Firearms & Tactical Training Unit (NFTTU), in accordance with the attached Performance Work Statement (PWS), and the Contractors Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME Department of Homeland Security						\$608,879.70
b. STREET ADDRESS (or P.O. Box) National Firearms and Tactical Training Unit 320 E. Chestnut Avenue						
c. CITY Altoona		d. STATE PA	e. ZIP CODE 16601-5299		\$608,879.70	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 			23. NAME (Typed) Jan K. Wisor TITLE: CONTRACTING/ORDERING OFFICER			
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PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 3/2005)  
Prescribed by GSA/FAR 48 CFR 53.213(e)

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

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

DATE OF ORDER 03/31/2006	CONTRACT NO. GS-07F-0385J	ORDER NO. HSCEOP-06-F-00940
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	proposal dated March 9, 2006.  The period of performance for the base period is April 1, 2006 to 31 March 2007.  This is a Labor-hour contract.  Incremental funding in the amount of \$602,879.70 is provided for April 1, 2006 to September 30, 2006 as follows:					
0001	Secretary	1040	HR	19.02	19,780.80	
	Delivery: 03/31/2007					
0001A	Secretary OT rate	20	HR	28.53	570.60	
0002	Administrative Assistant	6240	HR	24.01	149,822.40	
0002A	Administrative Assistant-OT	20	HR	36.03	720.60	
0003	Material Management Specialist	5200	HR	22.73	118,196.00	
0003A	Material Management Specialist - OT	20	HR	34.08	681.60	
0004	BALLISTICS ENGINEERING TECHNICIAN	1040	HR	22.64	23,545.60	
0004A	BALLISTICS ENGINEERING TECHNICIAN - OT RATE	20	HR	33.97	679.40	
0005	COURSE DEVELOPER INSTRUCTOR-FIREARMS	2080	HR	49.44	102,835.20	
0005A	COURSE DEVELOPER /INSTRUCTOR-FIREARMS OT	50	HR	74.18	3,709.00	
	Continued ...					

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

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

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

DATE OF ORDER  
03/31/2006

CONTRACT NO.  
GS-07F-0385J

ORDER NO.  
HSCBOP-06-F-00940

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0006	COURSE DEVELOPER/INSTRUCTOR-DEF TACTICS,	2080	HR	53.26	110,780.80	
0006A	COURSE DEVELOPER/INSTRUCTOR-DEF TACTICS, OT	50	HR	79.89	3,994.50	
0007	LOGISTICS & INVENTORY SPECIALIST	1040	HR	21.36	22,214.40	
0007A	LOGISTICS & INVENTORY SPECIALIST OT- RATE	40	HR	32.04	1,281.60	
0008	ADMINISTRATIVE SUPPORT SPECIALIST	1040	HR	19.02	19,780.80	
0008A	ADMINISTRATIVE SUPPORT SPECIALIST, OT RATE	20	HR	28.53	570.60	
0009	SITE SUPERVISOR	1040	HR	26.37	27,424.80	
0009A	SITE SUPERVISOR OT RATE	20	HR	39.55	791.00	
0010	ODC'S TRAVEL	1	LT	1,500.00	1,500.00	
<p>Total amount of award: \$608,879.70. The obligation for this award is shown in box 17(i).</p>						

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

<b>AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 01/26/2007	4. REQUISITION/PURCHASE REQ. NO. NFU070036	1 1
6. ISSUED BY U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW Rm-2208 Washington DC 20536	CODE ICE	7. ADMINISTERED BY (If other than Item 6) U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW Rm 2208 Washington DC 20536	5. PROJECT NO. (If applicable)
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) USIS PROFESSIONAL SERVICES DIVISION INC 7799 LEESBURG PIKE SUITE 400 SOUTH FALLS CHURCH VA 220432413		(x) 9A. AMENDMENT OF SOLICITATION NO.	
CODE 1598361210000 FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-07F-0385J HSCEOP-06-F-00940	
		10B. DATED (SEE ITEM 11) 03/31/2006	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Attachment A Net Increase: \$467,615.00

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

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

**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.)**

Tax ID Number: [REDACTED]  
DUNS Number: [REDACTED] (b)(2)  
The purpose of this modification is to provide funding in the amount of \$467,615.00 for the period through 3/31/2007.  
Total funds are increased from \$608,879.70 by \$467,615.00 to \$1,076,494.70.  
All other terms and conditions remain unchanged.  
Period of Performance: 04/01/2006 to 03/31/2007

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Jose Blanco	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		Jose Blanco (Signature of Contracting Officer)	1/26/07

<b>AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 03/23/2007	4. REQUISITION/PURCHASE REQ. NO. NFU070134	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW Rm 2208 Washington DC 20536	CODE ICE	7. ADMINISTERED BY (If other than Item 6) U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW Rm 2208 Washington DC 20536	CODE ICE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) USIS PROFESSIONAL SERVICES DIVISION INC 7799 LEESBURG PIKE SUITE 400 SOUTH FALLS CHURCH VA 220432413		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 1598361210000	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-07F-0385J HSCEOP-06-F-00940	10B. DATED (SEE ITEM 11) 03/31/2006

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
 See Attachment A Net Increase: \$60,618.91

**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:
X	D. OTHER (Specify type of modification and authority) 52-217-8 Option to Extend Services

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.)**

Tax ID Number: [Redacted] (b)(2)  
 DUNS Number: [Redacted]

The purposes of this modification are:

- Exercise FAR Clause 52.217-8 Option to Extend Services as follows:

Option Period I - 01 April 2007 - 31 May 2007  
 Option Period II - 01 June 2007 - 30 June 2007  
 Option Period III - 01 July 2007 - 31 August 2007.

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)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jose Blanco	
15B. CONTRACTOR/OFFEROR  <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Jose Blanco</i> <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED 3/23/07

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 GS-07F-03850, HSCEOP-06-F-00940/P00002

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NAME OF OFFEROR OR CONTRACTOR  
 USIS PROFESSIONAL SERVICES DIVISION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0012	2. Incorporate Contract Line Item Number 0012 to excercise Option Period Period I.  3. Provide funds in the amount of \$60, 618.91 for Option Period I.  FOB: Destination  Option Period I  April 1, 2007 to 05/31/07  All other terms and conditions under HSCEOP-06-F-00940 remain unchanged.	1	LO	60,618.91	60,618.91

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)  
 P00003 05/30/2007 NEU070196

6. ISSUED BY CODE ICE 7. ADMINISTERED BY (If other than Item 6) CODE ICE  
 U.S. Dept. Of Homeland Security Immigration and Customs Enforcement  
 425 I Street, NW Rm 2208 Washington DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) 9A. AMENDMENT OF SOLICITATION NO.  
 USIS PROFESSIONAL SERVICES DIVISION INC 7799 LEESBURG PIKE SUITE 400 SOUTH FALLS CHURCH VA 220432413  
 9B. DATED (SEE ITEM 11)  
 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-07F-0385J HSCEOP-06-F-00940  
 10B. DATED (SEE ITEM 11) 03/31/2006  
 CODE 1598361210000 FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS  
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment 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)  
 N/A

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)  
 X Mutual Agreement of the Parties

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
 Tax ID Number: (b)(2)  
 DUNS Number:  
 The purposes of this modification are as follows:  
 1. Extend the period of performance through June 16, 2007.  
 2. CLIN 0004 Ballistics Engineering Technical hours has decreased from 1040 to 730 hrs. As a result, CLIN 0004 total amount decreased from \$23,545.60 to \$16,527.20.  
 3. CLIN 0010 (ODC's) has increased by \$7,018.40 from \$1,500.00 to \$8,518.40. As a result, CLIN 0010 total amount increased from \$1,500.00 to \$8,518.40.  
 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) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  
 JOSEPH G. GALANDRINO 15B. CONTRACTOR OFFEROR 15C. DATE SIGNED 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED  
 DIRECTOR OF CONTRACTS 5/31/07 Jose Blanco 5/31/07  
 (Signature of person authorized to sign) (Signature of Contracting Officer)

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 GS-07F-0385J/HSCEOP-06-F-00940/P00003

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NAME OF OFFEROR OR CONTRACTOR  
 USIS PROFESSIONAL SERVICES DIVISION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>This modification result in a \$0.00 increase to the total funded amount.</p> <p>All other terms and conditions remain unchanged.</p> <p>Period of Performance: 06/01/2006 to 06/16/2007</p>				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00004	3. EFFECTIVE DATE 07/19/2007	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY ICE/Mission Support/Asst. Secretary Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Washington DC 20536	CODE ICE/MS/ASST SEC	7. ADMINISTERED BY (if other than Item 6) ICE/Mission Support/Asst. Secretary Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Attn: Valerie Proctor Washington DC 20536	CODE ICE/MS/ASST SEC
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) USIS PROFESSIONAL SERVICES DIVISION INC 7799 LEESBURG PIKE SUITE 400 SOUTH FALLS CHURCH VA 220432413		9A. AMENDMENT OF SOLICITATION NO. (X)	
CODE 1598361210000 FACILITY CODE		9B. DATED (SEE ITEM 11) X 10A. MODIFICATION OF CONTRACT/ORDER NO GS-07F-0385J HSCROP-06-F-00940 10B. DATED (SEE ITEM 11) 03/31/2006	

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

12. ACCOUNTING AND APPROPRIATION DATA (if required)

De-obligate - \$84,000.00

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

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

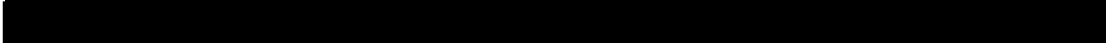
E. IMPORTANT: Contractor is not. It is required to sign this document and return 1 copies to the issuing office.

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

Tax ID Number: (b)(2)  
DUNS Number: (b)(2)

The purpose of this modification are as follows:

1. De-obligate funding in the amount of \$84,000.00 from Line Item 2, MDL1. Accounting and Appropriation Data are as follows:



Contact Information:

Procurement POC: Valerie Proctor, Contract Specialist, (202) 514- [Redacted]

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) JOSEPH R. CALANDRINO DIRECTOR OF CONTRACTS	15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED 7/20/07	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Elizabeth C. Hertz Contracting Officer	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED 7/25/2007
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NSM 7540-01-102-9070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-03)  
Prescribed by GSA  
FAR (48 CFR) 53.243

**NFTTU Support Services  
HSCEOP-06-R-00004**

**PERFORMANCE WORK STATEMENT**

**1 INTRODUCTION**

The Immigration and Customs Enforcement's (ICE) National Firearms and Tactical Training Unit (NFTTU) – Armory Operations Branch located at Altoona, PA and Brunswick, GA is responsible for the acquisition and distribution of all DHS/ICE firearms, ammunition, and related equipment, including the testing and evaluation of new technology and maintenance of a quality control program for items purchased; the repair and modification of DHS/ICE firearms; the disposal of excess firearms; the inventory management and control of all DHS/ICE firearms and ammunition; the collection, analysis, and reporting of all DHS/ICE shooting incidents; the training of field armorers; the training of personnel involved in the Firearms Inventory System; and maintaining several national databases critical to the agency's firearms program. These responsibilities include the collection, collation, and reporting of the quarterly firearms qualifications data for over 19,000 armed officers; the collection, monitoring, and reporting of the training records of over 1,200 Firearms DHS/ICE instructors, and the maintenance of the Firearms Inventory System, which contains over 51,000 items. The NFTTU receives, repairs, and returns over 4,000 firearms received at the NFTTU from the field each year. This number is increasing since firearms in service are subject to wear. In support of this armory operation, the NFTTU maintains an extensive inventory of firearms parts and tools that are controlled by computerized inventory maintenance programs, and collects, collates and monitors all firearms maintenance repair forms.

The ICE/NFTTU – Tactical Operations Branch located at Ft. Benning, GA is responsible for development and delivery of advanced firearms, defensive tactics and other specialized tactical programs. This Branch is also responsible for providing training, certification and support for ICE firearms and defensive tactics instructors, special response teams, and for providing operational support as needed.

Services provided under this contract are considered critical.

**1.1 Scope of the Work**

The purpose of the Field Operations Support (FOS) contract is to establish on-site contractor support for the Immigration and Customs Enforcement's (DHS/ICE) National Firearms & Tactical Training Unit (NFTTU) locations in Altoona, Pennsylvania, Ft. Benning, Georgia and Brunswick, Georgia. Limited travel to other ICE government facilities, or Government approved training locations, or travel related to the mission or improvement of the services provided by the NFTTU, may be required. The DHS/ICE requires day-to-day operational support for the NFTTU, including secretarial, administrative, occupational safety and health, logistics and inventory management, material management, accounting, technical project support, computer support, and course developer/instructor support for firearms and defensive tactics training.

## **1.2 DHS/ICE Mission and Organization**

DHS/ICE is responsible for the enforcement of applicable federal border, economic, infrastructure and transportation security statutes. The DHS/ICE performs a wide range of investigative, adjudication, enforcement, and administrative activities in support of its legislated mission.

The mission of the NFTTU is to provide DHS/ICE law enforcement officers with the safest, most reliable firearms, ammunition, related equipment and training so they can, when necessary, confidently employ their skills and resources to defend their lives or the lives of innocent bystanders when enforcing applicable federal statutes.

## **2 Project Management**

The contractor will provide all necessary supervision, management, technical, and administrative support to accomplish each task specified under this contract. The contractor will provide a single senior member of its corporate staff as Project Manager, to serve as the focal point for management of the services provided under this contract. The primary responsibility of the Project Manager is to act as liaison between the contractor and the Government in the conduct of the field office support effort related to this contract. The Project Manager will be at a sufficient organizational technical and contractual level of authority within the contractor's organization to ensure full access to corporate personnel, commitment of resources necessary for the effective performance of this contract, and in the technical and contractual resolution of all issues that pertain to that performance.

### **2.1 Program Management Plans**

Within 10 calendar days following contract award, the contractor will meet with the Government to provide a briefing on the contractor's approach to managing the contract and provide all points-of-contact information. Within 15 calendar days of contract award, the contractor will provide the following management plans for the Government's review and approval:

- Project Management Plan
- Quality Control Plan
- Contingency Plan
- Personnel and Staffing Plan
- Contract Transition Plans

The contractor will incorporate Government comments into the plans within 10 calendar days of receipt and will provide periodic plan updates, as required by the Government, at least annually. The contractor will submit plan updates to the Contracting Officer's Technical Representative (COTR) within 15 calendar days of an event necessitating the update and, if updated annually, within 15 calendar days of the date of the anniversary of the contract start of these plans.

### **2.1.1 Project Management Plan**

The contractor will provide a Project Management Plan that describes the contractor's understanding of the contract requirements and explains how the contractor will manage the effort in order to meet all requirements. The contractor will explain the management structure of its project team, including an organizational chart depicting the Program Manager, Site Supervisor, main points of contact (POC) with the Government and any subsidiary management structure, including the management of key personnel. The Project Management Plan will also identify all subcontracts and describe subcontractor management, roles, and responsibilities. The plan will explain how the contractor will maintain compliance with DHS/ICE personnel and security requirements. The plan will further describe systems the contractor has in place to manage costs, inventory, dispatching of labor, billing, and payment.

The Project Management Plan will also define how the contractor will assure satisfactory performance and satisfactory technical skills by its team members and any subcontractors, and the process by which the contractor's corporate-level management will respond to and correct any problems, complaints, and/or conflicts relating to its team's performance of the contract.

### **2.1.2 Quality Control (QC) Plan**

Quality control is the monitoring and oversight performed by the contractor to ensure that work is accomplished in accordance with the terms of the contract. Quality assurance will be performed by the Government for the purpose of verifying that the contractor is performing the work as required by the contract, and that the contractor's quality control program is viable.

The contractor will ensure that all services are provided in accordance with the terms of this contract. The contractor will develop a Quality Control Plan, which includes the following elements:

- An internal quality control, inspection, and feedback system consisting of customer satisfaction surveys (or equivalent) for all services required by the contract;
- A method to identify deficiencies in services;
- Procedures to correct deficiencies in services when detected and to prevent their recurrence;
- A record-keeping system that maintains quality history, corrective actions taken, and follow-up actions necessary to maintain effective quality control. Records will be available for review by the COTR and appropriate Government personnel upon request.

### **2.1.3 Contingency Plan**

The contractor will develop and maintain implementation plans and guidance for its staff concerning contingency operations during special and emergency situations such as fire, accidents, civil disturbances, national emergency, and other circumstances that could jeopardize NFFTU operations. The contractor will develop and, at least annually, review, test and update the plans. This plan will ensure continuity of operations under special and emergency circumstances, and will be based upon and consistent with Government site plans at

each supported location.

#### **2.1.4 Personnel and Staffing Plan**

The contractor will provide a plan describing procedures for obtaining and maintaining a workforce capable of performing the work required under this contract. The plan will address employee recruitment, clearance processing, placement retention, subcontracting and employee qualifications.

#### **2.1.5 Contract Transition Plans**

The transition from the contractor facility operations support contractor will occur at contract award. The contractor will provide phase-in and phase-out transition plans describing how the contractors will transition from the contractor with minimum disruption of the NFFTU operations.

##### **2.1.5.1 Phase-In**

The Government will provide the contractor with phase-in periods not to exceed 30 calendar days for the transition. At the completion of this period, the contractor will assume full responsibility for operations as identified by requirements under the contract. During the phase-in periods, the contractor will become familiar with performance requirements, establish the management organization and finalize required plans. The contractor will begin the transition and assume duties in accordance with the Transition Plan. At a minimum, the contractor will address the following areas in the Transition Plan:

- Interface and coordination with the Government;
- Identification of key transition events and objectives, including a transition schedule;
- Identification of key persons participating in the transition, including authority of contractor management during transition;
- Identification of specific actions that will be taken to ensure continuity of operations and coverage during the transition;
- Employee staffing actions during transition;
- Method and schedule for maintaining/implementing third party agreements.

The contractor will be responsible for the phase-in of contractor personnel and the assumption of on-going operations support in accordance with the phase-in schedule presented in the contractor's Transition Plan.

##### **2.1.5.2 Phase-Out Plan**

The contractor will prepare a plan to ensure a smooth transition to a successor contractor. The plan will address specific phase-out milestones, actions that implement cooperation with the successor contractor and procedures to ensure full continuity.

## **2.2 Contingency Planning**

The contractor will develop, update, administer, test, and maintain a Contingency Plan for Disaster Operations and Continuity of Services at the NFFTU. The contractor will maintain implementation plans and guidance for its staff concerning contingency operations during special and emergency situations such as fire, accidents, civil disturbances, national emergency, and other circumstances that could jeopardize NFFTU operations. This plan will ensure continuity of operations under these special and emergency circumstances and be based upon, and consistent with, Government site plans.

## **2.3 Responsibilities of the Contractor**

### **2.3.1 OSHA Compliance**

The contractor will comply with all OSHA standards for protection of employees. These include, but are not limited to:

- 29 CFR 1910.1025 Lead
- 29 CFR 1910.1200 Hazard Communication
- 29 CFR 1910.95 Occupational Noise Exposure
- 29 CFR 1910.136 Foot Protection
- 29 CFR 1910.133 Eye and Face Protection

Note that personnel who frequently work in areas where firearms are discharged, or who handle firearms and ammunition in the routine course of duties, must undergo a baseline and annual blood testing to measure lead content. This requirement will normally apply to the Material Management, Ballistics Engineering Technician, and Instructor positions. Individuals working in areas where measurable contaminants may adhere to work clothing will be provided with personal protective clothing, to be left on-site and commercially laundered so as to preclude improper spreading of contaminants.

### **2.3.2 Liability for Damage and Injury**

The contractor will be liable for all damages to Government property arising from the use of equipment maintained by the contractor when such injury or damage is due to the fault or negligence of the contractor. The contractor will be responsible for all damages or injury to persons that occur as a result of the contractor's fault or negligence. The contractor will take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

### **2.3.3 Contractor/Government Meetings**

The contractor will meet with the COTR on a mutually agreed-upon schedule to discuss and resolve any issues or problems associated with the contract.

### **2.3.4 Travel**

Any travel performed under this contract will be limited to official Government business. This may include travel for operational, administrative or training requirements. All travel will be requested in writing and approved in advance by the COTR. The contractor will provide the COTR with a specific travel plan and an accompanying travel budget for each trip prior to commencing the planned travel. Travel costs under this order will be reimbursed in accordance with the travel costs allowable under Federal Travel Regulations (FTR).

### **2.3.5 Alterations to Government Property**

The contractor will not make, or cause to be made, any alterations to Government-owned or controlled real property facilities, buildings, structures, components, systems, or utilities at any time during the course of the contract, either temporarily or permanently, without the express written authorization of the CO.

## **3 Personnel Requirements**

The contractor will provide personnel to perform the functions described in the contract, and who have the required technical knowledge as described below. The Site Supervisor, Course Developer/Instructor-Firearms and Course Developer/Instructor-Defense Tactics are designated as key personnel. The contractor will notify the COTR 30 days prior to performing any substitution of key personnel.

Personnel qualifications set forth herein are the minimum acceptable for performance under this contract. At the Government's request, the contractor will provide documentation of job-related experience and certification to aid in qualifications assessment.

Progressively responsible experience in the various skill categories listed below may have been gained concurrently. The experience required for each duty of every position must have been acquired within the last 7 years. Personnel assigned to positions issued under this contract will have experience in the specific duties identified by the position description.

In addition to these minimum qualifications, the contractor will take responsibility for assuring that personnel in these skill categories are experienced in the specific functions and applications appropriate to the DHS/ICE requirements as described under this PWS.

## **4 Deliverables or Delivery Schedule**

The Contractor must provide deliverables as required by the COTR and as specified in the task order for review and acceptance.

Deliverables	Due Date	Paragraph Reference
Monthly Status Reports	15 <sup>th</sup> working day following the end of each month	
Program Management Plan	As required	2.1
Quality Control Plan	As required	2.1.2
Contingency Plan	As Required	2.1.3
Personnel Staffing Plan	As Required	2.1.4
Contract Transition Plan	As Required	2.1.5

The Government will have 30 working days to review and provide comments to the Contractor prior to acceptance of all deliverables. The Contractor must then respond ten working days after receipt of Government comments. Two hard copies and one electronic version (Microsoft Word 2000 or later) of all deliverables must be submitted to the COTR for review and approval. For presentations and or briefings the Contractor must use Power Point, Word, Excel, or any other mediums requested by the COTR.

### **3.2 Security Requirements**

#### **GENERAL**

The Department of Homeland Security (DHS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to sensitive DHS information, and that the Contractor will adhere to the following:

#### **SUITABILITY DETERMINATION**

DHS will have and exercise full control over granting, denying, withholding or terminating unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision will 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 will 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 will be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the 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.



## BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, will undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis will identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees with adequate security clearances issued by the Defense Industrial Security Clearance Office (DISCO) may not be required to submit complete security packages, as the clearance issued by DISCO may be accepted. Prospective Contractor employees without adequate security clearances issued by DISCO will submit the following completed forms to the Personnel Security Unit 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:

Standard Form 85P, "Questionnaire for Public Trust Positions"

FD Form 258, "Fingerprint Card" (2 copies)

Foreign National Relatives or Associates Statement

DHS Form 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"

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

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

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract.

## CONTINUED ELIGIBILITY

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

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.

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.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to DHS ' Security Office. 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 will include the employees' name and social security number, along with the adverse information being reported.

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

#### EMPLOYMENT ELIGIBILITY

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor will be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees. Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

#### SECURITY MANAGEMENT

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

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

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

## INFORMATION TECHNOLOGY SECURITY CLEARANCE

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

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

## INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT

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

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

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

### **3.3 Drug Testing**

Contractor personnel working at ICE/NFTTU facilities will be subject to drug testing, in the same manner as government personnel. This specifically includes, but is not limited to drug testing prior to starting work in the case of new personnel, random testing if such a program is in effect at the work site, and ICE directed, as requested by the Contracting Officer or COTR. The cost of drug testing will be at Government expense.