

2. CONTRACT NO.
HSCEOP-06-C-00067

3. AWARD/EFFECTIVE DATE
09/29/2006

4. ORDER NUMBER

5. SOLICITATION NUMBER

6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: **ELIZABETH HEITZ**

a. NAME

b. TELEPHONE NUMBER (No collect calls)

8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY
U.S. Dept. Of Homeland Security
Immigration and Customs Enforcement
425 I Street, NW
Rm 2208
Washington DC 20536

CODE **ICE**

10. THIS ACQUISITION IS
 UNRESTRICTED OR SET ASIDE: 100.00 % FOR:
 SMALL BUSINESS EMERGING SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (A)

NAICS
 SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE

12. DISCOUNT TERMS
b2Low

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
 RFP IFB RFP

15. DELIVER TO
DHS/ICE
Facilities
Attn: Lee Shirkey
425 I Street NW Rm 1040
Washington DC 20536

CODE

16. ADMINISTERED BY
U.S. Dept. Of Homeland Security
Immigration and Customs Enforcement
425 I Street, NW
Rm 2208
Washington DC 20536

CODE **ICE**

17a. CONTRACTOR/OFFEROR
LOG IN SYSTEMS INC
45 E ALL SAINTS ST
FREDERICK MD 217015633

CODE **0742923970000**

FACILITY CODE

18a. PAYMENT WILL BE MADE BY
U.S. Dept. Of Homeland Security
Immigration and Customs Enforcement
425 I Street, NW
Rm 2208
Washington DC 20536

CODE

TELEPHONE NO.

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Tax ID Number: 52-2122407 DUNS Number: 074292397 This contract is placed in accordance with FAR 13.5, Test Program for Certain Commercial Items for Records Management Support. The total price established for the base period is \$521,035.20 and three optional periods established as follows: Option Year One 9/29/07 - 9/28/08 \$850,000.00 Option Year Two 9/29/08 - 9/28/09 \$364,482.00 Option Year Three 9/29/09 - 9/28/10 \$364,482.00 (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA
 See Schedule A Base year effort \$521,035.20

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$521,035.20

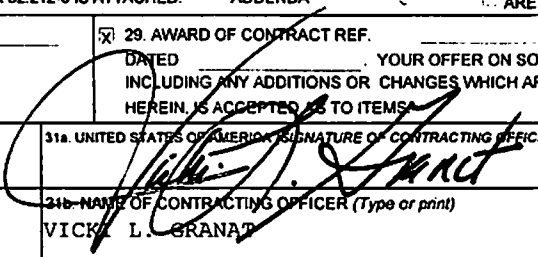
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDUM ARE ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT REF. OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS _____

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER


30b. NAME AND TITLE OF SIGNER (Type or print)
VICKI L. GRANAT

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or print)
VICKI L. GRANAT

31c. DATE SIGNED
09/29/2006

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	TOTAL FIXED-PRICE \$2,099,999.20 Delivery: 30 Days After Award Period of Performance: 09/29/2006 to 09/28/2007				
0001	This firm-fixed price contract provides for Records Management Support Services in accordance with the attached Statement of Work. (A lot is defined as referenced on the attached cost proposal sheet). Obligated Amount: \$ b4	1	LT		b4
0002	Records Management Support Services Obligated Amount: \$ b4 The total amount of award: \$521,035.20. The obligation for this award is shown in box 26.	1	LT		b4

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED NOTED: _____ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32a. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)
		42c. DATE RECD (YY/MM/DD)	42d. TOTAL CONTAINERS

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

CLAUSE NUMBER	CLAUSE TITLE	CLAUSE DATE
52.202-1	Definitions	(DECEMBER 2001)
52.204-7	Central Contractor Registration	(OCTOBER 2003)
52.212-4	Contract Terms And Conditions--Commercial Items	(OCTOBER 2003)
52.212-5	Contract Terms And Conditions Required To Implement Statutes Or Executive Orders	(JUNE 2006)
52.219.27	Notice Of Total Service-Disabled Veteran-Owned Small Business Set-Aside	(MAY 2004)
52.222-3	Convict Labor	(JUNE 2003)
52.222-21	Prohibition Of Segregated Facilities	(FEBRUARY 1999)
52.222-26	Equal Opportunity	(APRIL 2002)
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans Of The Vietnam Era, And Other Eligible Veterans	(DECEMBER 2001)
52.222-36	Affirmative Action For Workers With Disabilities	(JUNE 1998)
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, And Other Eligible Veterans	(DECEMBER 2001)
52.225-13	Restrictions On Certain Foreign Purchases	(DECEMBER 2003)
52.232-1	Payments	(APRIL 1984)
52.232-33	Payment By Electronic Funds Transfer—Central Contractor Registration	(OCTOBER 2003)
52.233-4	Applicable Law For Breach Of Contract Claim	(OCTOBER 2004)
52.249-1	Termination For Convenience Of The Government (Fixed-Price) (Short Form)	(APRIL 1984)

CLAUSES INCORPORATED BY REFERENCE FROM THE HOMELAND SECURITY ACQUISITION REGULATION (HSAR)

HSAR 3013.7005	Test Program For Certain Commercial Items	(APRIL 2004)
HSAR 3052.209-70	Prohibition On Contracts With Corporate Expatriates	(DECEMBER 2003)
HSAR 3052.237-70	Qualifications Of Contractor Employees	(DECEMBER 2003)

1. INTRODUCTION

1.1 Organization: ICE Office of Asset Management/Records Branch

U.S. Department of Homeland Security
Immigration and Customs Enforcement
Office of Asset Management
Records Branch

1.2 Background

This statement of work addresses the standing up of a records management operation to support the Immigration and Customs Enforcement Agency (ICE). ICE is a component of the Department of Homeland Security (DHS), which is responsible for protecting the nation against threats to the American homeland, and its principle missions are preventing terrorist attacks within the United States, reducing the country's vulnerability to terrorism, and minimizing damage from potential attacks and natural disasters.

The creation of DHS consolidated more than 170,000 employees and 22 agencies or components into major Directorates. ICE resulted as a consolidation of legacy agencies into 4 major operational programs that will be supported by the records program; Office of Investigations, Detention and Removal, Office of Intelligence, and Federal Protective Service. In standing up a records program, ICE faces several immediate challenges to its records and information management program as a result of reorganization, as well as several mission-critical initiatives that require the direct support of the program which include:

- Establishing a records management plan that will integrate the information management activities of ICE's operational programs and support services into a coherent whole. The success of ICE in carrying out its mission is critically dependent on its ability to coordinate its information across these program areas, DHS, and the law enforcement community.
- Coordination with National Archives and Records Administration (NARA) for records management policies, regulatory compliance, automated systems, and records sharing programs. Participate in Records management working groups within ICE and other federal agencies where appropriate.
- Development of a law enforcement records policy, in coordination with the Law Enforcement Service Center (LESC), and presence to respond to request via prompt and efficient turnaround of complete information vital to the enforcement of law.
- Development of a public presence to respond to requests via a web site with the capability to track and respond with a prompt and efficient turnaround of

information with the implementation of e-government and Government Paperwork Elimination Act (GPEA) initiatives within the confines of the Freedom of Information and Privacy Acts.

- Develop the ability to audit information related to compliance, such as those covering the creation of and access to information and records; the protection and security of information; the management of information and efficiency in its creation, collection, dissemination, use, maintenance and disposal of recorded information of enduring interest.
- Comply with the requirements contained in the Department of Homeland Security Acquisition Manual (HSAM), 0550.1 Records Management Handbook.

2.0 SCOPE

The descriptions of the tasks/services that the Contractor shall be required to provide during the resulting contract are provided in this section.

2.1 Task 1 – Strategic Plan

Prepare a records management strategic plan for ICE. The contractor will develop a records management strategic plan that will identify all the necessary steps for implementation and integration of a regulatory compliant and user-friendly records management plan. The contractor will conduct an analysis of the existing records management and identify all areas of weakness and an implementation schedule. The resulting schedule should be presented in Microsoft Project and will be used to identify the critical path for implementation.

The analysis will include but not be limited to:

- An ICE-wide inventory of records
- An ICE-wide inventory of information systems;
- An ICE-wide inventory of forms, forms software, and forms procedures;
- A report of the inventories and how they relate to ICE's mission;
- An ICE-wide review of existing records schedules and retention schedules;
- Coordination with other DHS entities and NARA

The critical path will provide a schedule, identify shortfalls, and identify resources. The contractor will identify the critical path by reviewing operation manuals, existing records practices, interviewing government and contracted staff, implementing standard records management approach set against a validated records model within legal (NARA) and operational record keeping requirements. Also included, a plan for integrating existing records and information management personnel and systems, as well as existing operation programs into an agency-wide knowledge management program implementation.

The strategic plan will identify the required end result (where the Agency needs to be), and the current condition (where the Agency is now). It will also contain recommendations for resolving identified deficiencies, to include the technological and process issues that must be addressed to upgrade records management across ICE.

The strategic plan will develop approaches for standing up an ICE Records and Information Program, identified above with phased approaches, timelines, and resource requirements identified.

Task Activities

1. **Kick-Off Meeting:** A kick-off meeting will be held between the Contractor and ICE personnel to review the work plan, introduce key participants and explain roles, review communication process, and align understandings of the project requirements, objectives, and deliverables.
2. **Requirements Analysis:** The Contractor will perform requirements analysis on the existing records management policy and procedures. The Contractor will include relevant laws and regulations pertaining to Federal records requirements. The Contractor will have thorough knowledge of laws and regulations pertaining to National Archives and Records Administration (NARA) federal records requirements, so efforts will focus on the review of the information on the existing records programs, as well as identification and review of records requirements that may be specific to the mission and responsibilities of the Agency.
3. **Development of the Records Management Plan or Baseline:** Concurrent with the requirements analysis, the Contractor will develop a critical path for implementation, which will include legal and performance-based records managements requirements and standards. The critical path will be developed and presented to the COTR and other personnel in an iterative process. As requirements are changed, the critical path will change and the contractor must work closely with the Government to ensure adherence to the overall schedule.
4. **Records Management Plan Implementation**

The Contractor will implement the records management plan developed and refined through the requirements gathering process. The contractor will identify a common program and develop, deliver, and distribute the materials necessary to implement the strategies and recommendations established by the critical path. The contractor will provide:

- An overall ICE Records Management Plan;
- Operational Materials including presentation, SOP, and consolidated regulatory information;

- Reports on records surveyed for each ICE Operational Program;
- New/Updated records dispositions schedules;
- Reports on compliance with existing records dispositions schedules;
- Reports on vital records management and disaster recovery plans;
- Emergency assistance plans and customer support for records program as needed;
- A Records Mapping Methodology for which ICE programs and administrative records are placed, and based on life cycle requirements of records, defines;
 - Categorization of records within ICE;
 - Appraisal of valuation of each category of record;
 - Retention and disposition requirements for each category of records;
 - Records security and protection requirements;
 - Filing requirements for records; and
 - Appropriate record object types and media.

5. **Information Technology (IT) Infrastructure:** The Contractor will identify the Current Condition, first by reviewing the existing IT infrastructure information provided by ICE to establish a technology baseline. The Contractor will also review any enterprise systems DHS may be initiating to capture records information data. Following this review, interviews with knowledge personnel will be scheduled. During these interviews, the Contractor will review existing records policies, programs, and practices to determine the current state of records and information programs within the Agency.

Timeframe

The task will be completed within a 16-week period.

2.2 Task 2 – Agency-wide Initiatives

This task is to address various supportive functions the Contractor will provide to ICE in order to respond to the public, Agency business process reengineering, new and emerging technologic application, and federal and legal requirements. The Contractor will:

- Provide support of information management programs to comply with Privacy Act, E-government, Paperwork Reduction Act, and Government Elimination Act processes and initiatives;
- Provide expert advise during integration of the DHS records management information system and impact on Agency;
- Provide liaison functions to internal ICE programs and DHS Departmental records program liaisons, as well as, external law enforcement counterparts;

- Provide support in business process development/reengineering to establish an Agency information management function and processes;
- Provide support in establishing the ICE information program, including review of Federal Government guidelines for setting up and maintaining Records programs;
- Assist in designing ICE electronic forms for ICE usage;
- Assist with design and implementation of web-based information management databases;
- Assist with design of a ICE Records homepage for dissemination of records policies and information;
- Provide support of initiatives involving knowledge management, electronic records and document management systems, data quality management, and other records and information management infrastructure; and
- Provide support of emergent programs in response to new or changing records and information requirements, such as those in OMB and NARA bulletins, and Guidance.

Task Activities

- Review existing Agency initiatives for viability within the new records organization and consolidation of duplicative effort;
- Participate in a variety of working groups and meetings related to information management issues;
- Prepare draft impact papers, strategy and management guidelines, and reports on critical issues in a variety of information management and other areas;
- Provide recommendations and technical guidance in support of the development and implementation of a new agency-wide/and or department-wide information system initiative;
- Develop and review project plans (in MS Project), requirements specification, and plans for such systems; and
- Provide expertise in electronic recordkeeping requirements and recommending agency-wide solutions to a variety of e-record keeping issues.

Timeframe

This Task is anticipated to commence immediately upon contract award to address immediate needs, although following completion of Task 1, the findings and recommendations of the Strategic Plan may drive additional alternative activities.

2.3 Task 3 – Policy, and Regulations

This task is to support the development of the Immigration and Customs Enforcement (ICE) records management directive policy and amendment/coordination with relevant operational components, as necessary.

Task Activities

- Establish/consolidate policy documents and manual (ICE Records Handbook) defining records procedures for ICE programs. Update existing regulations as necessary by including records management life cycle management concepts including:
 - Document Definition Policy;
 - Capture and storage requirements;
 - ICE Records protection and security requirements;
 - Records retrieval and dissemination needs;
 - Development of retention, migration, and disposition schedules;
 - Regulatory compliance and audit procedures;
 - Electronic records management procedures.
- Re-engineer existing process and develop/revise the policy framework to improve the existing records and information management program;
- Review existing form utilization and determine possible consolidation through ICE publications.

2.4 Task 4 – Training and Outreach

The objective of this task is for the Contractor to provide and prepare training materials and course content for use in a formal class training, presentation-style training or orientations, and individual self-instruction or distant learning instruction of records and information management.

Task Activities

1. **Develop Training Materials:** The Contractor will prepare training materials for review by the COTR. Training materials may be required in traditional, computer, or web-based media. The Contractor will ensure training materials and course content will:
 - Be appropriate for the target audiences;
 - Impart a clear understanding of life cycle records management as identified by the Records Management Strategic Plan;
 - Clearly articulate the goals and objectives of the ICE records management plan;
 - Working with the Virtual University, develop and post an ICE records management course designed for all employees of the Agency.
2. **Develop ICE Records website:** The contractor will develop and present website design to the COTR for review.

3. DHS Records Sharing Initiatives: Develop materials for and participate in the planning process for a project that shears records across DHS organizations.

2.5 Task 5- Records Retirement, Storage, and Transfer

This task is to coordinate with NARA to retire and track records and their disposition, including the following:

- Review of Service Level Agreement with Citizenship and Immigration Services storage and maintenance of Alien Files (A-files);
- Physical removal from the retiring office to the Federal Records Center (FRC);
- Identification, recall and retrieval for research (by folder/box) then return to the FRC;
- Identification of records for systematic declassification review and transfer to NARA.

Task Activities

- Create a (or access an existing NARA) database system for tracking retired records for ICE; and
- Review and make recommendation to existing ICE storage and identification procedures.

2.6 Task 6- Forms Management and Directive Management

This task is to provide structure for information being collected and maintained through the use of authorized ICE forms, and will prepare Directives providing the guidance and policy necessary for creation and distribution of ICE forms. Activities will include:

- Review and report on the current Service Level Agreement with Customs and Border Protection;
- Form design and creation of ICE forms;
- Design and implementation of a centralized forms management database;
- Development of a centralized forms management database;
- Update of ICE forms policy or attachments to supplement existing forms management policy and guidance.

Timeframe

This task will be ongoing throughout the life of the contract.

3.0 GOVERNMENT FURNISHED PROPERTY AND POST CONTRACT COMPLETION REQUIRMENTS

The Government will provide contractor personnel with adequate workspace, equipment and supplies to perform their assigned tasks. The workspace will be provided at Office of Asset Management (OAM) headquarters and field offices. A meeting room will be provided for the contractor to conduct interviews, meetings, and other processing activities. Any equipment furnished by the Government to the contractor to perform work under this contract will be returned to the Government at the end of the contract. Any development of methods to obtain and platforms to maintain information shall remain the sole property of the Government. Should the contractor choose to provide any internally developed material or commercial off the shelf product (COTS), the COTR must approve that provision/use. These materials, if provided/used will become the property of the government at no additional cost (direct or indirect cost). The recipient of the contract will sign a non-disclosure and confidentiality agreement as well all persons assigned to perform work on the contract. Upon completion of the contract, the contractor will make no public or private written or oral statements concerning the nature and outcome of the project without prior written approval from the COTR of the project.

4.0 PLACE OF PERFORMANCE

Performance of this effort shall be in the Washington DC metro area and at selected ICE sites in the continental United States (CONUS) on an as needed basis. The contract shall include a separate line item for travel. This amount of funding will be a not-to-exceed (NTE) amount.

5.0 POINTS OF CONTACT

Contracting Officer's Technical Representative (COTR)

Mr. Lee Shirkey
Management Analyst
425 I Street, NW
Washington, DC 20536
Telephone: b2Low

Contracting Officer

Ms. Elizabeth Heitz
425 I Street NW, Room 2208
Washington, DC 20536
Telephone: b2Low

6.0 PERIOD OF PERFORMANCE

The period of performance for work under this contract is anticipated to be for a base effort and three optional periods.

7.0 DELIVERABLES

- Bi-weekly status report to be delivered on the 1st and 3rd Monday of each month beginning 30 days after award.
- Records Management Strategic Plan delivered 90 days after award.
- Records Management Plan Critical Path delivered 120 days after award.
- Records Management Definition Policy Document, including:
 - ICE Records Retention, Migration, and Disposition Schedules delivered 90 days after award.
 - ICE Records protection and security requirements performed continuously
 - ICE Records retrieval and dissemination needs performed continuously
 - Electronic Records management procedures performed continuously
 - Regulatory compliance and audit procedures performed continuously
- Training Materials provided 180 days after award.
- Records Management Homepage
 - Continual Web-Site design and update of Records Management Homepage provided 90 days after award
 - Comprehensive Communication Plan and Quality Assurance provided 120 days after award
- ICE forms management policy
 - Centralized forms management database provided 120 days after award

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT

Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: FAC-6M-0046

PROJECT	TASK	FUND	PROGRAM	ORGANIZATION	OBJECT	UDF	AMOUNT
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b2Low b4

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT

Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: FAC-6M-101

PROJECT	TASK	FUND	PROGRAM	ORGANIZATION	OBJECT	UDF	AMOUNT
				b2Low			\$ b4

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 5	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REGISTRATION/PURCHASE REQ. NO.	
P00006		09/29/2008		FAC8M0075/HQRELO080009	
6. ISSUED BY		CODE		5. PROJECT NO. (if applicable)	
ICE/Mission Supt/Chief Financ'l Ofc Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Washington DC 20536		ICE/MS/CFO			
		7. ADMINISTERED BY (if other than Item 6)		CODE	
		ICE/Mission Supt/Chief Financ'l Ofc Immigration and Customs Enforcement Office of Asset Management (OAM) 425 I Street NW, Suite 1122 Attn: Miguel Cruz Washington DC 20536		ICE/MS/CFO	
8. NAME AND ADDRESS OF CONTRACTOR (fio., street, county, State and ZIP Code)		<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.			
LOG IN SYSTEMS INC ATTN JACQUE BROWN 45 E ALL SAINTS ST FREDERICK MD 217015633					
		<input type="checkbox"/> 9B. DATED (SEE ITEM 11)			
		<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.			
		HSCEOP-06-C-00067			
		<input type="checkbox"/> 10B. DATED (SEE ITEM 11)			
		09/29/2006			
CODE 0742923970000		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 6 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: \$468,289.60

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:
	D. OTHER (Specify type of modification and authority)
<input checked="" type="checkbox"/>	FAR 52.217-8 Option to Extend Services

6. 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.)

DUNS Number: 074292397

The purpose of this modification is as follows:

- 1) Extend the period of performance for an additional six months from September 29, 2008 through March 28, 2009.
- 2) Delete Lee Shirkey as the Contracting Officer Technical Representative (COTR) and add Joseph Gerhart as the appointed COTR wherever it is stated or referenced in the contract or previous modifications.
- 3) As a result these changes, the obligated and contract award amount has increased by

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)	
Jacquelyn M. Brown, COO		Gwendolyn E. Murphy	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
Jacquelyn M. Brown		Gwendolyn E. Murphy	
15C. DATE SIGNED		16C. DATE SIGNED	
8/27/08		8/28/2008	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEOP-06-C-00067/P00006

PAGE OF
 2 5

NAME OF OFFEROR OR CONTRACTOR
LOG IN SYSTEMS INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>\$468,289.60 from \$1,525,742.60 to \$1,994,032.20.</p> <p>All other terms and conditions remain unchanged.</p> <p>---</p> <p>FOB: Destination Period of Performance: 09/29/2008 to 03/28/2009</p>				
0006	<p>The contractor shall perform all task as stated in the attached Statement of Work (SOW). The period of performance for CLIN 0006: 09/29/2008 through 03.28/2009.</p> <p>Records Analyst \$ b4 Forms Manager \$ b4 Records Administrator \$ b4 Records Manager \$ b4 Sr. Records Manager \$ b4 Project Director \$ b4 Information Analyst \$ b4</p> <p>Travel (NTE) \$10,000</p> <p>TOTAL: \$425,934.40</p> <p>Associated Requisition: FAC-8M-0075</p> <p>Obligated Amount: \$425,934.40 Product/Service Code: R499 Product/Service Description: OTHER PROFESSIONAL SERVICES</p>			425,934.40	
0007	<p>The contractor shall perform all task as stated in the attached Statement of Work (SOW). The period of performance for CLIN 0007: 09/29/2008 through 11/21/2008.</p> <p>Records Analyst (3) b4</p> <p>Continued ...</p>				b4

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEOP-06-C-00067/P00006

PAGE OF
 3 5

NAME OF OFFEROR OR CONTRACTOR
 LOG IN SYSTEMS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Associated Requisition: HQRELO-08-0009 Obligated Amount: \$ b4 Product/Service Code: R499 Product/Service Description: OTHER PROFESSIONAL SERVICES</p> <p>--INVOICE INSTRUCTIONS:</p> <p>Invoices shall be submitted via one of the following three methods:</p> <p>a. By mail:</p> <p>DHS, ICE Burlington Finance Center P.O. Box 1620 Williston, VT 05495-1620 Attn: ICE/CFO/OAM invoice</p> <p>b. By facsimile (fax): (include a cover sheet with point of contact & # of pages) 802-288-7658</p> <p>c. By e-mail: Invoice.Consolidation@dhs.gov</p>				

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: HORELO-08-0009

PROJECT TASK FUND PROGRAM ORGANIZATION OBJECT UDF AMOUNT

b2Low

b4

APPROPRIATION SYMBOL CROSSWALK:

FUND	FY	TAS	TITLE	AMOUNT
BA	2008	7080540	Salaries and Expenses, Immigration and Customs Enforcement, Border and Transportation Security, Department of Homeland Security	b4

United States Department Of Homeland Security
Immigration And Customs Enforcement
FORM G-514 (REV. 8-1-5)

HSCCEOP-06-e-00067

15

b4

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: FAC-8M-0075

PROJECT TASK FUND PROGRAM ORGANIZATION OBJECT UDF AMOUNT

b2Low

b4

APPROPRIATION SYMBOL CROSSWALK:

FUND	FY	TAS	TITLE	AMOUNT
BA	2008	7080540	Salaries and Expenses, Immigration and Customs Enforcement, Border and Transportation Security, Department of Homeland Security	b4

HSCEOP-06-C-00067

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO. P00005	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. HQRELO-08-0008	5. PROJECT NO. (if applicable)
6. ISSUED BY ICE/Mission Supt/Chief Financ'l Ofc Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Washington DC 20536	CODE ICE/MS/CFO	7. ADMINISTERED BY (if other than from 6) ICE/Mission Supt/Chief Financ'l Ofc Immigration and Customs Enforcement Office of Asset Management (OAM) 425 I Street NW, Suite 1122 Attn: Miguel Cruz Washington DC 20536	CODE ICE/MS/CFO
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) LOG IN SYSTEMS INC ATTN JACQUE BROWN 45 E ALL SAINTS ST FREDERICK MD 217015633		9A. AMENDMENT OF SOLICITATION NO. 00	9B. DATED (SEE ITEM 11)
CODE 0742923970000 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEOP-06-C-00067	10B. DATED (SEE ITEM 11) 09/29/2006

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)

Net Increase: **\$84,710.40**

SEE ATTACHMENT 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 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:
	D. OTHER (Specify type of modification and authority)
X	FAR 52.243-Changes - Fixed Price

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.)

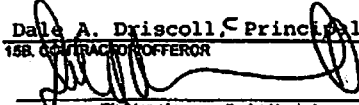
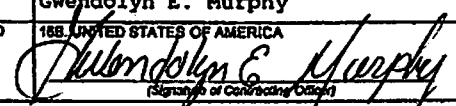
DUNS Number: **074292397**

The purpose of this modification is as follows:

- 1) Amend the SOW.
- 2) Add Contract Line Item CLIN 0005 in the amount of \$84,710.40 for Records Management Support Services in accordance with amended SOW.
- 3) As a result, the obligated amount has changed from \$1,441,032.20 to \$1,525,742.60 for a net increase of \$84,710.40.

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) Dale A. Driscoll, Principal		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gwendolyn E. Murphy	
15B. SIGNATURE OF OFFEROR 	15C. DATE SIGNED 8/18/08	16B. UNITED STATES OF AMERICA 	16C. DATE SIGNED 8/18/2008

NSN 7540-01-162-8070
Previous edition unusable

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

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEOP-06-C-00067/P00005

PAGE OF
 2 7

NAME OF OFFEROR OR CONTRACTOR
 LOG IN SYSTEMS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0005	<p>4) All other terms and conditions remain unchanged. ---</p> <p>TAS: 7080540 FOB: Destination Period of Performance: 08/18/2008 to 09/28/2008</p> <p>Additional Tasking for Records Managment</p> <p>Period of Performance: 08/18/200/ through 09/28/2008 Obligated Amount: \$84,710.40</p> <p>--INVOICE INSTRUCTIONS:</p> <p>Invoices shall be submitted via one of the following three methods:</p> <p>a. By mail:</p> <p>DHS, ICE Burlington Finance Center P.O. Box 1620 Williston, VT 05495-1620 Attn: ICE/CFO/OAM invoice</p> <p>b. By facsimile (fax): (include a cover sheet with point of contact & # of pages) 802-288-7658</p> <p>c. By e-mail: Invoice.Consolidation@dhs.gov</p>	1	EA	84,710.40	84,710.40

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: HQRELO-08-0008

PROJECT TASK FUND PROGRAM ORGANIZATION OBJECT UDF AMOUNT

b2Low

b4

APPROPRIATION SYMBOL CROSSWALK:

FUND	FY	TAS	TITLE	AMOUNT
BA	2008	7080540	Salaries and Expenses, Immigration and Customs Enforcement, Border and Transportation Security, Department of Homeland Security	84,710.40

HSCEDP-06-C-00067/
70005

1.1 Organization: ICE Office of Asset Management/Records Branch

U.S. Department of Homeland Security
Immigration and Customs Enforcement
Office of Asset Management
Records Management Branch

1.2 Background

ICE is a component of the Department of Homeland Security (DHS), which is responsible for protecting the nation against threats to the American homeland, and its principle missions are preventing terrorist attacks within the United States, reducing the country's vulnerability to terrorism, and minimizing damage from potential attacks and natural disasters.

The creation of DHS consolidated more than 170,000 employees and 22 agencies or components into major Directorates. ICE resulted as a consolidation of legacy agencies into four major operational programs; the Office of Investigations, Detention and Removal, Office of Intelligence, and Federal Protective Service. The ICE Office of Asset Management is heading a facility relocation project and is in need of operational records management expertise to ensure records are retained during a facility move. \

Several immediate challenges to the ICE records and information management program will be met with this effort:

- Ensure the success of ICE in carrying out its mission by allowing ICE resources to focus on mission essential requirements.
- Assist the records management branch with records management services to support records management inventory needs, documentation requirements and disposition assistance.
- Comply with the requirements contained in the Department of Homeland Security Management Directive 0550.1, Records Management Handbook.

1.3 Statement of Objectives:

The Office of Asset Management, Records Management Branch's objective in this task is to assist program offices with the identification and preparation of records within specific U.S. Immigration and Customs Enforcement Offices located at 425 I Street NW and related Washington, DC area offices. This task should meet the following objectives:

1. Active records that are stored in general file storage locations shall be organized, prepared, and boxed for a facility move. This may include temporary records that have not reached their approved retention date or permanent records required for business operations.

09/26/2007 15:25 2025143353

ICE OAO

PAGE 02/08

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO P00004	3. EFFECTIVE DATE 09/26/2007	4. REQUISITION/PURCHASE REQ. NO. FAC-7M-0051	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/MIS/CFO	7. ADMINISTERED BY (If other than item 6) ICE/MIS/CFO	8. NAME AND ADDRESS OF CONTRACTOR (City, street, county, State and ZIP Code) LOG IN SYSTEMS INC ATTN JACQUE BROWN 45 E ALL SAINTS ST FREDERICK MD 217015633	
9. NAME AND ADDRESS OF CONTRACTOR (City, street, county, State and ZIP Code) LOG IN SYSTEMS INC ATTN JACQUE BROWN 45 E ALL SAINTS ST FREDERICK MD 217015633	10. AMENDMENT OF SOLICITATION NO. (X)	10A. MODIFICATION OF CONTRACT ORDER NO. HSCEOP-06-C-00067	10B. DATED (SEE ITEM 11) 09/29/2006
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	11A. MODIFICATION OF CONTRACT ORDER NO. HSCEOP-06-C-00067	11B. DATED (SEE ITEM 11) 09/29/2006	11C. DATED (SEE ITEM 11) 09/29/2006

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 6 and 13, 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 such telegram or letter is received by the contracting office and this amendment, and is received prior to the contract hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA, (if required)
See Attachment A
Net Increase: \$69,997.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACT 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(a).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.212-4 Contract Terms and Conditions--Commercial Items (c)

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: 52-2122407
DUNS Number: 074292397
The purpose of this modification is as follows:

- 1) Amend the Statement of Work (SOW).
 - 2) Add Contract Line Item (CLIN 0004) in the amount of \$69,997.00 for Records Inventory and Destruction.
 - 3) This modification changes the obligated amount from \$1,371,035.20 by \$69,997.00 to \$1,441,032.20.
- Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Jacquelin Brown, Director of Operations	15B. CONTRACT ORDER NO. P00004	15C. DATE SIGNED 9-26-07	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gwendolyn E. Murphy	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED 9/28/07
Signature of person authorized to sign			Signature of Contracting Officer		

NSN 7540-01-702-0070
Previous edition unusable

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

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEOP-06-C-00067/P00004

PAGE 2 OF 7

NAME OF OFFEROR OR CONTRACTOR
 LOG IN SYSTEMS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0004	<p>--</p> <p>FOB: Destination Period of Performance: 10/01/2007 to 04/01/2008</p> <p>Records Inventory and Destruction Obligated Amount: \$69,997.00</p> <p>--</p> <p>Invoicing Instructions: Send one original invoice to the Program Point of Contact. The Program Official must determine if goods/service have been received and accepted before Dallas Finance Center can process the invoice for payment.</p> <p>To expedite payment, please include HSCEOP-06-C-0067 on all invoices.</p> <p>Program POC: Lee Shirkey, COTR b2Low</p> <p>Contract Specialist: Jo Ann Afelbi b2Low</p> <p>All other terms and conditions remain the unchanged.</p>	1	EA	69,997.00	69,997.00

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: FAC-7M-0051

PROJECT	TASK	FUND	PROGRAM	ORGANIZATION	OBJECT	UDF	AMOUNT
				b2Low			b4

**AMENDMENT
to the Statement of Work**

1.1 Organization: ICE Office of Asset Management/Records Branch

U.S. Department of Homeland Security
Immigration and Customs Enforcement
Office of Asset Management
Records Branch

1.2 Background

ICE is a component of the Department of Homeland Security (DHS), which is responsible for protecting the nation against threats to the American homeland, and its principle missions are preventing terrorist attacks within the United States, reducing the country's vulnerability to terrorism, and minimizing damage from potential attacks and natural disasters.

The creation of DHS consolidated more than 170,000 employees and 22 agencies or components into major Directorates. ICE resulted as a consolidation of legacy agencies into 4 major operational programs; the Office of Investigations, Detention and Removal, Office of Intelligence, and Federal Protective Service. ICE has undertaken an initiative to update all legacy agency records schedules into a comprehensive ICE records schedule.

This Statement of Work (SOW) addresses the need to conduct physical records inventories of all agency offices in support of the operational programs.

Several immediate challenges to the ICE records and information management program will be met with this effort:

- Ensure the success of ICE in carrying out its mission by allowing ICE resources to focus on mission essential requirements.
 - Assist the records management branch with records management services to support physical inventories, documentation, disposition and storage requirements.
 - Comply with the requirements contained in the Department of Homeland Security Management Directive 0550.1, Records Management Handbook.
-

1.3 Statement of Objectives:

ICE's objective in this task is to conduct an initial triage of the physical inventory of legacy files and records within ICE at the Chester Arthur Building at 425 I St. NW in Washington, DC. Following this initial triage, the remaining inventory will be shipped to a contractor site to perform the remaining tasks. The inventory will include a more detailed records triage, a physical inventory of records, delivery of a records index and preparation of disposition recommendations and appropriate forms. Upon approval by

the COTR, the contractor will conduct the appropriate disposition of the records (destruction or transfer to an approved facility, Federal Records Center (FRC) for storage, or archived at a National Archives and Records Administration (NARA). Following final disposition, those files not identified for destruction or shipment to other localities will be requested for transfer to other agency offices. Payment will be made in full by Free On Board (FOB) Origin. Files will be shipped by DHL at the cost of the government. Shipment will be acknowledged by a bill of lading.

TASK 1 – Management and Disposition of Records

Specific Requirement for this Task

Conduct a physical inventory and provide disposition recommendations of approximately 500 bankers boxes of records and related materials, 200 file drawers of undetermined material, and approximately 800 Maps/building blueprints. The boxes contain temporary records, permanent records, and non-record material that may be interfiled. The records must be reviewed, sorted, boxed, inventoried, and provide disposition recommendations.

Sub-Task A - The contractor is required to perform a records triage to determine whether the records are temporary or permanent, and under which disposition authority the records can be retired. The contractor will be required to separate legacy INS, Customs, and Federal Protective Service (FPS) records from DHS Agency Records based on the establishment of DHS in 2003. All records created prior to 2003 will be managed according to the legacy records schedules under which the records were created. Records contained within the CAB building will fall under the legacy INS, Customs, FPS, or General Records Schedule (GRS).

Sub-Task B - The contractor will conduct a full inventory of records identified below under “Specific Requirements for this Task”. The contractor will perform a complete physical inventory, and arrange the records according to recommended disposition type. The physical inventory will arrange the records into three categories:

1. Permanent records
2. Temporary records
3. Non-record material

Note: Inventory Conditions - ICE Agency file rooms have become disorganized over time resulting in ineffective, unmanaged records maintenance. Many permanent and temporary records have been interfiled, boxed, palletized, and remain without appropriate custodial responsibilities. ICE’s intention is to perform a records triage which involves conducting a physical inventory to determine what temporary and permanent records exist. In addition, all non-record material must also be extracted for disposition.

Sub-Task C – The contractor will prepare disposition recommendations for approval by the COTR. The disposition recommendations will follow the appropriate legacy records

schedule or general records schedule for the file. All appropriate paperwork will be prepared according to NARA guidelines for the disposition of these records.

The disposition recommendations will determine whether the record should be:

- Destroyed under a legacy authority
- Transferred to an inactive storage facility
- Permanently preserved as a permanent record within NARA

Sub-Task D – Upon approval by the COTR, the contractor will carry out the disposition of the records.

- Any archived record will be appropriately boxed, inventoried, and labeled for disposition.
- Any record requiring retention at an inactive storage facility should be appropriately boxed, inventoried, and labeled for disposition.
- Any record requiring destruction should be destroyed according to ICE document destruction requirements.

Note: Any records requiring destruction must be inventoried prior to scheduled disposition.

TASK 2 – STORAGE, AND RECORDS MOVEMENT AND MAINTENANCE

- Provide storage for inactive files appropriately boxed, inventoried, and labeled for disposition as required in Task 1, Sub-Task D. Storage of files and related materials shall comply with NARA guidelines for records storage.
- Provide records movement and maintenance of inventory to include:
 - File retrieval of requested files
 - File shipment of requested files
 - File receipt of incoming files
 - File re-shelving
 - Proper adherence to DHS records management requirements, i.e. NFTS updates

Deliverables

- Project Plan for completion of the task (Delivered in MS Project 5 days after award)
- Provide Weekly Status Reports for Task 1
- Provide Monthly Status Report for Task 2
- Provide Bi-Weekly status meetings and meeting minutes
- Provide a complete electronic inventory of records identified under the “Specific Requirements for this Task”. The inventory will contain the record title, record date, record series, and disposition authority.
- Provide records disposition recommendations according to the Legacy schedules.

Security Clearance Requirements

<<Insert language here from Security Department>>

Points of Contact

Contracting Officer's Technical Representative (COTR)

Mr. Lee Shirkey
Management Analyst
425 I Street, NW
Washington, DC 20536
Telephone: b2Low

Contracting Officer

TBD

PERIOD OF PERFORMANCE

The period of performance for work under this contract is anticipated to be six months beginning upon notice of award.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT NO CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. P00003		3. EFFECTIVE DATE 09/29/2007		1 2	
4. ISSUED BY ICE/Mission Supt/Chief Financ'l Ofc Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Washington DC 20536		5. PROJECT NO. (If applicable)		6. PROJECT NO. (If applicable)	
7. ADMINISTERED BY (If other than Item 4) ICE/Mission Supt/Chief Financ'l Ofc Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Attn: Nia McFarland Washington DC 20536		8. CODE ICE/MS/CFO		9. CODE ICE/MS/CFO	
10. NAME AND ADDRESS OF CONTRACTOR (Inc, street, county, State and ZIP Code) LOG IN SYSTEMS INC 45 E ALL SAINTS ST FREDERICK MD 217015633		11. (a) AMENDMENT OF SOLICITATION NO.		12. DATED (SEE ITEM 11)	
13. CODE 0742923970000		14. FACILITY CODE		15. 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCOP-06-C-00067	
				16. DATED (SEE ITEM 11) 09/29/2006	

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 16, and mailing _____ 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: \$850,000.00

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(p).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)
X FAR 52-217-9 Option to Extend the Terms of the Contract

8. IMPORTANT: Contractor is not. is required to sign this document and return _____ 0 copies to the hearing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF action headings, including solicitations/contract subject matter where feasible)
Tax ID Number: 52-2122407
DUNS Number: 074292397
The contractor waives the right to notification required by paragraph (a) of the Option to Extend the Terms of the Contract clause, FAR 52.217-9; and agrees to accept an extension of the terms of the contract for an additional year from September 29, 2007 through September 28, 2008. As a result of this change, the Contract amount is hereby increased by \$850,000.00 from \$521,035.20 to \$1,371,035.20.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 2A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Dale A. Driscoll		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gwendolyn E. Murphy	
15B. SIGNATURE OF CONTRACTOR/OFFICER 		16B. SIGNATURE OF CONTRACTING OFFICER 	
15C. DATE SIGNED 8-23-07		16C. DATE SIGNED 8/23/2007	

NSN 7540-01-152-0070
Previous edition unusable

STANDARD FORM 30 (REV. 10-81)
Prescribed by GSA
FAR (48 CFR) 53.203

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSCEOP-06-C-00067/P00003	2	2

NAME OF OFFEROR OR CONTRACTOR
LOG IN SYSTEMS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0003	<p>All other terms and conditions remain unchanged. FOB: Destination Period of Performance: 09/29/2007 to 09/28/2008</p> <p>Records Management Support Services Exercising Option Period I</p> <p>Obligated Amount: 9850,000.00</p>	1	EA	950,000.00	950,000.00

NON 7546-01-153-6007

OPTIONAL FORM 336 (4-88)
Sponsored by GSA
01128 (Rev. 03-94)
FAR (48 CFR) 12.110

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT

Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: FAC-7M-0054

PROJECT	TASK	FUND	PROGRAM	ORGANIZATION	OBJECT	UDF	AMOUNT
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b4

RECEIVED

NOV 10 2009

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 07/24/2007	4. ACQUISITION/PURCHASE REQ. NO. FAC-7M-0050	5. PROJECT NO. (if applicable)
6. ISSUED BY ICE/Mission Supt/Chief Financ'l Ofc Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Washington DC 20536	CODE ICE/MS/CEO	7. ADMINISTERED BY (if other than item 6)	CODE ICE/MS/CEO
8. NAME AND ADDRESS OF CONTRACTOR (City, Street, County, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 71)
LOG IN SYSTEMS INC 45 E ALL SAINTS ST FREDERICK MD 217015633		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEOP-06-C-00067	10B. DATED (SEE ITEM 11) 09/29/2006
CODE 0742923970000	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 6 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

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) FAR 52.212-4, Contract Terms and Conditions--Commercial Items (c)

E. IMPORTANT: Contractor is not. If 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: 52-2122407
DUNS Number: 074292397
Period of Performance: 09/29/2006 to 09/28/2007

The purpose of this modification is as follows:

- 1) Incorporate clauses, 52.217-8, Option to Extend Services and 52.217-9, Option to Extend the Term of the Contract, in full text under HSCEOP-06-C-00067.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 6A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Dale A. Deiscoll, Chief Operating Officer	15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gwendolyn E. Murphy
15C. DATE SIGNED 7/26/07	15D. DATE SIGNED 7/31/2007

NSN 7540-01-182-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.201

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 HSCEOP-06-C-00067/P00002

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 2 4

NAME OF OFFEROR OR CONTRACTOR
 LOG IN SYSTEMS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>52.217-8 Option to Extend Services.</p> <p>As prescribed in 17.208(f), insert a clause substantially the same as the following:</p> <p>Option to Extend Services (Nov 1999)</p> <p>The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.</p> <p>52.217-9 Option to Extend the Term of the Contract.</p> <p>As prescribed in 17.208(g), insert a clause substantially the same as the following:</p> <p>Option to Extend the Term of the Contract (Mar 2000)</p> <p>(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.</p> <p>(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.</p> <p>(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.</p> <p>All other terms and conditions remain unchanged under this contract.</p> <p>Questions regarding this modification contact:</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCEOP-06-C-00067/P00002

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3 4

NAME OF OFFEROR OR CONTRACTOR
LOG IN SYSTEMS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Procurement POC: Mia McFarland, Contract Specialist b2Low Program POC: Lee Shirkey, COTR b2Low				

2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 10/24/2006	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
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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
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) LOG IN SYSTEMS INC 45 E ALL SAINTS ST FREDERICK MD 217015633	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. HSCEOP-06-C-00067
		10B. DATED (SEE ITEM 11) 09/29/2006
CODE 0742923970000	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.
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: 52-2122407
DUNS Number: 074292397
The purpose of this modification is to incorporate the attached Security Requirements in its entirety.
Period of Performance: 09/29/2006 to 09/28/2007

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) ELIZABETH C. HEITZ
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)
	16C. DATE SIGNED 10/24/2006

SECURITY REQUIREMENTS

GENERAL

The Department of Homeland Security (DHS) has determined that performance of the tasks as described in Contract HSCEOP-06-C-00067 requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following.

SUITABILITY DETERMINATION

DHS shall 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 shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the contract. No employee of the Contractor shall be allowed to EOD and/or access sensitive information or systems without a favorable EOD decision or suitability determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the OPR-PSU. 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, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. 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 shall submit the following completed forms to the Personnel Security Unit through the COTR, no less than 45 days before the starting date of the contract or 45 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

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

2. FD Form 258, "Fingerprint Card" (2 copies)
3. Foreign National Relatives or Associates Statement
4. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Drug Questionnaire
6. Alcohol Questionnaire
7. Financial Disclosure Report

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU. 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. 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 for any position that involves access to, development of, or maintenance to any DHS IT system.

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 shall not continue to work or to be assigned to work under the contract.

The OPR-PSU may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

The OPR-PSU may require reinvestigations when derogatory information is received and/or every 5 years.

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 the OPR-PSU through the COTR. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The OPR-PSU 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. The COTR will return the identification cards and building passes to the responsible ID Unit.

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 shall 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 shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the OPR-PSU 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 OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR 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. or its replacement*. 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, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall 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).

Heitz, Elizabeth C

From: Smith, Ernest I on behalf of Obligations Processing
Sent: Tuesday, October 24, 2006 1:23 PM
To: Heitz, Elizabeth C
Cc: DFC, Obligation Docs; V&V, OFMOBLIG
Subject: FW: Please process HSCEOP-06-C-00067 P00001, thank you! (Tran. Doc. #411240.0.1)

Follow Up Flag: Follow up
Flag Status: Flagged

PLEASE DO NOT RESPOND TO THIS EMAIL.

The Obligations Team has entered the obligation of the attached award document in FFMS in accordance with the obligations processing procedure set forth on the Office of Procurement web site <<https://dhsonline.dhs.gov/portal/jhtml/dc/sf.jhtml?doid=11467>>. If you have questions concerning the award document, please contact the Contract Specialist listed in Block 17 of the award document. For questions concerning the obligation in FFMS, please contact the Obligations Team at b2Low.

PLEASE DO NOT RESPOND TO THIS EMAIL.

Ashley J. Lewis
Director, ICE Office of Procurement

b2Low

-----Original Message-----

From: Heitz, Elizabeth C
Sent: Tuesday, October 24, 2006 10:45 AM
To: Obligations Processing
Subject: Please process HSCEOP-06-C-00067 P00001, thank you!



HSCEOP06C00067P
00001.pdf

425 I Street, NW room 2208
Washington, DC 20536

b2Low