

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 13

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

| | | | | | |
|--|--|--|---------------------------|--|----------------|
| DATE OF ORDER 06-08-2005 | | 2. CONTRACT NO. (If any) GS-35F-4708G | | 6 SHIP TO | |
| ORDER NO. ODT-5-F-0006 | | 4. REQUISITION/REFERENCE NO. 53778 | | a. NAME OF CONSIGNEE Office of the Federal Detention Trustee | |
| SHIPPING OFFICE (Address correspondence to) Office of the Federal Detention Trustee | | | | b. STREET ADDRESS 1331 PA Ave, NW Suite 1210 | |
| 7. TO: | | | | c. CITY Washington | d. STATE DC |
| NAME OF CONTRACTOR | | | | e. ZIP CODE 20530 | |
| COMPANY NAME Federal Forms, Inc. | | | | f. SHIP VIA N/A | |
| STREET ADDRESS 25 Stanford Blvd. Suite 200 | | | | 8. TYPE OF ORDER | |
| CITY Columbia | | e. STATE MD | f. ZIP CODE 21045-4757 | <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY -- Except for bills of lading, this order is subject to 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. | |
| ACCOUNTING AND APPROPRIATION DATA X0136/OM6101/OC2537 | | | | 10. REQUISITIONING OFFICE Office of the Federal Detention Trustee | |

BUSINESS CLASSIFICATION (Check appropriate box(es))

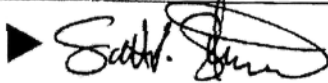
a. SMALL
 b. OTHER THAN SMALL
 c. DISADVANTAGED
 d. WOMEN-OWNED

| | | | | |
|-----------------------|---------------------|-----------------------|---|---------------------------|
| 13. PLACE OF DELIVERY | | 14. GOVERNMENT B/L NO | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12-31-2005 | 16. DISCOUNT TERMS N/A |
| INSPECTION Dest. | ACCEPTANCE Dest. | | | |

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) |
|--------------|--|----------------------|----------|----------------|------------|-----------------------|
| | Contractor shall provide services in accordance with Attached Quotation, e-Work Consulting, dated: June 8, 2005 TIN: 52-1806631 DUNS: 796030369 CAGE: 0VRU7 | 1.00 | JB | 434,914.39 | 434,914.39 | |

| | | | | | |
|------------------------------------|--|---------------------------|-------------|-----------------|------------------|
| 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | |
| 21. MAIL INVOICE TO: | | | | | |
| a. NAME Same as Block #6 | | | | | |
| b. STREET ADDRESS (or P.O. Box) | | | | | |
| c. CITY | | d. STATE | e. ZIP CODE | | 434,914.39 |
| EE BILLING INSTRUCTIONS ON REVERSE | | | | | 17(h) T (Co pag) |
| | | | | | 1 GRA TOT |

UNITED STATES OF AMERICA BY (Signature)  6/8/05

23. NAME (Typed)
Scott P. Stermer, Chief
TITLE CONTRACTING/ORDERING OFFICER

Price Proposal

Price

The table below lists the software components and a single line item representing the professional services cost to deploy this system. The details with respect to the services breakdown is provided in the document titled "DOJ GSA SOW 5 24 05.doc":

Figure 2 - Price Schedule

| Part # | Metastorm Product Description | QTY | GSA Unit Price | Extended Price to Government |
|--|---|------|----------------|------------------------------|
| e-Work Server | | | | |
| MSVE-cv530 | e-Work Enterprise Server | 2 | 42,821.89 | 85,643.78 |
| e-Work End User | | | | |
| MSC01-cv530 | Quantity 1- 250 users (Priced per user) | 250 | 214.11 | 53,527.50 |
| MSC02-cv530 | Quantity 251-500 users (Priced per user) | 12 | 128.47 | 1,541.64 |
| e-Work Components | | | | |
| MSD-cv530 | e-Work Designer License | 1 | 856.44 | 856.44 |
| MSED1-eva | e-Work Directory Integration per 250 named users | 2 | 4,292.93 | 8,585.86 |
| Non-GSA Items | | | | |
| e-Work Insight | e-Work Process Intelligence and Reporting Server | 1 | 35,000.00 | 35,000.00 |
| e-Work Insight-Dev | e-Work Process Intelligence and Reporting Development Server | 1 | 10,000.00 | 10,000.00 |
| Total Software: | | | | 195,155.22 |
| Maintenance & Support | Includes all new releases and telephone support for two named users | | | |
| MSM-S | Annual charge of 20% of software | 1 | 20% | 39,031.04 |
| PS | Professional Services (See SOW for details) | 1250 | 160.5825 | \$200,728.13 |
| GRAND TOTAL WITH MAINTENANCE & SUPPORT: | | | | \$434,914.39 |

Authorized Individual

Chris Manouse
 Federal Sales Manager
 (410) 960-4791 Cell
 (410) 290-0101 x148 Metastorm office
 (410) 290-1171 Fax
cmanouse@metastorm.com

Terms and Conditions

Included with Metastorm submission is a copy of our GSA schedule. Metastorm's GSA schedule is held by its wholly owned subsidiary, Elite Federal Forms:

GSA Contract Number: GS-35F-4708G
 Information Technology Schedule



Elite Federal Forms, Inc.

A Metastorm company

6/8/2005

US DEPARTMENT OF JUSTICE
FEDERAL DETENTION TRUSTEE
Attn: Scott Stermer

Statement of Work for Consulting Services

Dear Scott:

Elite Federal Forms, Inc. is pleased to provide US DEPARTMENT OF JUSTICE –OFFICE OF THE FEDERAL DETENTION TRUSTEE (the "Customer") the following quote for Consulting Services.

Task Description

Elite Federal Forms proposes to provide e-Work consulting services as directed by the Customer to assist with the design, development, testing, and implementation of the automated Sentence to Commitment business process.

Deliverables

The specific deliverables for this Statement of Work include:

1. Assistance in the installation, configuration, and testing of the Customers testing and production environments of the following e-Work components: Engine, Web Server, Outlook Client (if desired by End User), and Directory Services Integration (SSO, DEX, etc.).
2. Assistance in the development of the Stage-Action-Roles (SAR) matrix representing the Sentence to Commitment workflow requirements.
3. Assistance in the design and development of the Sentence to Commitment e-Work process map. A draft process map, developed during the pre-sales engagement, is included in Exhibit A.
4. Assistance in the development of e-Work forms that capture the Sentence to Commitment data.
5. Assistance in the development of integration with US Courts PACTS, USMS Prisoner Tracking System (also called: Joint Detainee Information System), BOP SENTRY systems.
6. Assistance in the development of standard Audit Trail and Notes e-Work forms.

ELITE FEDERAL FORMS, INC. AND US DEPT OF JUSTICE – FEDERAL DETENTION TRUSTEE RESTRICTED ACCESS

This proposal includes data that shall not be disclosed outside of US DOJ FDT and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal. The data subject to this restriction are contained in the following sheets marked with a non-disclosure legend.

7. Assistance in the development of an output file (e.g., a PDF file) that consolidates the folder attachment documents.
8. Assistance in the development of a simple search criteria form.
9. Assistance in the development of a basic process metrics report(s).
10. Assistance in the development of a User Maintenance administrative form.
11. Assistance during the integration testing phase of the project to correct procedure defects.
12. Preparation of end-user documentation that highlights every form in the application and defines the user activities available on that form.
13. Assistance with the design and development of an end-user training course.
14. Delivery of the end-user training course to 60 end-users. These are the end-users defined in the Pilot group as specified in Exhibit B.
15. Assistance during the deployment of the Sentence to Commitment application.
16. Delivery of the following documents through the life of the project:
 - A. Draft Project Schedule
 - B. Baseline Project Schedule (agreed in coordination with the DOJ Project Manager)
 - C. Knowledge Transfer Sessions Meeting Minutes
 - D. Detailed Requirements Analysis, Requirements Traceability Matrix
 - E. SCAA Functional Requirement Document implemented as Detailed Use-Case with Supplemental Specification
 - F. Draft Project Design Risks and Mitigation recommendations
 - G. Draft Project Design Issues and Associated Impacts to Project Schedule, Cost, or Quality
 - H. e-Work Design Summary
 - I. e-Work based System Design Document
 - J. Configuration Level System Design Document
 - K. System Test Plan with Detailed Test Cases
 - L. Systems Test Results
 - M. Systems Test Analysis Reporting/Findings
 - N. Section 508 Accessibility Compliance Documentation
 - O. Migration Plan
 - P. Systems Operation Plan
 - Q. Implementation Plan
 - R. Training Plan
 - S. Technical Review Report
 - T. Revised System Test Plan

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

- U. Production System Test Results
 - V. Inventory of Installed Components
 - W. Implementation Plan
 - X. System Implementation, by District
 - Y. Acceptance Test Analysis Report
17. On-going demo version of the procedure. Initial delivery of this demo version should be provided not later than 30 June, 2005.
18. On and off site project management including planning meetings and JAD sessions with business users, conducting on and off site meetings, tracking the project schedule, producing project and requirements documentation (where required), providing status reports, conducting technical reviews, and facilitating unit, system and user acceptance testing.

Elite will provide the Customer with an operational Sentence to Commitment procedure upon completion of this SOW. This procedure will provide a capability that the Customer can use to manage and track the Sentence to Commitment process.

Anticipating that features and capabilities beyond the initial scope will be requested by the Customer throughout the development effort, Elite will rely on the Customer's Change Control Board to define what features will be introduced with the initial deployment and which will be provided in a future release. The items categorized to be included in a future release are out of scope of this SOW.

Government Provided Services

The Government will provide a purchase order for this Statement of Work ("Statement of Work"). The Government will assist Elite in the performance of the Services, and provide resources necessary for Elite's performance hereunder as specified in this Statement of Work:

- The Government shall appoint a Project Manager to work with Elite.
- The Government shall furnish Elite's personnel with requested information and data on the Customer's e-Work environment and existing systems, as required to achieve the project goals. The Government shall provide access to Elite personnel who meet required security access criteria, to said environment and systems at the Customer's facilities at all reasonable times during the performance of the Services.
- The Government shall ensure that adequate workspace is available at each facility where Services will be provided.
- The Government shall provide suitable database, application, and web server platforms that meet the recommended hardware requirements for e-Work. These platforms shall have properly installed and patched Operating System software. The Government understands that the availability of these resources is a critical success factor for the project.
- The Government shall provide access to staff trained in e-Work, the staff responsible for the administration of server platforms, and the staff responsible for the administration development of systems, applications, and databases that are targets for integration.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

Project Staff

Lead Developer: e-Work Senior Developer(s) with 5-8 years development experience
Project Manager: Kim Lewis, Director, Professional Services

Schedule

| | |
|-------------------------------------|------------|
| Proposed Project Start Date: | 6/9/2005 |
| Proposed Project End Date: | 10/20/2005 |
| SOW Period of Performance End Date: | 12/31/2005 |

The schedule is tentative and subject to slip if all required paperwork including this SOW is not received before the Project Start Date. Unless otherwise noted here or negotiated between the Customer and Elite Professional Services, Elite generally requires two to three weeks lead-time to start a project.

Cost Estimate

Elite will perform all work on a Time and Materials basis with an estimated price of \$200,728.14. This offer is valid for 10 days from the submission of this proposal.

Elite will notify the Customer in writing within five (5) business days if it determines that the level of effort required to complete any requested tasks will exceed the estimated price. Travel, will be billed at cost. (As per RFQ, there will be no travel reimbursement for travel within the Washington D.C. Metro Area (i.e., local area). Elite employees adhere to standard Per Diem guidelines for Room, Meals and Incidentals. Air Travel is by common carrier using Coach Class tickets whenever feasible. Labor will be billed at the standard rate for any travel conducted during normal business hours. Elite will not accumulate charges beyond the estimated price without the Customer's express written consent.

Please note that the pricing provided below is only an estimate and that the actual cost to the Customer for the deliverables may be more or less.

Price Breakdown

| e-Work Development & Support | Hours | Cost |
|---------------------------------|-----------------|-------------------------|
| Platform Installation | 80 | 128,372.80 |
| Requirements | 160 | 257,745.60 |
| Design | 80 | 128,372.80 |
| Development | 400 | 626,860.00 |
| Testing & Correction | 160 | 257,745.60 |
| Training Development & Delivery | 80 | 128,372.80 |
| Implementation Support | 80 | 128,372.80 |
| Project Management | 80 | 128,372.80 |
| | | |
| Estimated Labor Total | 1000 | 1,600,000.00 |

* Elite's 2005 GSA daily consulting rate is \$1,284.66. This rate is based on an 8-hour day. Labor beyond the normal 8-hour day and labor for partial days is charged at the effective hourly rate of \$160.5825/hour.

Instruction on Contract Process

Please print out two copies of this quote, sign, and send both with your purchase order to:

Elite, Inc.
 Attn: Allison M. McCann
 8825 Stanford Boulevard
 Suite 200
 Columbia, MD 21045

One fully executed copy of this quote will be returned for your records.

In order to expedite processing your order, fax a copy of the entire signed quote and purchase order to Allison McCann at 410-290-1173. To avoid delays, be sure to fax all pages of the quote. Purchase orders must include the total cost of the quote, including fees and expenses.

If you have any question regarding the Project Scope of Work, please contact the Project Manager for this quote:

Kim Lewis
 Voice: 410-290-0101 x115
 Fax: 410-290-1171
 Email: klewis@metastorm.com

If you have any questions or concerns regarding the content of this quote, please contact Allison McCann at 410-290-0101 x120.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

Terms and Conditions

BY SIGNING BELOW, THE CUSTOMER ACKNOWLEDGES AND AGREES THAT THIS QUOTE SHALL BE GOVERNED BY THE TERMS AND CONDITIONS OF THE ELITE FEDERAL FORMS GSA CONTRACT, NUMBER GS-35F-4708G. THE PARTIES EXPRESSLY ACKNOWLEDGE THAT CONTRADICTORY PURCHASE ORDER TERMS WILL NOT APPLY.

IN WITNESS WHEREOF, the parties hereto have, through duly authorized representatives, accepted this Quote effective as of the _____ of _____, 2005.

US DOJ FDT

ELITE FEDERAL FORMS, INC.

Signature:

Signature:

Name:

Name: Kimberly S. Lewis

Title:

Title: Director of Professional Services

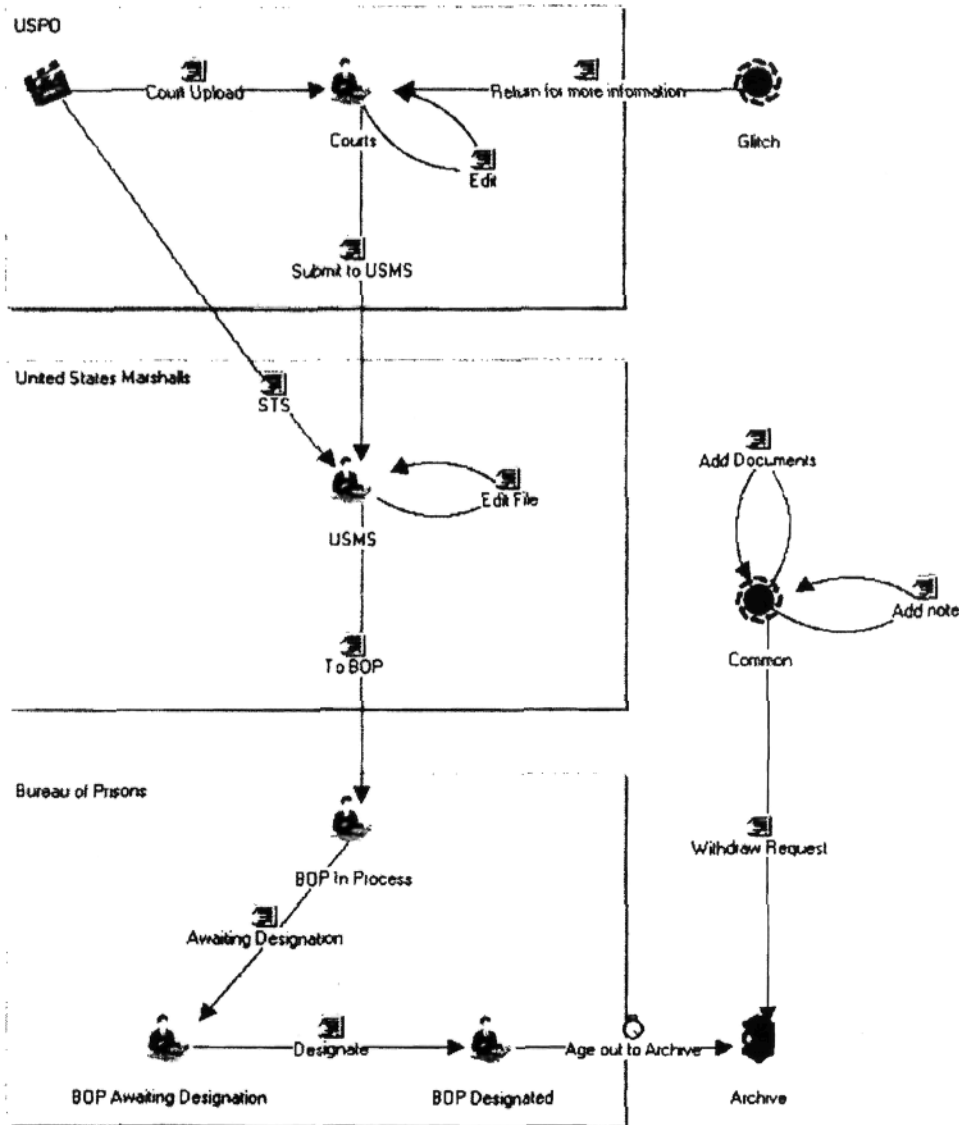
Date:

Date:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

Exhibit A

The following e-Work process map was developed during the pre-sales engagement and is being provided to enable a better understanding the process workflow requirements. This process map does not represent the fully defined Sentence to Commitment business process.



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Elite Federal Forms, Inc.

A Metastorm company

Exhibit B

Project Scope numbers are included in the table below. This SOW is defined to include only the Pilot organizations.

| Districts | Number of Clerk of Ct Offices that process criminal dockets, e.g., J&C, SORs, Sentences | Number of Clerk of Court personnel who process the criminal dockets? | Number of US Probation Offices who handle PSR/PSIs? | Number of US Probation Officer personnel who process the PSR/PSIs? | Number of USMS Offices who process 129 and detainees? | Number of USMS personnel who process 129 and detainees? | Number of employees who process the designation packets? | Number of Designations per month |
|---|---|--|---|--|---|---|--|----------------------------------|
| Pilot | | | | | | | | |
| EVA | 4 | 12 | 9 | 9 | 3 | 3 | 19 | 115 |
| Alexandria | 1 | 3 | 3 | 3 | 1 | 1 | | |
| Newport News | 1 | 3 | 2 | 2 | 0 | 0 | | |
| Norfolk | 1 | 3 | 2 | 2 | 1 | 1 | | |
| Richmond | 1 | 3 | 2 | 2 | 1 | 1 | | |
| D/MD | 2 | 6 | 2 | 4 | 2 | 4 | 50 | |
| Baltimore | 1 | 3 | 1 | 2 | 1 | 2 | | |
| Greenbelt | 1 | 3 | 1 | 2 | 1 | 2 | | |
| *Note - EVA (Alexandria) and D/MD are handled by the Baltimore CCM Office, Annapolis Junction, MD. (14 Staff) | | | | | | | | |
| The Raleigh CCM Office, Raleigh, NC, handles Newport News, Norfolk and Richmond w/(5) staff. | | | | | | | | |
| Southwest Border | | | | | | | | |
| S/CA | 1 | 3 | 1 | 3 | 1 | 2 | 2 | 335 |
| San Diego | 1 | 3 | 1 | 3 | 1 | 2 | | |
| C/CA* | 4 | 12 | 4 | 8 | 3 | 3.5 | 6 | 125 |
| Western/Spring St | 1 | 3 | 1 | 2 | 1 | 1.5 | | |

ELITE FEDERAL FORMS, INC. AND US DEPT OF JUSTICE - FEDERAL DETENTION TRUSTEE RESTRICTED ACCESS

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| Districts | | Number of Clerk of Ct Offices that process criminal dockets. e.g. J&C, SORs, Sentences | Number of Clerk of Court personnel who process the criminal dockets? | Number of US Probation Offices who handle PSR/PSIs? | Number of US Probation Officer personnel who process the PSR/PSIs? | Number of USMS Offices who process 129 and detainers? | Number of USMS personnel who process 129 and detainers? | Number of employees who process the designation packets? | Number of Designations per month |
|---------------|--------|--|--|---|--|---|---|--|----------------------------------|
| Western/Royal | | 1 | 3 | 1 | 2 | 0 | 0 | | |
| Santa Ana | | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Riverside | | 1 | 3 | 1 | 2 | 1 | 1 | | |
| D/AZ | | 0 | 0 | 2 | 8 | 3 | 10 | 4 | 750 |
| Phoenix | | 0 | 0 | 1 | 4 | 1 | 4 | | |
| Tucson | | 0 | 0 | 1 | 4 | 1 | 4 | | |
| Yuma | | | | | | 1 | 2 | | |
| Flagstaff | | | | | | | | | |
| Prescott | | | | | | | | | |
| D/NM | | 3 | 9 | 3 | 6 | 2 | 3 | 7 | 150 |
| Albuquerque | | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Las Cruces | | 1 | 3 | 1 | 2 | 1 | 2 | | |
| Santa Fe | | 1 | 3 | 1 | 2 | 0 | 0 | | |
| Rosewell | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| W/TX | | 7 | 21 | 8 | 16 | 7 | 12 | 20 | 545 |
| Austin | | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Del Rio | | 1 | 3 | 1 | 2 | 1 | 2 | | |
| El Paso | | 1 | 3 | 1 | 2 | 1 | 3 | | |
| Midland | | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Pecos | | 1 | 3 | 1 | 2 | 1 | 2 | | |
| | Alpine | 0 | 0 | 1 | 2 | 0 | 0 | | |
| San Antonio | | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Waco | | 1 | 3 | 1 | 2 | 1 | 2 | | |

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| Districts | Number of Clerk of Ct Offices that process criminal dockets, e.g., J&C, SORs, Sentences | Number of Clerk of Court personnel who process the criminal dockets? | Number of US Probation Offices who handle PSR/PSIs? | Number of US Probation Officer personnel who process the PSR/PSIs? | Number of USMS Offices who process 129 and detainers? | Number of USMS personnel who process 129 and detainers? | Number of employees who process the designation packets? | Number of Designations per month |
|--|---|--|---|--|---|---|--|----------------------------------|
| *Includes a combination of 13 Staff from San Antonio CCM plus 7 in El Paso CCM. | | | | | | | | |
| S/TX | 7 | 21 | 7 | 14 | 7 | 7 | 6 | 460 |
| Houston | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Galveston | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Victoria | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Corpus Christi | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Brownsville | 1 | 3 | 1 | 2 | 1 | 1 | | |
| McAllen | 1 | 3 | 1 | 2 | 1 | 1 | | |
| Laredo | 1 | 3 | 1 | 2 | 1 | 1 | | |
| TOTAL | 28 | 84 | 36 | 68 | 28 | 44.5 | 64 | 2530 |

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Search: all the words






*C*ontractor information

Contract #: **GS-35F-4708G**
 Contractor: **ELITE FEDERAL FORMS, INC**
 Address: **8825 STANFORD BLVD**
SUITE 200
COLUMBIA, MD 21045-4757
 Phone: **(410)290-0101**
 E Mail: **amccann@metastorm.com**
 Web Address: **http://www.metastorm.com**
 Contract end date: **Aug 25, 2007**

Socio-Economic : **Small business**

GSA Contracting Officer:
SANDRA J. BROOKS
 Phone: **703-305-5566**
 E-Mail: **sandra.brooks@gsa.gov**

How to change your company information

| Source | Title | Contract Number | Contract End Date | Category | View Items Available |
|--------|---|-----------------|-------------------|----------|---|
| 70 | GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES | GS-35F-4708G | Aug 25, 2007 | 132 32 |  4 items |
| | | | | 132 33 |  4 items |
| | | | | 132 34 |  4 items |
| | | | | 132 50 |  4 items |
| | | | | 132 51 |  4 items |

CCR *Central Contractor Registration*

Advanced Search Information

[Search Again](#) [Print Record](#)

General Information

Current Registration Status: **Active in CCR; Registration valid until 04/08/2006.**

DUNS: **796030369**
DUNS PLUS4:
CAGE/NCAGE Code: **0VRU7**
Legal Business Name: **ELITE FEDERAL FORMS, INC**
Doing Business As (DBA):
Division Name:
Division Number:
Company URL: **http://www.METASTORM.COM**

Physical Street Address 1: **8825 STANFORD BLVD**
Physical Street Address 2: **SUITE 200**
Physical City: **COLUMBIA**
Physical State: **MD**
Physical Zip/Postal Code: **21045-4757**
Physical Country: **USA**

Mailing Name: **ELITE FEDERAL FORMS,INC.**
Mailing Address: **8825 STANFORD BOULEVARD**
Mailing Address 2: **SUITE 200**
Mailing City: **COLUMBIA**
Mailing State: **MD**
Mailing Zip/Postal Code: **21045-4757**
Mailing Country: **USA**

Business Start Date: **11/10/1992**

Corporate Information

Type of Organization
Corporate Entity, Not Tax Exempt
(State of Incorporation is MD)

Business Types/Grants
VN - Contracts

Goods / Services

North American Industry Classification System (NAICS)

- 511210 SOFTWARE PUBLISHERS**
- 541511 CUSTOM COMPUTER PROGRAMMING SERVICES**
- 541512 COMPUTER SYSTEMS DESIGN SERVICES**

Standard Industrial Classification (SIC)

- 7371 COMPUTER PROGRAMMING SERVICES**
- 7372 PREPACKAGED SOFTWARE**
- 7373 COMPUTER INTEGRATED SYSTEMS DESIGN**

Product Service Codes (PSC)

Federal Supply Classification (FSC)

- 7030 ADP SOFTWARE**

Small Business Types

This information comes from the Small Business Administration and is not editable by CCR vendors.

| <u>Business Types</u> | <u>Expiration Date</u> |
|-----------------------|------------------------|
| 21 - Small Business | -- |

North American Industry Classification System (NAICS)

| <u>NAICS Code</u> | <u>Description</u> | <u>Small Business</u> | <u>Emerging Small Business</u> |
|-------------------|--------------------------------------|-----------------------|--------------------------------|
| 511210 | SOFTWARE PUBLISHERS | Yes | No |
| 541511 | CUSTOM COMPUTER PROGRAMMING SERVICES | Yes | No |
| 541512 | COMPUTER SYSTEMS DESIGN SERVICES | Yes | No |

Points of Contact

| <u>Government Business POC Primary</u> | | <u>Government Business POC Alternate</u> | |
|--|---|--|---|
| Name: | RUTH ENDO | Name: | CHRIS MANOUSE |
| Address Line 1: | C/O METASTORM, INC. | Address Line 1: | C/O METASTORM, INC. |
| Address Line 2: | 8825 STANFORD BOULEVARD, SUITE 200 | Address Line 2: | 8825 STANFORD BOULEVARD, SUITE 200 |
| City: | COLUMBIA | City: | COLUMBIA |
| State: | MD | State: | MD |
| Zip/Postal Code: | 210454757 | Zip/Postal Code: | 210454757 |
| Country: | USA | Country: | USA |
| U.S. Phone: | (410) 290-0101 Ext:106 | U.S. Phone: | (410) 290-0101 Ext:148 |

Non-U.S.
Phone:
Fax: (410) 290-1171

Non-U.S.
Phone:
Fax: (410) 290-1171

Past Performance POC Primary

Name: RUTH ENDO
Address Line 1: C/O METASTORM, INC.
Address Line 2: 8825 STANFORD BOULEVARD, SUITE 200
City: COLUMBIA
State: MD
Zip/Postal Code: 210454757
Country: USA
U.S. Phone: (410) 290-0101 Ext:106
Non-U.S. Phone:
Fax: (410) 290-1171

Past Performance POC Alternate

Name: CHRIS MANOUSE
Address Line 1: C/O METASTORM, INC.
Address Line 2: 8825 STANFORD BOULEVARD, SUITE 200
City: COLUMBIA
State: MD
Zip/Postal Code: 210454757
Country: USA
U.S. Phone: (410) 290-0101 Ext:148
Non-U.S. Phone:
Fax: (410) 290-1171

Electronic Business POC Primary

Name: STEVE WENZEL
Address Line 1: C/O METASTORM, INC.
Address Line 2: 8825 STANFORD BOULEVARD, SUITE 200
City: COLUMBIA
State: MD
Zip/Postal Code: 210454757
Country: USA
U.S. Phone: (410) 290-0101 Ext:133
Non-U.S. Phone:
Fax: (410) 290-1171

Electronic Business POC Alternate

Name: TOM WHITELEATHER
Address Line 1: C/O METASTORM, INC.
Address Line 2: 8825 STANFORD BOULEVARD, SUITE 200
City: COLUMBIA
State: MD
Zip/Postal Code: 210454757
Country: USA
U.S. Phone: (410) 290-0101 Ext:131
Non-U.S. Phone:
Fax: (410) 290-1171

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GO

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General Information

Award Type: Delivery/Task Order

Award Status: Final

| | | Agy | PIID | Mod No | Trs |
|--|------------------|------|-----------|--------|-----|
| Prepared By: DEBORAH.JOHNSON3@USDOJ.GOV | Award ID: | 1501 | ODT5F0006 | 0 | 0 |

| | | | | | |
|---|---------------------------------|------|------------|---|--|
| Prepared Date: 06/22/2005 09:37:48 | Referenced IDV ID: | 4730 | GS35F4708G | 0 | |
| | Reason For Modification: | | | | |

Last Modified By: DEBORAH.JOHNSON3@USDOJ.GOV

Solicitation ID:

Last Modified Date: 06/22/2005 09:43:51

| Dates | | Amounts | |
|---|------------|--|--------------|
| Date Signed (mm/dd/yyyy) : | 06/08/2005 | Action Obligation: | \$434,914.39 |
| Effective Date (mm/dd/yyyy) : | 06/08/2005 | Base And Exercised Options Value: | \$434,914.39 |
| Completion Date (mm/dd/yyyy) : | 12/31/2005 | Base And All Options Value: | \$434,914.39 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 12/31/2005 | Fee Paid for Use of IDV: | \$0.00 |

Purchaser Information

| | | |
|---|---|---|
| Contracting Office Agency ID: 1501 | Contracting Office Agency Name: | OFFICES, BOARDS AND DIVISIONS |
| Contracting Office ID: OFDT | Contracting Office Name: | OFFICE OF THE FEDERAL DETENTION |
| Funding Agency ID: | Funding Agency Name: | |
| Funding Office ID: | Funding Office Name: | |
| Funded By Foreign Entity: <input type="checkbox"/> | Reason For Inter-Agency Contracting: | <input type="text" value="Select One"/> |

Contractor Information

CCR Exception:

Name: ELITE FEDERAL FORMS, INC

DBAN:

Street: 8825 STANFOD BLVD

Street2:

City: COLUMBIA

State: MD

Zip: 21045

Country: UNITED STATES

Phone:

Fax No:

DUNS No: 7960303690000

Socio Economic Data



Veteran Owned

8(a) Firm

Hub Zone

SDB

JWOD (Sheltered Workshop)

HBCU

Educational Institution



Women Owned

Asian Pacific

Service Disabled Vet

Local Government

Minority Institution

American Indian

State Government

Federal Government

Minority Owned Business



Remove Exception

Tribal Government

Black Owned

Native American

Asian Indian

Non-Profit Organization

Hispanic Owned

Emerging Small

Hospital

Organization Type

Number of Employees

Annual Revenue

0

\$0

Contract Data

Type of Contract:

Fixed Price

Multi Year Contract:

Major Program:

Cost Or Pricing Data:

Select One

Purchase Card Used As Payment Method:

Letter Contract:

Performance Based Service Acquisition:

* FY 2004 and prior; 80% or more specified as performance requirement

* FY 2005 and later; 50% or more specified as performance requirement

Contingency Humanitarian Peacekeeping Operation:

Select One

Contract Financing:

Select One

Cost Accounting Standards Clause:

Number Of Actions:

1

Consolidated Contract:

Legislative Mandates

- Clinger Cohen Act:
- Service Contract Act:
- Walsh-Healey Act:
- Davis Bacon Act:

Principal Place of Performance

- Principal Place Of Performance Code (State, Location, Country):**
- Principal Place Of Performance Name:**
- Congressional District Place Of Performance:**
- Congressional District Contractor:**
- Place Of Performance Zip Code(+4):**

DC 19600 US
F STREET

20004 - 5714 USPS ZIP Codes

Product Or Service Information

Product/Service Code: D308 **Description:** PROGRAMMING SERVICES

Principal NAICS Code: **Description:**

Bundled Requirements: Not a bundled requirement

System Equipment Code:

Country of Product Origin:

Place of Manufacture: Select One

Use Of Recovered Material: Select One

InfoTech Commercial Item Category: Select One

Claimant Program Code: Select One

Sea Transportation: Select One

GFE/GFP Provided Under This Action:

Use Of EPA Designated Products: Not Required

Description Of Requirement: Consulting Services for Eworks to assist with the design, development, testing and implementation of the automated business process
(4000 characters)

Competition Information

Extent Competed For Referenced IDV:

Extent Competed: Full and Open Competition

| | | |
|--|--------------------------|---|
| Solicitation Procedures: | Simplified Acquisition | |
| Type Of Set Aside: | No set aside used. | |
| Evaluated Preference: | No Preference used | |
| Research: | Select One | |
| Statutory Exception To Fair Opportunity: | Select One | |
| Reason Not Completed: | Select One | |
| Number Of Offers Received: | 1 | Pre Award FBO Synopsis: <input type="checkbox"/> |
| Small Business Competitiveness Demonstration Program: | <input type="checkbox"/> | SBA/OFPP Synopsis Waiver Pilot: <input type="checkbox"/> |
| Commercial Item Test Program: | <input type="checkbox"/> | Alternative Advertising: <input type="checkbox"/> |
| Commercial Item Acquisition Procedures: | <input type="checkbox"/> | A76 Action: <input type="checkbox"/> |
| Preference Programs / Other Data | | |
| Contracting Officer's Business Size Selection: | Small Business | |
| Subcontract Plan: | Select One | |
| Price Evaluation Percent Difference: | % | |
| Reason Not Awarded To Small Disadvantaged Business: | Select One | |
| Reason Not Awarded To Small Business: | Select One | |