			1. CONTRACT ID CODE	PAGE OF PAGES
AMENDMENT OF SOLI	CITATION/MODIFICATION	ON OF CONTRACT		1 10
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE	REQ. NO.	5. PROJECT NO. (If applicable)
A00001	06/15/07	N/A		
US DHS/Transportation Security 601 South 12 th Street	CODE Administration	7. ADMINISTERED BY (If other	er than Item 6)	CODE
Arlington, VA 22202-4204				
. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)	<u>'</u>	() 9A. AMENDM	ENT OF SOLICITATION NO.
			HST	S03-07-R-CIO209
TBD			9B. DATED (S	SEE ITEM 11)
			06/08	3/07
			10A. MODIFIC	CATION OF CONTRACT/ORDER N
			10B. DATED	(SEE ITEM 13)
ODE	FACILITY CODE			
11.	THIS ITEM ONLY APPLIES	TO AMENDMENTS OF S	SOLICITATIONS	
The above numbered solicitation is a	mended as set forth in Item 14. The	hour and date specified for receip	pt of Offers is ext	ended, 🛛 is not extended.
Offers must acknowledge receipt of this a				following methods:
a) By completing Items 8 and 15, and re or (c) By separate letter or telegram wh RECEIVED AT THE PLACE DESIGNAT OUR OFFER. If by virtue of this ame elegram or letter makes reference to the	ich includes a reference to the soli ED FOR THE RECEIPT OF OFFE ndment you desire to change an of solicitation and this amendment, and	icitation and amendment number RS PRIOR TO THE HOUR AND ffer already submitted, such chai	rs. FAILURE OF YOUI D DATA SPECIFIED MA nge may be made by t	R ACKNOWLEDGMENT TO B AY RESULT IN REJECTION C
2. ACCOUNTING AND APPROPRIATION DA	I A (If required)			
N/A				
	TITEM APPLIES ONLY TO I			S,
	ODIFIES THE CONTRACT/			
() A. THIS CHANGE ORDER IS ISSUED	PURSUANT TO: (Specify authority) TH	E CHANGES SET FORTH IN ITEM 14	ARE MADE IN THE CONTI	RACT ORDER NO. IN ITEM 10A.
FORTH IN ITEM 14, PURSUANT TO	ACT/ORDER IS MODIFIED TO REFLECT O THE AUTHORITY OF FAR 43.103(b).	·	such as changes in paying of	fice, appropriation date, etc.) SET
C. THIS SUPPLEMENTAL AGREEME	NT IS ENTERED INTO PURSUANT TO A	UTHORITY OF:		
D. OTHER Specify type of modification	and authority)			
IMPORTANT O				
. IMPORTANT: Contractor	is not, □ is required t	to sign this document and	return copies t	o the issuing office.
4. DESCRIPTION OF AMENDMENT/MODIFIC	CATION (Organized by UCF section heading	ngs, including solicitation/contract subje	ect matter where feasible.)	
See attached pages				
xcept at provided herein, all terms and conditio	ns of the document referenced in Item 9A			
5A. NAME AND TITLE OF SIGNER (Type	e or print)	16A. NAME AND TITLE OF		R (Type or print)
		Susan B. Me	essina	
5B. CONTRACTOR/OFFEROR	15C. DATE SIGN	NED 16B. UNITED STATES OF A	AMERICA	16C. DATE SIGNED
	133. 22 0.0		-	
				06/15/07

(Signature of person authorized to sign)

The purpose of Amendment A00001 to Request for Proposal (RFP) HSTS03-07-R-CIO209 is to incorporate Work Orders #2 and #3 for the Transportation Threat Assessment and Credentialing Program Office into the solicitation, and to include necessary contract documentation to reflect the use of cost reimbursement type work orders. As a result of this amendment, the following changes are hereby integrated into the RFP as outlined below:

1. Section 7 – Special Contract Requirements, is modified to include the following sections (7.22 and 7.23):

7.22 – Use of Incentive Fee CLINS

- (a) General. The TSA shall pay the Contractor for performing this contract a fee determined as provided in this contract.
- (b) Target cost and target fee. The target cost and target fee specified in the "Schedule" are subject to adjustment if the contract is modified in accordance with paragraph (d) below.
- (1) Target cost, as used in this contract, means the estimated cost of this contract as initially negotiated, adjusted in accordance with paragraph (d) below.
- (2) Target fee, as used in this contract, means the fee initially negotiated on the assumption that this contract would be performed for a cost equal to the estimated cost initially negotiated, adjusted in accordance with paragraph (d) below.
- (c) Withholding of payment. Normally, the TSA shall pay the fee to the Contractor as specified in the Schedule. However, when the Contracting Officer considers that performance or cost indicates that the Contractor will not achieve target, the TSA shall pay on the basis of an appropriate lesser fee. When the Contractor demonstrates that performance or cost clearly indicates that the Contractor will earn a fee significantly above the target fee, the Government may, at the sole discretion of the Contracting Officer, pay on the basis of an appropriate higher fee. After payment of 85 percent of the applicable fee, the Contracting Officer may withhold further payment of fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the TSA's interest. This reserve shall not exceed 15 percent of the applicable fee or \$100,000, whichever is less.
- (d) Equitable adjustments. When the work under this contract is increased or decreased by a modification to this contract or when any equitable adjustment in the target cost is authorized under any other clause, equitable adjustments in the target cost, target fee, minimum fee, and maximum fee, as appropriate, shall be determined via the methodology stated in Section 7.23 Cost-plus Incentive Fee CLIN Adjustment.
- (e) Fee payable.
- (1) The fee payable under this contract for item* shall be the target fee increased by ** cents for every dollar that the total allowable cost is less than the target cost or decreased by ** cents for every dollar that the total allowable cost exceeds the target cost. In no event shall the fee be greater than *** percent or less than *** percent of the target cost.
- * Insert the CLIN.
- ** Insert the number shown as the contractor's share in the CLIN's share ratio.
- *** Insert the number that equals 100 X (the amount shown as the CLIN's maximum fee \div the amount shown as the CLIN's target cost).
- **** Insert the number that equals 100 X (the amount shown as the CLIN's minimum fee the amount shown as

the CLIN's target cost).

(The fee payable amounts above will be determined in individual work orders awarded on a cost plus incentive fee basis.)

- (2) The fee shall be subject to adjustment, to the extent provided in paragraph (d) above, and within the minimum and maximum fee limitations in subparagraph (1) above, when the total allowable cost is increased or decreased as a consequence of (i) payments made under assignments or (ii) claims excepted from the release as required by paragraph (h)(2) of the "Allowable Cost and Payment" clause.
- (3) If this contract is terminated in its entirety, the portion of the target fee payable shall not be subject to an increase or decrease as provided in this paragraph. The termination shall be accomplished in accordance with other applicable clauses of this contract.
- (4) For the purpose of fee adjustment, total allowable cost shall not include allowable costs arising out of-
- (i) Any of the causes covered by the "Excusable Delays" clause to the extent that they are beyond the control and without the fault or negligence of the Contractor or any subcontractor;
- (ii) The taking effect, after negotiating the target cost, of a statute, court decision, written ruling, or regulation that results in the Contractor's being required to pay or bear the burden of any tax or duty or rate increase in a tax or duty;
- (iii) Any direct cost attributed to the Contractor's involvement in litigation as required by the Contracting Officer pursuant to a clause of this contract, including furnishing evidence and information requested pursuant to the "Notice and Assistance Regarding Patent and Copyright Infringement" clause;
- (iv) The purchase and maintenance of additional insurance not in the target cost and required by the Contracting Officer, or claims for reimbursement for liabilities to third persons pursuant to the "Insurance-Liability to Third Persons" clause;
- (v) Any claim, loss, or damage resulting from a risk for which the Contractor has been relieved of liability by the TSA Property clause; or
- (vi) Any claim, loss, or damage resulting from a risk defined in the contract as unusually hazardous or as a nuclear risk and against which the TSA has expressly agreed to indemnify the Contractor.
- (5) All other allowable costs are included in total allowable cost for fee adjustment in accordance with this paragraph (e), unless otherwise specifically provided in this contract.
- (f) Contract modification. The total allowable cost and the adjusted fee determined as provided in this clause shall be evidenced by a modification to this contract signed by the Contractor and Contracting Officer.
- (g) Inconsistencies. In the event of any language inconsistencies between this clause and provisioning documents or TSA options under this contract, compensation for spare parts or other supplies and services ordered under such documents shall be determined in accordance with this clause.
- (6) For this contract the minimum proposed fee rate is <u>TBD%</u>, the maximum fee rates must be equal to or lower than the ceiling percentage and the maximum ceiling percentage is <u>TBD%</u>. The contract has a target cost and target fee, which the contractor offers in its proposal and are set at contract award. Paragraph (e), subsection (1) of this section demonstrates how the government will adjust the target fee if total allowable cost is different from target cost. Furthermore, any fee earned under this provision is subject to the quality performance indicator (QPI) methodology that will be definitized prior to award of work orders utilizing an incentive fee-type CLIN.

(7) This provision will be incorporated into cost-plus incentive fee work orders as appropriate.

7.23 - Cost-Plus Incentive Fee CLIN Adjustments

- (a) In addition to any other option rights the Government has under this contract, the Government has the right within the contract period to require the Contractor to provide additional man-hours in the quantity and at the cost and fee amounts described below. The additional man-hours shall not exceed thirty percent of the level of effort of the CLIN.
- (b) The Government may require the provision of all or some of the additional man-hours as an increase in the level of effort of the CLIN. Alternatively or additionally, the Government may require the provision of all or some of the additional man-hours under a newly established CPIF contract line item with the same work statement as that of the CLIN. If the Government requires an increase in the level of effort of the CLIN, the estimated cost, target cost, target fee, maximum billable fee, minimum fee, and maximum fee of the CLIN shall be increased as follows:

 $IEC = (ILOE/LOE) \times EC$

 $ITC = (ILOE/LOE) \times TC$

 $ITF = (ILOE/LOE) \times TF$

 $IMBF = (ILOE/LOE) \times (MBF - EI)$

 $IMF = (ILOE/LOE) \times MF$

 $IMXF = (ILOE/LOE) \times MXF$

IEC = The increase in the estimated cost.

ILOE = The increase in the level of effort.

LOE = The level of effort prior to the increase.

EC = The estimated cost prior to the increase.

ITC = The increase in the target cost.

TC = The target cost prior to the increase

ITF = The increase in the target fee.

TF = The target fee prior to the increase.

IMBF = The increase in the maximum billable fee.

MBF = The maximum billable fee prior to the increase.

EI = The total of the performance and schedule incentives earned and lost under the CLIN.

IMF = The increase in the minimum fee.

MF = The minimum fee prior to the increase.

IMXF = The increase in the maximum fee.

MXF = The maximum fee prior to the increase.

(c) If the Government requires additional man-hours under a newly established CPIF contract line item, the estimated cost, target cost, target fee, maximum billable fee, minimum fee, and maximum fee of such item shall be determined as follows:

 $NEC = (NLOE/CLOE) \times CEC$

 $NTC = (NLOE/CLOE) \times CTC$

 $NTF = (NLOE/CLOE) \times CTF$

 $NMBF = (NLOE/CLOE) \times (CMBF - CEI)$

 $NMF = (NLOE/CLOE) \times CMF$

 $NMXF = (NLOE/CLOE) \times CMXF$

NEC = The estimated cost of the newly established contract line item.

NLOE = The level of effort of the newly established contract line item.

CLOE = The level of effort of the CLIN.

CEC = The estimated cost of the CLIN.

NTC = The target cost of the newly established contract line item.

CTC = The target cost of the CLIN

NTF = The target fee of the newly established contract line item.

CTF = The target fee of the CLIN.

NMBF = The maximum billable fee of the newly established contract line item.

CMBF = The maximum billable fee of the CLIN.

CEI = The total of the performance and schedule incentives earned and lost under the CLIN.

NMF = The minimum fee of the newly established contract line item.

CMF = The minimum fee of the CLIN.

NMXF = The maximum fee of the newly established contract line item.

CMXF = The maximum fee of the CLIN.

- (d) This provision will be incorporated into cost-plus incentive fee work orders as appropriate.
- 2. Under Section 10 Instructions to Offerors, Section 10.1, the descriptive language on Figure 1 is hereby changed from "Actual Work Pages (Work Order 1)" to "Actual Work Pages (Work Orders 1, 2 and 3).". Likewise, the last bullet under Section 10.1.2 is changed to read:
 - ♦ For work packages in Work Orders 1, 2, and 3 (Attachments 6, 7, and 8, respectively) only, a Data Item Description (DID) using the template and instructions provided in the RFP Attachment 2 for each deliverable.
- 3. Under Section 10 Instructions to Offerors, Section 10.3.1, the embedded file titled "VOL_1_RESPONSE_TEMPLATE_INSTRUCTIONS" is hereby deleted and replaced with the file titled "VOL_1_RESPONSE_TEMPLATE_INSTRUCTIONS, A00001", attached hereto, which incorporates the files needed to address WOs #2 and #3 by the offerors.
- 4. Under Section 10 Instructions to Offerors the following new section 10.2.6 is hereby added:

10.2.6 - Work Order 2 & 3 Proposed Prices (Section 6)

Offerors shall submit a cost proposal consisting of the following subsections:

Subsection 1.0 – Overview

Subsection 2.0 – Terms and Conditions

Subsection 3.0 – Cost Summary

Subsection 4.0 - Subcontractor Information

Subsection 5.0 - Detailed Substantiation for Proposed Labor Categories

Subsection 6.0 - Rates and Factors

SUBSECTION 1.0 - OVERVIEW

The Overview section shall provide a comprehensive narrative summary describing how the proposed total cost was generated. The following specifics are to be included:

- a. A list of all assumptions used in estimating.
- b. A summary description of the offeror's standard estimating system or methods covering labor, material, other direct costs, and indirect costs. Identify any deviations from the standard estimating procedures in preparing this proposal.
- c. Identify whether offeror has an approved purchasing system and the date that the purchasing system was approved by the Government.
- d. Identify whether offeror has an approved accounting system and the date that the accounting system was approved by the Government.
- e. An explanation of the escalation rates (i.e., for labor, material, etc.) used in the proposal. Include a description of the basis for the rates and the logic for their application.
- f. Point of contact information, including address, name, phone number, and email address, for the Offeror's cognizant Defense Contract Audit Agency (DCAA) auditor or other cost accounting system auditor

SUBSECTION 2.0 – TERMS AND CONDITIONS

All terms and conditions of the offerors proposal shall be clearly and concisely listed and explained. Any exceptions taken to the terms and conditions of the solicitations shall also be noted in this section, along with the reasoning for said exception.

SUBSECTION 3.0 - COST SUMMARY

Separate cost summaries are to be provided for each incrementally funded CLIN in Work Orders #2 and #3, along with a total cost summary as presented in the below CLIN structure. A breakout of each summary shall also be provided segregating costs in accordance with the Contractor's accounting system, i.e. by calendar year, Government fiscal year, or Contractor fiscal year, whichever is relevant for the use of different rates. Elements of Section 3.0, to include the CLIN structures and associated verbiage, will be incorporated into Work Orders #2 and #3 at the time of definitization.

Note: The following acronyms and definitions are used in the tables below:

Acronym Definition

TTAC Transportation Threat Assessment and Credentialing Program

SF Secure Flight

CSG Consolidated Screening Gateway

CVP Crew Vetting Program

TWIC Transportation Workers Identification Credential

Work Order #2

Base Period

CLIN	Activity	Cost Item	Price
001	Work Package 1 – SF Development – Release Planning, Technical and Configuration Management, Development and Integration	Total Target Cost	
002	Work Package 1 - Incentive Fee Pool	Incentive Fee Pool	
003	Work Package 2 - SF Builds Releases	Total Target Cost	
004	Work Package 2 - Incentive Fee Pool	Incentive Fee Pool	
	Tota	l Base Period NTE	

Option Period 1

CLIN	Activity	Cost Item	Price
1001	Work Package 1 - SF Development – Release Planning, Technical and Configuration Management, Development and Integration	Total Target Cost	
1002	Work Package 1 - Incentive Fee Pool	Incentive Fee Pool	
1003	Work Package 2 - SF Builds Releases	Total Target Cost	
1004	Work Package 2 - Incentive Fee Pool	Incentive Fee Pool	
	Total	Option Period NTE	

Option Period 2

CLIN	Activity	Cost Item	Price
2001	Work Package 1 - SF Development – Release Planning, Technical and Configuration Management, Development and Integration	Total Target Cost	
2002	Work Package 1 - Incentive Fee Pool	Incentive Fee Pool	
2003	Work Package 2 - SF Builds Releases	Total Target Cost	
2004	Work Package 2 - Incentive Fee Pool	Incentive Fee Pool	
	Total (Option Period NTE	

Option Period 3

CLIN	Activity	Cost Item	Price
3001	Work Package 1 - SF Development – Release Planning, Technical and Configuration Management, Development and Integration	Total Target Cost	
3002	Work Package 1 - Incentive Fee Pool	Incentive Fee Pool	
3003	Work Package 2 - SF Builds Releases	Total Target Cost	
3004	Work Package 2 - Incentive Fee Pool	Incentive Fee Pool	
	Tota	l Base Period NTE	

Option Period 4

CLIN	Activity	Cost Item	Price
4001	Work Package 1 - SF Development – Release Planning, Technical and Configuration Management, Development and Integration	Total Target Cost	
4002	Work Package 1 - Incentive Fee Pool	Incentive Fee Pool	
4003	Work Package 2 - SF Builds Releases	Total Target Cost	
4004	Work Package 2 - Incentive Fee Pool	Incentive Fee Pool	
	Total (Option Period NTE	

1. Items X001 through X004 under Work Order #2 will be incrementally funded. The total amount that is presently
available for payment by the Government and allotted to this work order for the reimbursement of costs and fees of
such items is \$TBD; the Government's liability for the reimbursement of costs and fees shall not exceed
such amount, except as required by the "Limitation of Funds" clause. It is estimated that such amount will cover
the period of performance untilTBD

2. The Government may allot additional funds incrementally to the work order by unilateral modification.

Work Order #3

Base Year

CLIN	Activity	Cost Item	Price
0001	SF Tier 3	Labor	
0002	CSG Tier 3	Labor	
0003	CVP Tier 3	Labor	
0004	TWIC Tier 3	Labor	
0005	Award Fee	Fee	

Option Period 1

CLIN	Activity	Cost Item	Price
1001	SF Tier 3	Labor	
1002	CSG Tier 3	Labor	
1003	CVP Tier 3	Labor	
1004	TWIC Tier 3	Labor	
1005	Award Fee	Fee	

Option Period 2

CLIN	Activity	Cost Item	Price
2001	SF Tier 3	Labor	
2002	CSG Tier 3	Labor	
2003	CVP Tier 3	Labor	
2004	TWIC Tier 3	Labor	
2005	Award Fee	Fee	

Option Period 3

CLIN	Activity	Cost Item	Price
3001	SF Tier 3	Labor	
3002	CSG Tier 3	Labor	
3003	CVP Tier 3	Labor	
3004	TWIC Tier 3	Labor	
3005	Award Fee	Fee	

Option Period 4

CLIN	Activity	Cost Item	Price
4001	SF Tier 3	Labor	
4002	CSG Tier 3	Labor	
4003	CVP Tier 3	Labor	
4004	TWIC Tier 3	Labor	
4005	Award Fee	Fee	

1. Items X001 through X004 under Work Order #2 will be incrementally funded. The total amount that is presently
available for payment by the Government and allotted to this work order for the reimbursement of costs and fees of
such items is \$TBD; the Government's liability for the reimbursement of costs and fees shall not exceed
such amount, except as required by the "Limitation of Funds" clause. It is estimated that such amount will cover
the period of performance untilTBD

2. The Government may allot additional funds incrementally to the work order by unilateral modification.

SUBSECTION 4.0 - SUBCONTRACTOR INFORMATION

The offeror shall provide the following subcontractor information:

a. Subcontractor Efforts. A brief description of the efforts/tasks that each major subcontractor is expected to accomplish. Also, indicate the intended type of subcontract (i.e., fixed price, cost reimbursable, etc.).

SUBSECTION 5.0 - DETAILED SUBSTANTIATION FOR PROPOSED LABOR CATEGORIES

Detailed substantiation consists of a written discussion explaining the rationale for proposed labor categories. The offeror shall provide a rationale for proposing specific labor categories. Contractor format is acceptable.

a. Rationale. The offeror shall provide information about the labor categories proposed for future work orders to be awarded on a cost-type basis and indicate the rationale for proposing said labor categories.

SUBSECTION 6.0 - RATES AND FACTORS

Information on labor rates proposed for use in work orders #2 and #3 shall be provided in contractor format. The following specifics shall be provided:

- a. A copy and approval date of the latest Forward Pricing Rate Agreement (FPRA) with the Government. This should include all direct rates and indirect overheads that are used in this proposal. If rates are currently being reviewed or in negotiation, indicate the status and projected date of agreement. If the rates and burdens used for this proposal were other than what's in the FPRA, a written discussion supporting this deviation must be provided along with the copies from which the rates and/or burdens were taken. The sources from which the copies were extracted from must also be indicated.
- b. Provide a breakdown of the offeror's actual rate history in the following format:

<u>Direct Labor</u> 2005 2006 2007

Labor Category (List each one)

<u>Indirect Overheads</u> 2005 2006 2007

Material Handling
Fringe Benefits
Labor Overhead
G&A
COM
Etc.

5. Section 11 – Evaluation/Award Criteria is hereby modified to reflect changes made to sub-section 11.2.3. Accordingly, Section 11.2.3 is deleted in its entirety and replaced with the following:

11.2.3 - Cost/Price Factor

The cost/price proposal will be reviewed and analyzed in depth by the Contracting Officer to determine if the costs/prices are fair, reasonable and realistic for the work proposed, reflect a clear understanding of the requirements, and is consistent with the methods of performance described in the Offeror's quotation, but will not receive an evaluation rating. Since adequate cost/price competition is anticipated, reasonableness will be determined by comparing the proposed costs/prices received in response to the solicitation.

The Government will evaluate cost and price reasonableness by assessing how well the cost/price tracks to the Offeror's technical proposal. All FFP CLINs for Work Order #1 will be evaluated individually at a bottom line price. They will then be combined and evaluated at one total bottom line price which will be the "Total Evaluated Price" for the proposal. For the cost-reimbursement type Work Orders #2 and #3, a cost proposal shall be submitted and the Government will perform a cost analysis to determine reasonableness and realism.

Cost reasonableness and realism pertains to the Offeror's ability to project costs/prices which are reasonable and which indicate the Offeror's understanding of the nature and the scope of the work to be performed. The Government considers that a fully justified and realistic proposal is of paramount importance in evaluating cost proposals. Any proposal lacking these attributes, regardless of its relative position with other proposals, will be considered lacking realism and may result in a higher evaluated cost.

In performing the cost/price analysis, the Government will use supporting data provided with each offer, past procurement history, advice from cognizant auditors, current market conditions, performance requirements for the solicitation, or any other relevant factors, including those which have been revealed by the competition received to determine the Government's adjusted cost.

If the Government determines after the analysis that any cost proposed is unrealistically low, these unrealistic costs/prices will be considered in the risk assessment. The Government reserves the right to reject a quotation without discussion in the event that the lack of balance in the cost/pricing poses an unacceptable risk to the Government . If discussions with the Offeror are held, the Offeror will be required to:

- Demonstrate and understanding of the requirement for which unrealistic cost/prices are proposed;
- Demonstrate the capability to absorb the cost/price differential between low costs/prices proposed and the probable real cost to meet the Government's requirements;
- Demonstrate an understanding that performance under a resultant contract will be carefully assessed to ensure that the appropriate caliber of support is provided.

- 6. Under Attachment 5 Representative Work Packages, the second paragraph under Section 1.1.2.1 is deleted in it's entirety and replaced with the following: "All applications developed under this effort will be hosted in a DHS Enterprise Data Center unless a waiver is granted by the DHS CIO. Additionally, development systems (environments) may be fully outsourced with the Government's approval."
- 7. Attachments 7 and 8 to the RFP are hereby incorporated as Work Orders #2 and #3, respectively.
- 8. The hour and date specified for receipt of proposals is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified for receipt of proposals by emailing OASIS@dhs.gov with "Amendment A00001 Acknowledged by <i style="color: blue;"><i style="color: b
- 9. Offerors are once again reminded of the importance to follow all proposal submission instructions contained in the RFP. Use of the templates provided in the RFP for submission of proposals is MANDATORY. Failure to comply with these instructions may result in rejection of your offer.

VOL_1_RESPONSE_TEMPLATE_INSTRUCTIONS, A00001.zip