

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

1. DATE OF ORDER
03/18/2008

2. CONTRACT NO. (if any)
HSCEOP-07-A-00035

6. SHIP TO:

a. NAME OF CONSIGNEE
ICE Chief Information Officer

3. ORDER NO.
HSCEMS-08-J-CL004

4. REQUISITION/REFERENCE NO.
ISSO-08-0010

b. STREET ADDRESS
Immigration and Customs Enforcement
801 I Street, NW
Suite 700

5. ISSUING OFFICE (Address correspondence to)
ICE/Mission Support/Asst. Secretary
Immigration and Customs Enforcement
Office of Acquisition Management
425 I Street NW, Suite 2208
Washington DC 20536

c. CITY
Washington

d. STATE
DC

e. ZIP CODE
20536

7. TO: MICHAEL VIGIL

a. NAME OF CONTRACTOR
S O S INTERNATIONAL LTD

f. SHIP VIA

b. COMPANY NAME

c. STREET ADDRESS
1900 CAMPUS COMMONS DRIVE 250

8. TYPE OF ORDER

a. PURCHASE
REFERENCE YOUR:

b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

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
RESTON

e. STATE
VA

f. ZIP CODE
201911561

9. ACCOUNTING AND APPROPRIATION DATA
See Schedule

10. REQUISITIONING OFFICE
ICE Ofc of Acquisition Management

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL b. OTHER THAN SMALL c. DISADVANTAGED g. SERVICE-DISABLED VETERAN-OWNED

d. WOMEN-OWNED e. HUBZone 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)
30 Days After Award

16. DISCOUNT TERMS
Various

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)
	GSA Contract #: GS-10F-0297R DUNS Number: 169819476 Contact Information: Gilbert E. Woodford, COTR, (202) 732- Sheila Foxx, OCIO POC, (202) 732- Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME DHS, ICE	b. STREET ADDRESS Burlington Finance Center P.O. BOX 1620 Attn: OCIO Invoice		\$7,282.29
c. CITY Williston	d. STATE VT	e. ZIP CODE 05495-1620	17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA			

BY (Signature)

23. NAME (Typed)
Nadine D. Payne
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

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

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

DATE OF ORDER

CONTRACT NO.

03/18/2008

HSCEOP-07-A-00035

ORDER NO.

HSCEMS-08-J-CL004

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0006	<p>Nadine D. Payne, Contracting Officer, (202) 353- (b)(2)Low Carolyn Wells, Contract Specialist, (202) 305- (b)(2)Low</p> <p>This is a firm fixed price call for sign language support services, in accordance with the attached Statement of Work.</p> <p>This requirement is in support of the Office of Information Assurance (IAD), Office of the Chief Information Officer (OCIO), Immigration and Customs Enforcement (ICE).</p> <p>Accounting Info: (b)(2)Low</p> <p>Period of Performance: 03/20/2008 to 03/19/2009</p> <p>Sign Language Support Services</p> <p>The contractor shall provide sign language translation services in accordance with the deliverable schedule outlined in the attached Statement of Work.</p> <p>The cost data is as follows:</p> <p>Labor Category/Hourly Rate Sign language translation/ \$ (b)(4) per hr as outlined in the deliverable schedule (ref. quote submitted on 3/14/2008)</p> <p>Product/Service Code: R608 Product/Service Description: TRANSLATION & INTERPRETING SERVICES</p>				7,282.29	
1006	<p>Sign Language Support Services, Option Year One Amount: \$7,282.29 (Option Line Item) 03/20/2009 Continued ...</p>				0.00	

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

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

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

DATE OF ORDER CONTRACT NO.
03/18/2008 HSCEOP-07-A-00035

ORDER NO.
HSCEMS-08-J-CL004

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>Product/Service Description: TRANSLATION & INTERPRETING SERVICES Period of Performance: 03/20/2009 to 03/19/2010</p> <p>Invoicing Procedures:</p> <p>Contractors, please use these procedures when you submit an invoice for all acquisitions emanating from ICE/OAQ. This procedure takes effect March 17, 2007 and pertains to all invoices submitted on that date and thereafter.</p> <p>1. In accordance with Section G, Contract Administration Data, invoices shall now be submitted via one of the following three methods:</p> <p>a. By mail: DHS, ICE Burlington Finance Center P.O. Box 1620 Williston, VT 05495-1620 Attn: OCIO invoice</p> <p>b. By facsimile (fax) at: 802-288-7658 (include a cover sheet with point of contact & # of pages)</p> <p>c. By e-mail at: Invoice.Consolidation@dhs.gov</p> <p>Invoices submitted by other than these three methods will be returned. Contractor 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 ICE/OAQ on or after March 17, 2008 to ensure prompt payment provisions are met. The ICE program office identified in the delivery order/contract shall also be notated on every invoice. Please send an additional copy of the invoice to ICEOCIOITSRACQ@DHS.GOV.</p> <p>Continued ...</p>					

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 03/18/2008	CONTRACT NO. HSCEOP-07-A-00035	ORDER NO. HSCEMS-08-J-CL004
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>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:</p> <p>An invoice must include:</p> <ul style="list-style-type: none"> (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; (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. <p>(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.</p> <p>(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, Continued ...</p>					

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

**ORDER FOR SUPPLIES OR SERVICES
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER: 03/18/2008
CONTRACT NO.: HSCEOP-07-A-00035

ORDER NO.: HSCEMS-08-J-CL004

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>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.</p> <p>Invoices without the above information may be returned for resubmission. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at anytime during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the revised estimate of the total amount of effort to be required under the contract.</p> <p>The total amount of award: \$14,564.58. The obligation for this award is shown in box 17(i).</p>					

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

ATTACHMENT A

STATEMENT OF WORK (SOW)

1.0 EXECUTIVE SUMMARY

The Vendor shall provide the technical personnel sufficient to support the Office of Immigration and Customs Enforcement's (ICE) requirement for American Sign Language Support Services. This requirement is in support of the Information Assurance Division (IAD), Office of the Chief Information Officer, Immigration and Customs Enforcement.

The services under this requirement are to support one hearing impaired individual working within the Information Assurance Division during meetings, trainings and events as outlined in the deliverable schedule (section 5.0). This requirement will provide sign language interpreter/translation services to ensure effective communication for one hearing impaired individual in the IA Division.

1.1 BACKGROUND

The Information Assurance Division (IAD), led by the Director of Information Assurance provides strategic leadership and direction for the OCIO in support of Information Assurance policies, procedures, compliance and oversight. The Information Assurance Division is the focal point for ICE IT Security direction, oversight and compliance. IAD is primarily responsible for coordinating the development and implementation of computer and network security policies within Immigration and Customs Enforcement (ICE).

The IAD program places emphasis on certifying and accrediting (C&A) field offices, general support systems and major applications at ICE headquarters. The IAD program scope includes auditing National Security Information (NSI) systems, providing a liaison to the Department of Homeland Security for security policies and issues, and providing policy for secure remote access and public key infrastructure.

2.0 SIGN LANGUAGE INTERPRETER SERVICES OVERVIEW

The Department of Homeland Security must be in compliance with the Americans with Disabilities Act. Title III of the Americans with Disabilities Act (ADA) gives rights of equal access to places of public accommodation for deaf and hard of hearing people.

Places of public accommodation must give persons with disabilities equal opportunity to participate in and to benefit from their services. DHS/ICE shall modify its policies and practices when necessary to provide equal access to services and facilities for persons with disabilities.

In order to provide equal access, all public accommodations are required to provide aids and services to ensure effective communication. The ADA also requires removal of structural communication that is in existing facilities and installation of flashing alarm systems, permanent signage, and adequate sound buffers. Sign language interpreter services are needed to continue the mission of IAD and support those individuals who fall under the guidelines of the Americans with Disabilities Act (ADA).

3.0 SCOPE OF WORK

The Vendor shall provide American Sign Language interpreter services to communicate between hearing impaired and hearing persons. The sign language interpreters should be nationally certified from either the Registry of Interpreters for the Deaf, Inc. (RID) or the National Association of the Deaf (NAD).


3.1 EMERGENCY/UNEXPECTED SITUATIONS

The Vendor shall be available for last minute or emergencies situations, if they arise. The Vendor shall work additional hours if an event they are currently providing services for continues beyond the scheduled time. The client shall notify the contractor within 24-48 hours of any last minute change of plans.

4.0 TECHNICAL REQUIREMENTS

The Vendor shall have basic knowledge of IT security language and terminology.

5.0 DELIVERABLES

<u>Deliverable</u>	<u>Due Date</u>	<u>Hrs. Required</u>
All Hands Conference	March 20, 2008	 (b)(4)
Policy Training	May 19-23, 2008	
Meetings	April 21, 2008 June 23, 2008 July 30, 2008	
AD Hoc meetings	One week after event	
Security Conference	August 25-28, 2008	
CISSP Training	September 22-26, 2008	
Security Stand Down	September 30, 2008	

6.0 PLACE OF PERFORMANCE

The Vendor shall work at the ICE OCIO location at 801 I Street, NW Washington, DC, 20536 and other ICE locations as deemed necessary, within the Washington DC metro area.

7.0 CONTRACT TYPE

This requirement will be firm-fixed price.

8.0 GOVERNMENT-FURNISHED INFORMATION/GOVERNMENT-FURNISHED EQUIPMENT

The Government will provide all supplies necessary to the vendor to perform the services required under the contract (i.e. desk chair, notebooks, pencils, pens).

9.0 PERIOD OF PERFORMANCE

The period of performance for this requirement is for a base year effort from March 20, 2008 through March 19, 2009 with one option year (Option Year One: March 20, 2009 through March 19, 2010).

10. GOVERNMENT POINT OF CONTACT

Office of Acquisition Management (OAQ)

Nadine D. Payne
Contracting Officer
(202) 353- (b)(2)Low

Carolyn Wells
Contract Specialist
(202) 305- (b)(2)Low

Office of the Chief Information Officer (OCIO)

Gilbert E. Woodford, COTR
(202)732- (b)(2)Low

Sheila Foxx, OCIO POC
Office Manager
Information Assurance Division (IAD)
(202) 732- (b)(2)Low