

Company Name:
Security Consultants Group

Contract Number:
GS-07F-0267L (GS07F0267L)

Order Number:
HSCEEY-06-F-F00043 (HSCEEY06FF00043)

Latest Modification Processed:
N/A

Period of Performance:
10/1/2005 through 1/31/2006

Services Provided:
Providing guard services in the State of South Carolina (SC).

ORDER FOR SUPPLIES OR SERVICES

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

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. DATE OF ORDER 11/18/2005 | | 2. CONTRACT NO. (If any) GS07F0267L | | 6. SHIP TO: | |
| 3. ORDER NO. HSCEEY-06-F-F00043 | | 4. REQUISITION/REFERENCE NO. See Schedule | | a. NAME OF CONSIGNEE See Schedule | |
| 5. ISSUING OFFICE (Address correspondence to) Federal Protective Svc. Div. - 4PS 77 Forsyth Street Atlanta GA | | | | b. STREET ADDRESS | |
| c. CITY | | d. STATE | | e. ZIP CODE | |
| 7. TO: | | | | f. SHIP VIA | |
| a. NAME OF CONTRACTOR SECURITY CONSULTANTS GROUP, INC. | | | | 8. TYPE OF ORDER | |
| b. COMPANY NAME | | | | <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY | |
| c. STREET ADDRESS 102 MITCHELL ROAD SUITE 100 | | | | REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. | |
| d. CITY OAK RIDGE | | e. STATE TN | | f. ZIP CODE 378307918 | |
| 9. ACCOUNTING AND APPROPRIATIONS DATA See Schedule | | | | 10. REQUISITIONING OFFICE Federal Protective Svc. Div. - 4PS | |

| | | | |
|---------------------------------------------------------|--|----------------------------------------------------|--|
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) | | | |
| <input checked="" type="checkbox"/> a. SMALL | | <input type="checkbox"/> b. OTHER THAN SMALL | |
| <input type="checkbox"/> c. DISADVANTAGED | | <input type="checkbox"/> d. WOMEN-OWNED | |
| 12. F.O.B. POINT Destination | | 14. GOVERNMENT B/L/NO. | |
| 13. PLACE OF | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | |
| a. INSPECTION Destination | | b. ACCEPTANCE Destination | |
| | | See Schedule | |
| | | 16. DISCOUNT TERMS Net 30 | |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|-------------------|---------------|--------------------------|
| | DUNS Number: 796238491 Armed guard services for the State of South Carolina for the term October 1, 2005 through January 31, 2006. Paying number PJ6R400004. Period of Performance: 10/01/2005 to 01/31/2006 Continued ... | | | | | |

| | | | | | | |
|---------------------------------------------------------|--|---------------------------|--|-----------------|--|-------------------------------|
| 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h). TOTAL (Cont. pages) |
| 21. MAIL INVOICE TO: | | | | | | |
| a. NAME Federal Protective Svc. Div. - 4PS | | | | \$939,595.08 | | 17(i). GRAND TOTAL |
| b. STREET ADDRESS (or P.O. Box) 77 Forsyth Street | | | | | | |
| c. CITY Atlanta | | d. STATE GA | | e. ZIP CODE | | |
| | | | | \$939,595.08 | | |

| | | | |
|------------------------------------------------|--|-------------------------------------------------------------------------------|--|
| 22. UNITED STATES OF AMERICA BY (Signature) | | 23. NAME (Typed) Lawana J. Nunnally TITLE: CONTRACTING/ORDERING OFFICER | |
|------------------------------------------------|--|-------------------------------------------------------------------------------|--|

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

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

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|-----------------------------|----------------------------|---------------------------------|
| DATE OF ORDER 11/18/2005 | CONTRACT NO. GS07F0267L | ORDER NO. HSCEEY-06-F-F00043 |
|-----------------------------|----------------------------|---------------------------------|

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|-------------------|----------------|--------------------------|
| 0001 | SC0020-VA Regional Office Direct Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC0020 VARO BLDG 1801 ASSEMBLY ST COLUMBIA SC Accounting Info: _____ b2High | | | | _____ b4 _____ | |
| 0002 | SC0028-USPO SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC0028 C.F.HAYNSWORTH FBCT 300 E. WASHINGTON ST. GREENVILLE SC Accounting Info: _____ b2High | | | | _____ b4 _____ | |
| 0003 | SC0058-Federal Bldg. Direct Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC0058 J.L. MCMILLAN FB-CT 401 W EVANS ST FLORENCE SC Accounting Info: _____ b2High | | | | _____ b4 _____ | |
| 0004 | SC0068-Strom Thurmond FB Direct Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC0068 STROM THURMOND FB 1835 ASSEMBLY STREET COLUMBIA SC Continued ... | | | | _____ b4 _____ | |

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

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

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| | | |
|-----------------------------|----------------------------|---------------------------------|
| DATE OF ORDER 11/18/2005 | CONTRACT NO. GS07F0267L | ORDER NO. HSCEEY-06-F-F00043 |
|-----------------------------|----------------------------|---------------------------------|

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | Accounting Info: [REDACTED] b2High | | | | | |
| 0005 | SC0068-SSA Office SWA Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC0068 STROM THURMOND FB 1835 ASSEMBLY STREET COLUMBIA SC Accounting Info: [REDACTED] b2High | | | [REDACTED] b4 | | |
| 0006 | SC2023-SSA Office SWA Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2023 1111 BROAD ST BLDG 1111 BROAD ST. BLDG. CAMDEN SC Accounting Info: [REDACTED] b2High | | | [REDACTED] b4 | | |
| 0007 | SC2033-U.S. Atty SWA Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2033 1ST UNION BANK BLDG 1441 MAIN STREET COLUMBIA SC Accounting Info: [REDACTED] b2High | | | [REDACTED] b4 | | |
| 0008 | SC2042-Customs SWA Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2042 PARKSHORE CENTRE Continued ... | | | [REDACTED] b4 | | |

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

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| | | |
|-----------------------------|----------------------------|---------------------------------|
| DATE OF ORDER 11/18/2005 | CONTRACT NO. GS07F0267L | ORDER NO. HSCEEY-06-F-F00043 |
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| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|-------------------|---------------|--------------------------|
| | 1 POSTON RD CHARLESTON SC Accounting Info: [REDACTED] b2High | | | | | |
| 0009 | SC2049-OHA SWA Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2049 1927 THURMOND MALL BLDG 1927 THURMOND MALL COLUMBIA SC Accounting Info: [REDACTED] b2High | | | | | |
| 0010 | SC2067-SSA Office SWA Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2067 SSA BUILDING 240 BULTMAN DRIVE SUMTER SC Accounting Info: [REDACTED] b2High | | | | | |
| 0011 | SC2069-U.S. Atty. SWA Funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2069 MC DOWELL BLDG 105 N SPRING ST GREENVILLE SC Accounting Info: [REDACTED] b2High | | | | | |
| 0012 | SC2070-U.S. Customs SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Continued ... | | | | | |

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

DATE OF ORDER 11/18/2005
CONTRACT NO. GS07F0267L

ORDER NO. HSCEEY-06-F-F00043

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | Delivery Location Code: SC2070 GREENVILLE BUS. CTR 142-D W PHILLIPS RD GREER SC Accounting Info: [REDACTED] b2High | | | | | |
| 0013 | SC2071-FBI SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2071 GOVERNMENT BUILDING WESTPARK BUSINESS CTR. 151 W. PARK BLVD. COLUMBIA SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0014 | SC2079-SSA SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2079 SSA BUILDING 406 KING STREET GEORGETOWN SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0015 | SC2085-SSA SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2085 SOCIAL SECURITY 140 MAGNOLIA STREET SPARTANBURG SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0016 | SC2087-SSA Office SWA funded Continued ... | | | | [REDACTED] b4 | |

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SCHEDULE - CONTINUATION**

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| | | |
|-----------------------------|----------------------------|--------------------------------|
| DATE OF ORDER 11/18/2005 | CONTRACT NO. GS07F0267L | ORDER NO. HSCEY-06-F-F00043 |
|-----------------------------|----------------------------|--------------------------------|

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|-------------------|---------------|--------------------------|
| | Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2087 SSA BUILDING 2212 MOSSY OAKS ROAD BEAUFORT SC Accounting Info: [REDACTED] b2High | | | | | |
| 0017 | SC2091-SSA office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2091 THE MIDDLETON CENTER 1391 MIDDLETON STREET ORANGEBURG SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0018 | SC2093-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2093 SOCIAL SECURITY BUILDING 498 LAKESHORE PARKWAY ROCK HILL SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0019 | SC2094-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2094 SOCIAL SECURITY BLDG 1160 COTTINGHAM BLVD N. BENNETTSVILLE SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| | Continued ... | | | | | |

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**ORDER FOR SUPPLIES OR SERVICES
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| | | |
|-----------------------------|----------------------------|---------------------------------|
| DATE OF ORDER 11/18/2005 | CONTRACT NO. GS07F0267L | ORDER NO. HSCEEY-06-F-F00043 |
|-----------------------------|----------------------------|---------------------------------|

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0020 | SC2096-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2096 DR. ROBERT J. FARRAR BUILDING 1316 3RD AVENUE SOCIAL SECURITY ADMINISTRATION CONWAY SC Accounting Info: _____ b2High | | | | b4 | |
| 0021 | SC2103-Corp of Engineers SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2103 CORPS OF ENGINEERS BUILDING 69 HAGOOD AVENUE CHARLESTON SC Accounting Info: _____ b2High | | | | b4 | |
| 0022 | SC2109-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2109 1 SOUTH PARK CIRCLE SUITE 526 CHARLESTON SC Accounting Info: _____ b2High | | | | b4 | |
| 0023 | SC2113-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2113 SOCIAL SECURITY ADMINISTRATION 292 PROFESSIONAL PARK DRIVE LAURENS SC Continued ... | | | | b4 | |

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

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DATE OF ORDER
11/18/2005

CONTRACT NO.
GS07F0267L

ORDER NO.

HSCEEY-06-F-F00043

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | Accounting Info: [REDACTED] b2High | | | | | |
| 0024 | SC2114-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2114 MARKET PLACE MALL 3420 NORTH MAIN STREET ANDERSON SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0025 | SC2118-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2118 RURAL DEVELOPMENT 115-A ENTERPRISE COURT GREENWOOD SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0026 | SC2121-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2121 SSA AND DEPT OF ENERGY 151 CORPORATE PARKWAY AIKEN SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0027 | SC2125-U. S. Atty SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2125 151 MEETING STREET BUILDING Continued ... | | | | [REDACTED] b4 | |

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

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| DATE OF ORDER 11/18/2005 | CONTRACT NO. GS07F0267L | ORDER NO. HSCEEY-06-F-F00043 |
|-----------------------------|----------------------------|---------------------------------|

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | 151 MEETING STREET CHARLESTON SC Accounting Info: [REDACTED] b2High | | | | | |
| 0028 | SC2127-OHA SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2127 3875 FABRE PLACE DRIVE 3875 FABRE PLACE DRIVE NORTH CHARLESTON SC Accounting Info: [REDACTED] b2High | | | | | |
| 0029 | SC21327-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2137 SSA 319 Pelham Road Greenville SC 29607 US Accounting Info: [REDACTED] b2High | | | | | |
| 0030 | SC2139-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2139 SSA BUILDING 502 ROBERTSON BLVD WALTERBORO SC Accounting Info: [REDACTED] b2High | | | | | |
| 0031 | SC2156-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Continued ... | | | | | |

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

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| DATE OF ORDER 11/18/2005 | CONTRACT NO. GS07F0267L | ORDER NO. HSCEEY-06-F-F00043 |
|-----------------------------|----------------------------|---------------------------------|

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|-------------------|---------------|--------------------------|
| | Delivery Location Code: SC2156 Social Security Admin 181 Dozier Boulevard Florence SC 29501 US Accounting Info: [REDACTED] b2High | | | | | |
| 0032 | SC2225-OHA SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2005 Delivery Location Code: SC2225 300 BUILDING 300 UNIVERSITY RIDGE GREENVILLE SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0033 | SC2294-SSA Office SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2294 RIVERGATE CENTER 4995 LACROSS RD NORTH CHARLESTON SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| 0034 | SC2300-Navy SWA funded Requisition No: 4PS-05-LJH-0116 Delivery: 01/31/2006 Delivery Location Code: SC2300 NAVY BUILDING 2155 EAGLE DRIVE NORTH CHARLESTON SC Accounting Info: [REDACTED] b2High | | | | [REDACTED] b4 | |
| | Total amount of award: \$939,595.08. The obligation for this award is shown in box 17(i). | | | | | |

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PART I – STATEMENT OF WORK

1. Use of Acronyms

This document contains numerous acronyms. Whenever a new term is introduced that will be referred to by an acronym, the acronym will appear next to the term in parentheses (). The acronyms that will appear most frequently in this document are listed below for easy reference:

| | |
|-------|-----------------------------------------------------------------------|
| ATR | Agency Technical Representative |
| BICE | Bureau of Immigration and Customs Enforcement |
| CGIM | Contract Guard Information Manual |
| CM | Contract Manager |
| CO | Contract Officer |
| COTR | Contract Officer's Technical Representative |
| ACOTR | Assistant Contract Officer's Technical Representative |
| DHS | Department of Homeland Security |
| DOL | Department of Labor |
| FAR | Federal Acquisition Regulation |
| FPO | Federal Protective Officer |
| FPS | Federal Protective Service |
| GSA | General Services Administration |
| GSAR | General Services Acquisition Regulations |
| SAS | Special Additional Services |
| SF30 | Standard Form 30 (Amendment of Solicitation/Modification of Contract) |
| SOW | Statement of Work |
| TAS | Temporary Additional Services |

2. Introduction (Scope of Work)

The Contractor shall furnish all management, supervision, manpower, material, supplies, and equipment (except as otherwise provided by the Government), and shall plan, schedule, coordinate and ensure effective performance of all services described in Parts I and II of this SOW. The Government intends to award one task order for Armed Guard Services for **all posts in all areas** as indicated on the attached (Part II, Exhibit 1 of the SOW).

3. Introduction (FPS)

As an integral part of the FPS team, the Contractor shall provide and maintain all management, supervision, manpower, training, equipment, supplies, licenses, permits, certificates, insurance, copy of pre-employment screenings, reports, and files necessary to accomplish security guard services as described and required in this SOW. The Contractor shall perform to the standards required in the Task Order and will be expected to work closely with FPS representatives throughout the duration of the service.

FPS is a part of U.S. Bureau of Immigration and Customs Enforcement (ICE) and is responsible for the security and law enforcement in Government controlled buildings, as well as the buildings' tenants and visitors.

Contract security guards have a crucial and highly visible role in FPS's mission. They are usually the first, and sometimes the only contact visitors have with FPS. They are usually the first line of defense in a Government controlled facility. Visitors and federal employees do not usually distinguish between FPS police officers and contract guards. To them contract guards are FPS. Therefore, it is crucial that the Contractor ensure that their employees realize the importance of their role, know their duties and perform their duties courteously and professionally at all times.

4. Introduction (Task Order)

The Contractor shall be required to provide Armed Guard Services at the locations specified in the Part II, Exhibit 1, Price Schedule of the SOW in accordance with the requirements of this SOW.

Services shall be ordered under the Contractor's Federal Supply Service (FSS) Multiple Award Schedule (MAS) contract via Optional Form 347, Order for Supplies and Services. For the purpose of this SOW, the Optional Form 347 shall hereinafter be referred to as a "Task Order".

The Government has the unilateral right to add, decrease, cancel, or modify services stated in the Task Order, as long as the change is within the scope of the services required. The Contractor will be obligated to provide services at the specified hourly rates contained in the Price Schedule Worksheet. Modifications will be stipulated on a separate Standard Form 30 which will reference the Contractor's FSS Schedule Contract number, the Task Order number, and the modification number.

The services to be provided under this Contract shall be accomplished at the locations listed in the Task Order. The exact locations and duty hours for each location are in Exhibit 1.

5. Term of Task Order (Start Date – Ending Date)

The anticipated start date for services will be October 1, 2005. This task order is for a base period of four months, with two two-month extension option terms.

5.1. Ordering Procedures

Services shall be provided only as authorized by the Task Orders issued by the Government for the performance of services in the geographical boundaries established by each Task Order.

1. The Contractor shall provide services only as requested by all authorized COs.

2. Authorization for services will normally be by written Task Order or modification signed by an authorized ordering official. Unless otherwise authorized, Task Order will be issued on an Optional Form 347, Order for Supplies or Services, by the ordering official specifying on the order the following information.
 - a. Date of order
 - b. Contract Number and Order Number
 - c. Item number and work description
 - d. Unit price
 - e. Delivery or performance date
 - f. Place of delivery or performance
 - g. Any other pertinent information
3. All Task Orders must be properly executed and signed by an authorized CO prior to commencement of the work being provided.
4. The CO must award a Task Order to a Contractor whose prices are determined to be fair and reasonable. In the event that prices quoted by Contractors are determined not to be fair and reasonable, the CO may initiate negotiations with the Contractors to arrive at a fair and reasonable price.

6. The Role of Government Personnel and Responsibility for Task Order Administration, Inspection, and Acceptance

6.1. Contracting Officer (CO)

The COs name, address, and telephone number will be stated in each Task Order.

The CO has the overall responsibility for the administration of the Task Order. She/he alone is authorized to take action on behalf of the Government to modify, add additional work, or deviate from the Task Order terms and conditions; make final decisions on unsatisfactory performance; terminate the Task Order for convenience or default; and issue final decisions regarding questions or matters under dispute or protest. She/he may delegate certain other responsibilities to her/his authorized representatives.

6.2. Contracting Officer's Technical Representative (COTR)

The COTRs name, address, and telephone number will be stated in each Task Order.

The COTR is designated to assist the CO in the discharge of her/his responsibilities when she/he is unable to be directly in touch with the Task Order work.

The responsibilities of the COTR and his/her alternate include, but are not limited to: determining the adequacy of performance by the Contractor in accordance with the terms and conditions of the Task Order; acting as the Government's representative at the work site(s); ensuring compliance with the Task Order requirements; and advising the CO of any factors which may delay, interfere, or affect the performance of work.

The Contractor shall immediately notify the CO in the event the COTR directs the Contractor to perform work that the Contractor believes is not part of the Task Order. **The COTR shall not amend the Task Order/Contract verbally or in writing.**

6.3. Assistant Contracting Officer's Technical Representative (ACOTR)/Agency Technical Representative (ATR)

The ACOTR is any Federal Protective Service employee, i.e. a Federal Protective Officer (FPO), Inspector. An ATR is a tenant agency employee. If an ATR is to be designated, they will be identified in the Task Order.

The ACOTR and ATR are designated to assist the CO and COTR in the discharge of their responsibilities. The responsibilities of the ACOTR and ATR may include, but are not limited to:

- (1) Determine the adequacy of performance by the Contract employees in accordance with the terms and conditions of this Contract/Task Order;
- (2) Perform surveillance of the Contract employees while they are on duty;
- (3) Conduct intrusion tests' in which undercover FPS staff will attempt to bring unauthorized weapons or other prohibited materials into the facility without being detected by the guards on post;
- (4) Act as the Government's representative in charge of work at the site; ensuring compliance with Contract/Task Order requirements insofar as the guards' duties and behavior are concerned; and
- (5) Advise the CO, and COTR of nonperformance or unsatisfactory performance.

The ACOTR and ATR cannot make any decisions regarding the performance of the Contract/Task Order.

The Contractor shall immediately notify the CO in the event the ACOTR or ATR directs the Contractor to perform work that the Contractor believes is not part of the Task Order. The ACOTR and ATR shall not amend the Task Order/Contract verbally or in writing.

7. Task Order Start-Up

Immediately after award of the Task Order, and prior to the Contractor's performance at the work site(s), the FPS CO shall contact the Contractor, the COTR, and the ACOTR to schedule a pre-performance meeting that will focus on an in-depth review of the entire Task Order/Contract requirements. At the pre-performance meeting the COTR will give the Contractor a copy of each form the Contractor will need to fulfill the requirements of the Task Order. The Contractor will be responsible for making all of the copies of these forms. The COTR will also supply the Contractor with copies of forms that the Contractor will still need to obtain through the COTR, (i.e. SF 78, "Certificate of

Medical Examination”; FD 258 “Fingerprint Chart).

During the start up and performance of the Task Order, the FPS CO, COTR, ACOTR, and the Contractor shall meet on an as needed basis to discuss all relevant issues. The Contractor and the CO or COTR shall sign the written minutes of these meetings, which will be prepared by the Government and incorporated into the Task Order file. If the Contractor does not concur with the minutes, the Contractor shall state in writing to the CO any areas of clarification or disagreement within 5 days after receipt of the meeting minutes. The CO will make a written final determination in response to the clarification or disagreement. Those comments shall be included with the report in the Contract file.

7.1. Initial Contract Transition

A smooth and orderly transition between the incoming Contractor and the exiting Contractor is necessary to assure minimum disruption to vital Contractor services and Government activities. The extent to which the exiting Contractor cooperates, or doesn't cooperate, during the contract transition will be noted in the Contractor's final performance evaluation and will be part of the performance evaluation.

The incoming Contractor shall not disrupt official Government business or in any way interfere with the assigned duties of the exiting Contractor's employees. The incoming Contractor may notify the exiting Contractor's employees that they will be assuming the services upon the Task Order start date. The incoming contractor may distribute business cards, employment applications, brochures, and other company information to the employees while they are on duty (e.g., during breaks or lunch breaks) provided there is no interference with the employee's assigned duties. However, the incoming Contractor **may not** interview, recruit, schedule interviews, or conduct extensive discussions with the exiting Contractor's employees while they are on duty.

The exiting Contractor will provide the incoming Contractor with the names, social security numbers, anniversary dates and certifications/validations of all employees working for the exiting contractor as soon as is feasible after the Contract is awarded. An amount equal to 10% will be withheld from the Contractor's final payment until all information has been submitted.

7.2. Contractor Obligation to Obtain All Required Licenses and Permits

Prior to the Task Order start date, and except where precluded by local law or ordinance, the Contractor shall make, and complete, all arrangements with the appropriate officials in the city, county, parish, or state in which the buildings are located to:

- (1) Obtain all licenses and permits required for each guard and supervisor to serve as an armed guard. Guards **must** carry their firearm license/permits (and, where legally required, their concealed weapons permits) on their person while on duty, unless local or state law requires the Contractor to maintain the records. Failure by an armed guard to carry a valid state commission card while on duty shall result in the guard being removed

from the armed post until the certificate or permit is obtained. The CO shall deduct from the task order the estimated payments made by the Government for the services of a guard that did not have all required licenses and permits. See paragraph Part 17.1 of the SOW.

- (2) Provide any official bond(s) and insurance required, and pay any fees or costs involved or related to authorization for the arming of any employees engaged in providing services specified under the Task Order.
- (3) Maintain current, valid copies of all licenses, permits, and certifications described in this SOW. The CO, COTR, and all other authorized Government personnel shall have the express authority to examine these documents upon request at any time during the duration of this Contract/Task Order. The Contractor shall complete and certify a written record that shows names and issue dates for each employee having all legally required licenses, permits, and certifications. The certification shall state that all legal requirements have been fulfilled prior to the commencement of any Task Order work. The Contractor shall provide an updated record to the FPS upon the CO's or COTR's request.
- (4) Obtain, possess, and maintain all business and corporate licenses required to operate as a commercial security service within the entire geographic area covered under this Contract prior to performing any work under the Task Order.

Important Note: Failure by the Contractor to obtain and independently verify the possession of all required licenses as of the Task Order start date shall be grounds for termination for default. Failure by the Contractor to renew licenses and permits upon their expiration may result in termination for default. Failure to maintain these elements shall result in deductions taken from the Contractors payments.

7.3. Contractor Obligation to Obtain Certification for All Uniformed Guards

Prior to working under the Task Order, every uniformed guard (whether productive or supervisory) must possess a valid Certification. The certification is evidence that the guard has: received a favorable adjudication from FPS; passed the medical examination; completed the required training; passed the required examination(s); and meets all the criteria required by this SOW to be a FPS contract security guard (see Paragraphs 10 and 11 for a detailed description of these requirements).

The Contractor shall follow and complete the procedures listed below to obtain a certification for each uniformed employee prior to them working a post on an FPS Task Order/Contract:

- (1) Conduct an initial employment screening to determine whether the prospective employee meets the Contractor's specific hiring requirements and the Contract

eligibility requirements;

- (2) Submit the suitability package to the FPS COTR and await the results of the adjudication. This process will take approximately one (1) month if all forms are legible and complete: however, a temporary suitability is usually determined within a week of the submission of the paperwork. The Contractor will be notified of the temporary favorable or unfavorable adjudication decision so that the Contractor can determine how to proceed with the employee's training, testing, etc.,.
- (3) Conduct required Contractor provided training and testing/qualifying. Upon successful completion, schedule with the FPS to have the FPS training and written examination administered. This exam tests the employees knowledge and understanding of the Contract Guard Information Manual (CGIM) (April 2001 version).¹
- (4) After the Contractor receives the suitability adjudication results, and the employee completes the training and passes the required examination(s), the Contractor shall submit the following information to the FPS COTR for a certification:
 - (A) A certification form for new employees, signed by the Contract Manager, stating that the employee has met all the hiring, training, and testing requirements set forth in this SOW, and all required documents have been obtained and copies are attached to the certification form. (See Exhibit 11);
 - (B) Two color photographs, 1" x 1," no more than one year old, of the guard's head and upper shoulders;
 - (C) Not applicable
 - (D) A signed and dated "Domestic Violence" certificate, Exhibit 16, that states he/she has not been arrested for or charged with any offense related to domestic violence. This form shall be valid for a period of one (1) year and must be resubmitted concurrent with the guard's annual firearms re-qualification.
 - (E) Valid State weapons permit.

No guard or supervisor shall be permitted to work under this Task Order without a valid certification.

The Contractor is responsible for the employees having all required certification credentials in their possession at all times while on the protected premises. This

¹ The Contractor may proceed with Contractor-provided training while awaiting results of the suitability adjudication process.

includes not only the certification, but also a valid CPR/First Aid card and, a state weapons permit.

IMPORTANT NOTE: Because the certification does not expire when individual certification elements expire, the Contractor is responsible for continually maintaining the validity of each element of the Contract employee's certification status (i.e., suitability determination, medical examination, firearms re-qualification, CPR/First Aid certification). See Exhibit 11 for the list of individual certification elements. Failure to maintain these elements shall result in deductions taken from the Contractors payments.

The CO/COTR shall have the express authority not to prohibit a contract employee to work under the Contract that does not meet the certification requirements until such time as he/she comes into full compliance with all qualification/certification criteria.

8. Signatures on Contract/Task Order Forms and Documents

All contract guards, supervisors, contract managers or any Contract employees who will be signing ANY form, report or document related to the Contract/Task Order, will sign their name the way it is printed on their social security card. No nicknames or shortened names will be accepted. There will be no exceptions.

9. Services Required – Generally. The Contractor shall be required to provide guard services at the locations specified in Part II, Exhibit 1 of the SOW in accordance with the requirements of this SOW. The Contractor's employees shall perform the services required by the task order in the manner prescribed by the following documents in descending order to precedence:

- (1) This Task Order, including the Schedule, Statement of Work, and any attachments;
- (2) The GSA FSS MAS Guard contract
- (3) The Officer's Duty Book (including Contract Guard Information Manual (CGIM) (April 2001 Revision), FPS Operating Orders and Standard Operating Procedures and the Building Occupant Emergency Plan);
- (4) The Guard Post Assignment Record (GSA Form 2580);

In the event of an inconsistency between documents, the Task Order takes precedence over other documents.

9.1. Services Required - Non-Supervisory Armed Guards.

Guards shall perform in accordance with the duties outlined on GSA Form 2580, which is prepared by the COTR, for all shifts on each post. Except for emergencies, the guards cannot make any deviations from the duties prescribed in the GSA Form 2580. The FPS CO, COTR or ACOTR may modify, amend, and/or revise Guard Post Assignment Records to change shift duties, start and stop times, and post locations,

provided the change has no impact on the Contract cost. Such changes shall not modify the Task Order or Contract.

The duties of most guard posts require that a guard is properly relieved prior to leaving his/her post. Where this is required, it will be specifically stated on the GSA Form 2580.

9.2. Changes to Task Orders. Changes to the post orders that increase or decrease the number of hours specified, increase or decrease the amount of equipment/supplies required, or otherwise affect the Contractor's cost or the Task Order price, must be made by the CO through a written modification to the Task Order. **The Contractor may be financially liable for accepting or implementing changes made by any unauthorized FPS personnel or tenant agency staff other than the CO; therefore, the Contractor shall be responsible for verifying with the CO whether any requested changes should be provided pending issuance of a modification.**

9.3. Typical Non-Supervisory Armed Guard Duties

Armed Guards will be required to perform a variety of security related duties; depending on the type of posts they are assigned. Each guard post will have an Officer's Duty Book and a separate binder which contains the GSA Form 2580. The binder is also referred to as the "post orders."

Guards must be thoroughly familiar with the post orders at all posts where they are assigned to work. Whenever possible, guards should be familiar with the post orders prior to working on the posts. When this is not feasible (i.e., when there is an emergency or nonrecurring services and the Contractor is given limited advance notice regarding the Government's requirements), the Contractor should allow enough time in which the guards will be able to read and familiarize themselves with the post orders prior to assuming duty on the post. When time does not permit due to an emergency situation, the guards may read the post orders while on duty. However, under no circumstance should any guard neglect his/her assigned duties in order to familiarize him/herself with post orders.

Guard post assignments may include, but are not limited to, the following duties and responsibilities:

9.3.1. Entrance/Exit Control Posts

Guards must be mentally alert and physically ready to operate and enforce the Government's system of personnel identification and access/egress control. Guards may perform package inspections as directed by the post orders, or as directed by the COTR in the event of an emergency or state of increased readiness. These inspections may include, but are not limited to, inspection of packages, briefcases, purses, canisters, bags, and other suspicious containers in the possession of visitors, employees and other persons arriving on, working at, visiting, or departing from the

facilities. Admittance will be denied to those persons refusing to submit to a voluntary inspection except for those persons exempted by specific Government directive(s).

Guards will provide onsite security and control access to the post area, observing, detecting, and reporting violations of post regulations as directed by the post orders. Guards must provide and maintain complete and effective surveillance, protection, and inspection of all internal and perimeter areas within the designated parameters and authority of their assigned post.

Guards will be required to answer questions and provide directions to visitors and building tenants. Prior to arriving on duty, each guard shall be familiar with the name, address, and location of his/her post, as well as the post orders of the assigned post. Each guard shall be familiar with each tenant Agency's name and the locations within the facility of the most commonly sought offices or locations such as service offices, restrooms, elevators, entrances and exits, the cafeteria, and parking areas and shall provide that information to any visitor upon request.

Guards assigned to entrance/exit posts shall know the location of and usage instructions for the nearest first aid kit, fire extinguisher, fire alarm, and duress alarm (if any), and shall be ready and able to use them as necessary and/or required by the post orders.

Guards will be responsible for operating all security equipment on post, such as X-rays, magnetometers, and closed circuit television (CCTV). No guard shall be permitted to work alone on any post containing security equipment without prior training on that specific equipment.

9.3.2. Roving Control Posts

Guards will make patrols in accordance with routes and schedules established in the Guard Post Assignment Record. They will observe, detect, report, and respond to all suspected or apparent security violations. Roving guards will be responsible for maintaining logs, reports, and files of all incidents and occurrences encountered during the patrol tour. Patrol duties will be performed in a professional manner, with the guards responsible for observing the environment, and when necessary, questioning those persons whose activities arouse suspicion. Patrol guards will serve as the first responder to all security alarms and emergency situations occurring within the area of assignment.

Note: Some posts may require a combination of fixed hours at a guard booth and roving patrols. Guards should adhere to the patrol schedule as outlined in the post orders or as directed by the COTR.

9.3.3. Traffic Control

When required by the Guard Post Assignment Record, guards will direct traffic (vehicle and pedestrian), control parking, and observe the environment for suspicious vehicles or persons. Guards may operate traffic control points and identify, delay, and detain all

suspicious vehicles and personnel as necessary to maintain a level of security sufficient to ensure the safety and protection of all personnel, property, and resources within the facility.

9.3.4. Control, Issuance, and Storage of Keys

Guards will coordinate with the COTR and ATR the procedures for receiving, issuing, and tracking all keys, "key cards," lock combinations, etc., which restrict access to the facility, including offices, guard posts, gates, etc. Guards will be required to control access to these items in accordance with the Government's direction and guidance. Guards shall not be permitted to remove the keys and other access control devices from the facility premises unless specifically authorized by the COTR.

Missing, lost, unusable, and/or stolen keys or access control devices shall be immediately reported to the COTR and the guard's supervisor as soon as the loss or problem is detected by the guard. The Government may assess deductions as a result of lost, stolen, or damaged keys and access control devices that were under the guards control at the time they were damaged or lost.

Refer to Accountability for Government Property for additional information regarding the use and handling of Government furnished property.

9.3.5. Utility Systems

Guards may be required to lock or unlock specific entrances/exits and turn on/off lights in their duty area at specific times as prescribed in the Guard Post Assignment Record.

During emergencies, guards may be required to perform simple emergency related functions that activate or deactivate building systems, such as heating/ventilation/air conditioning systems; circuit breakers/switches; and plumbing valves/switches. The required functions are detailed in the post orders.

Guards will not be required or expected to provide any building systems services except the very basic functions as required in the post orders.

9.3.6. Building Rules and Regulations

Guards will monitor and observe building occupants and visitors for compliance with the facility's posted rules and regulations. Guards shall also identify, report, delay, or detain those persons who violate the rules and regulations as appropriate and in accordance with the Post Orders.

9.3.7. Lost and Found

When directed by the FPS COTR, or the Post Orders, guards shall receive all found articles, complete the appropriate form(s), and store the articles for safekeeping pending their final disposition.

9.3.8. Physical Security, Law and Order

Guards shall know the physical and jurisdictional limits of the federal facility they are protecting. Guards shall maintain physical security and law and order as prescribed by statute, regulation, and/or Post Orders within the area of assignment. Guards are responsible for detecting, delaying, and/or detaining persons attempting to violate, or are violating laws, rules, regulations, and/or Post Orders. Guards shall report all such incidents in accordance with established procedures in the Post Orders.

9.3.9. Unauthorized Access

Guards shall prevent, delay, and/or detain persons attempting to gain unauthorized access to property and/or personnel at the facility being protected. Guards shall report all such incidents in accordance with established procedures in the Post Orders.

9.3.10. Hazardous Conditions

Guards shall report all potentially hazardous conditions and items in need of repair to the appropriate person as prescribed in the Post Orders.

9.3.11. Response to Injury or Illness

Guards shall obtain professional assistance in the event of injury or illness to anyone while they are in the building or on the grounds. Refer to the established procedures in the Post Orders.

9.3.12. Additional Duties

Guards shall turn off unnecessary lights, check safes, lock type repositories, and cabinets, close and secure open windows, close and secure doors and gates and other facility access points, and perform any other additional duties as prescribed in the Post Orders.

9.3.13. Reports, Records, and Testimony

Guards shall prepare and maintain required reports in accordance with the Post Orders regarding security related issues such as accidents, fires, bomb threats, unusual incidents and unlawful acts, and provide these reports to those officials specified in the Post Orders.

Guards shall verbally report threatening circumstances and potentially threatening activities they observe while on duty to the Mega Center and, when possible, to the COTR or ACOTR. Whenever possible, guards are encouraged to report a serious or potentially serious problem before responding so that they may receive all the necessary backup and support to lessen or eliminate the potential threat.

Guards may be required to testify in various judicial proceedings on behalf of the Government. Guards shall coordinate all Contract related court appearances with the

CO/COTR if and when these appearances are required. Guards who are required to make a court appearance shall be reimbursed by the Contractor at the same hourly rate they would earn while on duty, and the Contractor shall in turn be reimbursed by the Government. The Contractor shall be required to invoice for the actual hours the guard spent at court (including transit times from the duty station to the court), whether or not his/her testimony was used and/or provided (court delays are common, and multiple appearances by the testifying guard may be required). Contract related court testimony on behalf of the Government shall take priority over all other Contractor scheduled duties. The Contractor shall coordinate with the CO/COTR to ensure that the testifying guard appears when and where they are scheduled to testify. Unless otherwise required by the CO/COTR, guards who are scheduled to testify on behalf of the Government shall appear for court testimony in full uniform, but without weapons/firearms.

The Contractor shall provide a qualified guard to replace the contract employee testifying on behalf of the Government.

9.3.14. Civil Disturbances

Guards will be required to perform other functions in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage, or other criminal acts adversely affecting the security and/or safety of the Government, its employees, property, and the general public lawfully in the buildings or on the grounds.

9.3.15. Emergencies

In case of an emergency condition requiring immediate attention, the Contractor's onsite supervisor or the shift supervisor shall take action at the direction of, or in coordination with the ATR, COTR, or ACOTR to divert uniformed personnel from their normal assigned duties to meet the condition and summon the appropriate assistance if required by the Occupant Emergency Plan. The Contractor shall immediately notify the appropriate Government official and the Mega Center of the actions taken. The Government shall not be charged additional charges resulting from the emergency, nor shall the Contractor be penalized for the scheduled work which was not accomplished. Incidents of this nature shall be reported in accordance with procedures outlined in the Officer's Duty Book. Immediately after the situation is resolved, the guards should return to their assigned posts and duties.

9.3.16. Primary Security Responses

In some outlying areas, and/or if multiple reportable incidents occur, guards may be required to act independently as the primary security response until law enforcement assistance arrives.

9.4. Work Scheduling Procedures

The Contractor shall be responsible for creating a 5 week work schedule, posting it in areas convenient for all guards to review, and submitting a copy of the schedule to the

COTR by the 5th of each month. The Contractor shall furnish a copy of the most current schedule to the CO or COTR upon request.

All guards shall be in uniform and ready to begin work promptly at the start of their shift and shall remain on the job and in full uniform until the end of their tour of duty.

9.5. Recording Productive and Supervisory Hours

The Contractor's employees shall sign in when reporting for work, and shall sign out when leaving on a R4-176, Weekly Time and Cost Report. Contract employees who patrol between buildings will sign in and out at each post visited. The registration points, which will be at the protected premises, shall be specified by the Government and the Contractor must utilize those points for this purpose. Relief guards will sign in and out at each post visited on the R4-176, entitled "Relief". The relief guard will also follow the same procedure to sign in and out as the guard they are relieving.

Each successive lower line on the R4-176 must be completed in chronological order, without exception. Lines may not be left blank between signatures. Should an entire line be used to enter a calendar date for separating individual workdays, only one line will be used to separate the days.

No erasures, use of "White Out" or "Liquid Paper", obliterations, superimposed or double entries of any type are acceptable. If errors in signatures, times, post numbers, or duty status are made on the R4-176, the contract employee should draw a single line through the entire line containing the error and make the correct entry on the next line. An explanation of the error(s) must either be written on the back of the R4-176, or on an attached memorandum. **Payment of invoices may be based on the above procedure being followed.**

The contractor is authorized to remove the R4-176s from the job on a weekly basis in order to forward to the Contract Compliance Section for calculation of hours worked. If the Contractor does not forward the R4-176s to the Contract Compliance Section on a weekly basis payment may not be made until all of the R4-176s are received by the Contract Compliance Section. Cases in which the contractor holds the R4-176 Form for 10 or more days following the end of the month may be referred to the Inspector General for investigation.

9.6. Reporting Productive and Supervisory Hours

The Contractor shall submit a GSA Form 3430, Building Service Contractor Work Report, to the COTR no later than five (5) working days after the last working day of the previous month.

The Contractors signature shall certify the accuracy of the report. By signing the report, the Contractor is certifying that the hours are correct and that the guards listed on the GSA Form 3430 are the same guards that are on the R4-176s for the corresponding time period. The Contractor is also certifying that all of the guards on the GSA Forms 176 and 3430 have met all of the requirements of the Contract/Task Order. The Contract Manager or onsite supervisor may submit and certify the forms as being

accurate if the Contractor has provided the COTR with written authorization for them to sign these forms.

This form will be used by the Government to verify that the required productive and supervisory hours are being performed and that the guards listed on the forms have met all the certification requirements of the Contract/Task Order.

9.7. Relief and Lunch Breaks

All full time productive guards working a minimum 8 hour shift shall be provided a paid 15 minute break for every 4 hours the guard works. The relief break should normally be scheduled in the middle of each 4 hour period. A 30 minute unpaid lunch break shall also be provided to those individuals. All guards working a 6 hour shift shall be provided one 15 minute paid break and a 30 minute unpaid lunch break. Part time productive guards working a minimum of 4 hours shall be provided a paid 15 minute break.

Guards providing relief for breaks and lunches will sign in and out on the R4-176 Form entitled "Relief".

The costs to cover relief for breaks and lunches for the productive guards must be included in the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order is awarded.

The Contractor must provide a replacement guard for each employee during relief periods. The relief guard must meet all of the requirements/qualifications of the Contract/Task Order.

IMPORTANT NOTE: Habitual failure by the Contractor to furnish required relief breaks to guards can be considered to be a material breach of Contract and may result in deductions to termination for cause.

9.8. Limitation on Man-hours to be Provided by Individual Employees

No productive guard will provide more than twelve (12) hours of service on one or more Contracts/Task Orders administered by the FPS in any twenty four (24) hour period unless the work periods are separated by an eight (8) hour non-duty period.

The Contractor shall be responsible for compensating guards for all overtime accrued in accordance with federal and state laws. The Contractor's estimated overtime costs must be factored into the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order is awarded.

The limitation on hours may be verbally altered by the COTR in emergency situations which are beyond the control of the Contractor (e.g., weather conditions that prevent the next shift from getting to the building, civil disturbances, natural disasters, emergencies, etc.).

The Government has the authority to assess deductions from Task Order payments for all hours that guards work which exceed the 12 hour duty limitation. See paragraph 17.6. for further information on deductions.

10. Services Required – Contract Manager and Supervisors

10.1. Contract Manager

The Contract Manager (CM) shall have complete authority to act for the Contractor during the term of the Task Order. The CM shall have the authority to accept notices of deductions, inspection reports, and all other correspondence on behalf of the Contractor.

After the Task Order has been awarded and before the pre-performance meeting, the Contractor shall submit the Key Personnel Resume (Exhibit 12) of an experienced CM for written approval by the COTR and CO. If the proposed CM does not meet the requirements, the Contractor shall attach a written request for a waiver citing the areas the candidate does not meet the requirements and the reasons the Contractor considers the candidate to be qualified for the position. Waiver requests must adequately demonstrate that the proposed CM possesses the ability to effectively manage a security guard Contract of the size and scope described in this Solicitation/Contract. The CM must be approved prior to assuming his/her duties.

The duties of the CM shall not under any circumstances be performed by uniformed employees performing productive or supervisory hours under the terms of this, or any, Contract/Task Order administered by the FPS.

The CM must have either completed a four year course of study leading to a bachelor's degree with a major in any field of study, or have substantial and credible law enforcement, military, or business management experience that demonstrates the individual's capacity to effectively manage a security guard Contract/Task Order of the size and scope described in this SOW.

This position requires a minimum of five (5) years of specialized experience. Specialized experience includes: project development and implementation from inception to deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing multitask Contracts or Subcontracts of various types and complexity.

The CM shall be available during normal working hours (8:00 a.m. to 4:30 p.m.) within 30 minutes by telephone or in person to discuss problem areas. After normal duty hours or on weekends and holidays the CM shall be available within two (2) hours.

The Contractor shall provide the CO and COTR the name, telephone number, pager number (if any), cellular phone number, facsimile number, email address, and office address of the CM by the date of the pre-performance meeting.

The CM is a salaried managerial position, their salary and all associated costs should be included in the bid price (e.g., as overhead/G&A). If this cost is not

included, the Contractor will not be reimbursed for it after the Task Order is awarded.

Replacement CMs shall possess the same or similar qualifications of the individuals originally proposed by the Contractor and accepted by the Government. Replacement employees must be approved by the CO and COTR in writing prior to reporting for duty under the Task Order.

10.2. Supervisors

Supervisors are uniformed individuals who have the authority to act for the Contractor on a day to day basis at the work site. Supervisors must be individuals of unquestionable integrity who display a mature attitude and exercise good judgment. After the Task Order has been awarded and before the pre-performance meeting, the Contractor shall submit the Key Personnel Resume (Exhibit 12) of experienced supervisor(s) for written approval by the COTR and CO. If the proposed supervisor(s) does not meet the requirements, the Contractor shall attach a written request for a waiver citing the areas the candidate(s) does not meet the requirements and the reasons the Contractor considers the candidate to be qualified for the position. Waiver requests must adequately demonstrate that the proposed supervisor(s) possesses similar leadership experience. The supervisor(s) must be approved prior to assuming his/her duties.

Each supervisor shall have a background with a minimum of two (2) years of successful experience in the field of supervision (civilian community law enforcement, military service law enforcement, or commercial/industrial guard service).

Supervisors shall not simultaneously perform the duties of supervisor and productive guard. Supervisors shall not provide required relief breaks for productive guards at any time while they are acting in a supervisory capacity.

The Contractor shall provide the name(s), telephone number(s), pager number (if any), cellular phone number, facsimile number, email address (if any), and office address of the supervisor(s) by the date of the pre-performance meeting.

Supervisors ensure that productive guards:

- (1) Are properly trained;
- (2) Perform all duties as specified in accordance with the Contract/Task Order and the GSA Form 2580 (Guard Post Assignment Record, "Post Orders") for the security post assigned;
- (3) Are in proper uniform and present a neat and professional appearance as referenced in the Contract Guard Information Manual;
- (4) Are thoroughly knowledgeable about their duties and demonstrate the ability to act effectively during emergencies or other unusual situations;

- (5) Possess and display a valid certification card and CPR card at all times while on duty; and
- (6) Possess all necessary permits, credentials, etc., as required by the Contract/Task Order or by local or state law.

The Contractor shall provide the level of supervision stipulated in Exhibit 1. When supervisors visit a building they shall be required to sign in and out on the same R4-176 the productive guards use. In the column titled "Post" the Supervisor shall write the abbreviation "SUPV" to indicate supervision. These logs are used by the Government to ascertain the level of supervision being provided to the guards working under the Task Order.

Replacement Supervisors shall possess the same or similar qualifications of the individuals originally proposed by the Contractor and accepted by the Government. The Contractor shall provide a completed Key Personnel Resume (Exhibit 12) for all replacement supervisors to the CO and COTR for written approval before the replacement supervisors report for duty under this Contract/Task Order.

11. Services Required -- Reserve Guard Force

The Contractor shall maintain a reserve guard force of sufficient size to enable the Contractor to provide the amount of temporary or emergency staffing needed in the event of natural disasters, civil disturbances, emergencies, or in the event of scheduled or unscheduled employee absences (i.e. illness, vacations, or personal emergencies). The Government strongly recommends that the Contractor maintain a reserve force equivalent to at least 10% of the existing guard force at any given time. All reserve guards must meet the minimum qualification standards for all posts they may be assigned to prior to working any post under this Task Order. The Contractor shall submit a list of their reserve personnel to the COTR by the 1st of each month.

The Contractor shall ascertain how this reserve guard force shall be acquired and maintained. The Contractor must factor the costs for maintaining a reserve guard force into the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order is awarded.

12. Regulations, Handbooks, and Other Applicable Documents

FPS Regulations contain the basic procedures for the operation, maintenance, and protection of property. The primary regulations and related procedures to be followed are listed below. Supplementary regulations provided by the CO/COTR shall also be followed and will be incorporated by modification to the Task Order.

12.1. Officer's Duty Book

An Officer's Duty Book shall be furnished by the COTR and maintained by the Contractor at each post. This book contains procedures, instructions and forms guards will use in the performance of their duties. The Officer's Duty Book shall not be removed

from Government property, reproduced or copied in any manner unless written authorization has been obtained from the CO/COTR.

12.2. Guard Post Assignment Book (“Post Orders” Book)

The Contractor shall maintain a separate loose leaf binder at each fixed post. This book shall contain only those duty instructions pertinent to that specific post. The post orders will be updated as needed or at a minimum reviewed and signed by the COTR annually. The Guard Post Assignment Book shall not be removed from Government property, reproduced or copied in any manner unless written authorization has been obtained from the CO/COTR.

12.3. Rules and Regulations Governing Public Buildings and Grounds (FPMR 41 CFR 101-20.3)

Rules and regulations governing public buildings and grounds are posted in all Government controlled buildings and are applicable to all persons entering in or on such property.

12.4. Contract Guard Information Manual (CGIM)

All guards and supervisors must read and be familiar with this handbook prior to assuming duties under the Task Order. The written examination all guards are required to take will be based entirely upon this manual. The Contractor must provide a legible, securely bound copy of the CGIM to all uniformed employees upon beginning the basic training course and, if needed, for the refresher training course described in paragraph 14. The Contractor is responsible for all costs associated with printing and binding the CGIM for their employees.

13. Equipment, Uniforms, and Materials

13.1. Use, Accountability, and Care of Government Furnished Property

The following supplies, materials, equipment, will be furnished by the Government:

- (1) Electrical and mechanical equipment, such as installed alarm and surveillance systems, x-ray machines, walk through magnetometers, handheld magnetometers, and closed circuit televisions, including written operating procedures and instructions.
- (2) Repair and maintenance of equipment in paragraph 13.1.(1).
- (3) Officer's Duty Book, including all inserted information required. The COTR will provide all initial information and changes. The Contractor will be responsible for posting the changes in the Officer's Duty Book.

- (4) Telephones deemed necessary by the Government for the conduct of official business under the Task Order.
- (5) The initial copy of all required Government administrative forms.
- (6) Building utilities and services in accordance with established FPS operational procedures. This includes the use of concession facilities, restrooms, and medical facilities (when available, for emergency purposes).
- (7) Limited occupation and use of Government controlled office space, if available and deemed necessary by the Government, for the CM and/or Supervisors for use in conducting official Task Order related business.
- (8) When a controlled personnel identification and/or building pass system is used by a tenant agency, the tenant agency will provide the Contractors employees with the necessary Government identification. The Contractor shall ensure that all Government identifications are returned to the issuing agency when the Contractor's employees are terminated or resign, or upon expiration of the Task Order.

All property furnished by the Government under the Task Order shall remain the property of the Government. Upon termination or conclusion of the Task Order, the Contractor shall render an accounting of all such property that has come into their possession during the course of the Task Order. All equipment issued by FPS to the Contractor will be issued on GSA Form 1025, Receipt for Property, or other similar document.

Any property furnished by the Government to fulfill Contract requirements, which is lost or damaged resulting from improper use or negligence by the Contractor's employees, shall be repaired or replaced by the Contractor. The cost of such repairs or replacement shall be deducted from the Contractor's payment. Additionally, the Contractor shall reimburse the Government for expenses associated with the misuse of telephones or other Government furnished office equipment by the Contractor's employees. Contract employees who misuse, willfully damage, or willfully destroy Government property may be removed from the Task Order and may be subject to criminal prosecution.

The Contractor shall report malfunctioning, lost or damaged Government furnished property to the COTR and the Mega Center. The Contractor shall perform semiannual inventories of all Government furnished property, using a GSA Form 1025 or other approved Government form/format and provide a written report to the COTR within 15 days of the completion of the inventory.

Government property shall only be used for official Government business in the performance of this Contract/Task Order and will not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.

The Contractor shall take all reasonable precautions as directed by the Government and in accordance with sound industrial practices to safeguard and protect Government property.

If any Contractor's employees working under the Task Order has access to classified, confidential, proprietary, sensitive, personal, business, technical, or financial information (property), belonging to the Government or to other private parties performing, or seeking to perform work for the Government, shall NOT be authorized to read, photocopy, remove, or otherwise appropriate such information for their own use or disclose to third parties unless specifically authorized in writing by the CO. Violations of this policy may result in Contractual actions being taken, up to and including termination for default. Additionally, the Government may pursue any and all legal remedies at its disposal if the unauthorized use of the information/property is prosecutable under law.

13.2. Use, Accountability, and Care of Contractor Furnished Property

The Contractor shall furnish and maintain in acceptable condition all items of uniforms and equipment necessary to perform work required by the Task Order at no cost to Contract employees. **The Contractor is solely responsible for the quality and performance of all Contractor provided equipment used in performance of this Contract/Task Order.**

13.2.1. Communications Equipment

Communication equipment shall meet all of the requirements specified in Exhibit 2, "Communication Equipment Requirements". Communication equipment must ensure the Contractors availability on a 24 hour basis, also described in Exhibit 2.

The Contractor shall obtain all permits for the operation of radio equipment over Government identified frequencies in accordance with applicable Federal Regulations. A copy of all such permits shall be delivered to the COTR prior to the utilization of the designated frequencies.

13.2.2 Motorized/Mobile Patrol Equipment

In accordance with Exhibit 3, "Patrol Vehicle Requirements" vehicles shall be in operating condition at all times. All costs for the operation and maintenance of vehicle(s), including all license and insurance fees, shall be borne by the Contractor. Each vehicle shall be marked for identification. The vehicle(s) shall be equipped with first aid kit(s) and a properly mounted dry chemical fire extinguisher(s).

In the event a patrol vehicle is temporarily inoperable, the Contractor shall provide an equivalent, fully operational substitute vehicle. The COTR is responsible for ensuring the vehicle(s) furnished under the Task Order complies with the requirements outlined in this Task Order. In the event of a dispute regarding whether the vehicle(s) meet the requirements, the CO will make the final decision. Additional patrol equipment not specifically identified in the Task Order shall not be used unless approved by the COTR.

13.2.3. Firearms and Ammunition

The Contractor shall furnish firearms and ammunition for each guard and supervisor while they are on duty. Personal weapons shall not be used. **The firearms shall be a .38 caliber, double action, six (6) shot police service type revolvers with a heavy duty 4” barrel, a fixed front sight, and a fixed or adjustable rear sight.** Appropriate and ample supplies of firearms and maintenance equipment (cleaning solvents, lubricating oil, rods, brushes and patches, and other normal maintenance tools) shall be provided by the Contractor, at the Contractor’s expense. The Contractor shall inspect all firearms prior to issuing them to the guards. The Contractor’s employees shall inspect their assigned firearms at the beginning of each tour of duty and any problems shall be reported immediately.

Firearms shall always be handled in a safe and prudent manner. Each firearm shall be cleaned and oiled regularly to ensure optimum operating condition. Loading and unloading of ammunition and cleaning the firearms shall take place only in designated areas. All weapons and associated ammunition shall be stored in accordance with safeguard standards established by the Government.

The Contractor must be able to account for all firearms at all times. Onsite supervisors and guards shall make accurate receipt and return entries on the Firearms and Equipment Control Register, GSA Form 1051, at the beginning and ending of each shift.

The Contractor shall verify all assigned task order firearms’ serial numbers with the Alcohol, Tobacco and Firearms (ATF) agency, and provide the COTR with a list of these serial numbers for all the firearms and the person or post they are assigned to prior to the Task Order start date. The Contractor shall keep the list current, document any changes and forward them to the COTR within one (1) week of the change.

In the event that a firearm is lost or stolen, the Contractor shall notify the Mega Center **immediately** and report all pertinent facts regarding the loss or theft of the weapon. Additionally, the Contractor shall provide a detailed written report containing all of the relevant information to the COTR within one (1) week of the incident. The Contractor shall also inform the COTR of the serial number(s) of the replacement weapon(s), and the person or post it is assigned.

Ammunition for authorized firearms shall be provided by the Contractor. **Each guard shall be issued 12 or 18 rounds of standard 110 +P jacketed hollow point type ammunition upon entering duty.** Six rounds shall be loaded into the revolver and the remaining rounds shall be contained in a cartridge case.

If and where possible, the Contractor shall provide a secure firearms cabinet or safe to be placed at each site of performance for storage of the Contractor provided firearms. Additional ammunition shall be provided, stored, and secured onsite by the Contractor to accommodate emergencies and to be available in the event additional services are ordered.

13.2.4. Uniforms

The Contractor’s guard force uniforms shall be a color and style in general use by large guard or security organizations and shall be **readily distinguishable** from those of local and state law enforcement agencies and from those of Federal Protective Officers. All guards performing under this Contract shall wear the same color and style of uniform and maintain a professional and neat appearance at all times during their tour of duty.

Appropriately lettered breast and cap badges with the company name shall be worn and prominently displayed as part of the uniform. Identification nametags and the GSA Certification Form 3527 shall be worn over the right breast shirt pocket.

The type of uniform to be used on this Contract will be provided by the Contractor as part of their technical proposal and will be agreed to by the Government at the time the Contract/Task Order is awarded. The table below shows the standard required uniform components and the quantities of the components to be issued:

| REQUIRED ITEM | REQUIRED QUANTITY |
|--------------------------------------------------------------------------------------------------------|-------------------|
| Shirt, long sleeve | 3 |
| Shirt, short sleeve | 3 |
| Trouser, all season weight | 3 |
| Necktie | 2 |
| Jacket, winter, patrol type (Reefer style) | 1 |
| Frame style cap OR Baseball style cap | 1 |
| Gloves, winter (pair) - (Color to match accessories) | 1 |
| Pistol belt without shoulder strap (Sam Browne) | 1 |
| Level II retention holster, firearm (slide on belt type) w/hammer safety strap, left/right as required | 1 |
| Ammunition cartridge case | 1 or 2 |
| Duty Belt “Keepers” | 4 |
| Expandable Police Baton (with holder) | 1 |
| OC Spray (with holder) | 1 |
| Handcuffs (pair) and keys | 1 |
| Handcuff case | 1 |
| Key strap with flap (if needed) | 1 |
| Insignia, shoulder patch (each shirt and jacket) | 7 |
| Whistle, with chain attachment (metal) | 1 |
| White (non-supervisory), Gold (supervisory) metal cap ornament | 1 |
| Nameplate, with black or blue lettering on gold metal | 1 |

Long sleeve shirts will be required beginning the last Sunday in October and short sleeves beginning the last Sunday in April. The dates may be adjusted with written

approval from the COTR; however, all guards on any one shift must be in the same uniform with the same sleeve length.

Shoes shall be low quarter or high topped boot with police or plain toe and standard heel. The color of the shoe shall match the color of the leather equipment accessories. The Contractor is not required to provide shoes but must insure that the employees working are in accordance with the Contract requirements. Any deviation from the above requirements must be approved by medical authorities and submitted to the COTR.

The wearing of uniform accessories and equipment shall conform to the standards and usage prescribed and in effect for Department of Homeland Security Federal Protective Officers. The color of uniform accessories and equipment shall be standard black or brown, whichever matches the uniform. All guards shall wear the same color and style or type of uniform accessories and equipment.

13.2.5. Supplementary Equipment

Each guard post shall be equipped with the recommended supplementary equipment including, but not limited to:

- (1) A notebook and pen.
- (2) A standard police type flashlight with a minimum of three D cell batteries. The Contractor is responsible for ensuring that all flashlights are operable.
- (3) Traffic control safety apparel (reflective vests, gloves, traffic batons, etc.), and inclement weather clothing (raincoats, cap covers, overcoats, overshoes, mittens, etc.) which may be used for operations at designated traffic control or indoor/outdoor posts. All inclement weather clothing shall be compatible to the uniform's style.

Guards shall not possess any unauthorized, supplemental or personal equipment, (equipment not issued by the Contractor or required by the Contract) such as personally owned firearms, knives, "come-alongs", cell phones, or other nonstandard items. Guards who are found to possess unauthorized equipment while on post shall face disciplinary action, and possible forfeiture of the item(s), suspension, or permanent removal from the Task Order.

14. Qualifications of Personnel

14.1. General Qualifications

All of the Contractor's employees are expected to behave courteously and professionally toward all persons encountered in the performance of their duties including Government employees, building tenants, and the general public. The CO/COTR may require retraining, suspension, or removal from any or all FPS contracts/task orders, of any Contract employee deemed careless, incompetent,

insubordinate, unsuitable, or otherwise objectionable during the performance of duties associated with this Task Order.

To be eligible to perform under this Task Order, all uniformed guards must meet, to the satisfaction of the COTR, the following requirements:

- (1) Be a citizen of the United States of America.
- (2) Be at least 21 years of age. While there is no limit to the maximum age of guards, all guards must be able to withstand the physical demands of the job and must be capable of responding to emergency situations without special accommodations by the Government.

Note: The COTR may waive the minimum age requirement where the applicant meets all of the other minimum requirements and is legally eligible to perform the required duties.

- (3) Possess, at a minimum, either a high school diploma or a GED equivalency Certificate, or a DD214 Form showing the individual is a high school graduate or equal.
- (4) Speak English fluently, read and comprehend written English, and compose coherent written reports in English. Bilingual guards are naturally an asset to the Contractor, but in no circumstances should the Contractor permit a guard who does not have a good command of the English language to work under this Task Order.
- (5) Meet **one** of the following experience/education requirements:
 - (A) Three years of security experience within the past five years; **or**
 - (B) An Associate's Degree, or at least 60 semester hours of college coursework in any field of study; **or**
 - (C) Three years of military or National Guard (active duty or reserve) experience; **or**
 - (D) Successful completion of Police Officer's Standard Training (POST) course; **or**
 - (E) Any reasonable combination of the above (i.e., one year of security experience plus one year of college coursework).

IMPORTANT NOTE: Contract employees working under the previous Contract/Task Order who do not meet the above experience/education requirements will be eligible to continue working under the new Task Order with the COTR's approval. In such cases where an employee of the exiting Contractor does not meet the above requirements, the incoming Contractor shall document the employee's personnel file accordingly and indicate their length of service under the prior Contract/Task Order.

14.2. Medical and Physical Qualifications

14.2.1. General

The Contractor shall ensure that all employees assigned to work under the Task Order are physically able to perform all duties required by this SOW. All employees must be in good general health without physical defects that would interfere with the performance of their duties.

The Contractor shall require all prospective employees to undergo a pre-employment medical/physical examination. Examinations shall be administered by a licensed physician. All guards must meet the health certification requirements listed in Exhibit 10A and submit a completed SF 78, "Certificate of Medical Examination", Exhibit 10. **No guard shall be permitted to work under the Task Order until this certificate has been submitted and approved by the COTR.** Failure to meet any of the required medical qualifications may result in being disqualified from performing under the Contract/Task Order. A guard with a disqualifying condition may still be considered if the examining physician will provide a signed statement explaining why they feel the guard can perform the required duties. The SF 78 and the physicians opinion should be sent to the COTR for a final determination. Without the physicians written statement the guard will automatically be disqualified.

Medical examinations are valid for a period of three (3) years from the date of issuance. Prior to the 3 year anniversary, a new medical examination must be provided under the same guidelines stipulated in this SOW.

14.2.2. Medical Standards

All uniformed guards must meet the following medical standards:

- (1) Vision: Applicant must have binocular vision and must not test less than 20/20 (Snellen). Corrected vision must test as well as or better than 20/20 in one eye and 20/40 in the other eye. An applicant who has undergone a Radial Keratomy or laser correction procedure to correct his or her vision to an acceptable level will be considered medically qualified for this position. Near vision, corrected or uncorrected, must be sufficient to read Jaeger Type 2 at 14 inches. Applicant must be able to distinguish basic peripheral vision and must not be color blind.
- (2) Hearing: Applicant must be able to hear the whispered voice at 15 feet with each ear. Using an audiometer for measurement, there should be no loss of 30 or more decibels in each ear at 500, 1000, and 2000 CPA levels.
- (3) Speech: Applicant must be able to speak clearly and distinctly. Indistinct speech patterns, regardless of the cause, are disqualifying.
- (4) Extremities and Spine: Applicant must not have any deformities and/or diseases of the extremities or the spine that interfere with the full performance

of duties. Deformities and/or diseases that interfere with the full performance of duties are disqualifying.

- (5) **Respiratory System:** Applicant must have a healthy respiratory system. Any chronic diseases or conditions affecting the respiratory system, such as impaired respiratory function, shortness of breath, or painful respiration, that would impair the full performance of duties is disqualifying.
- (6) **Cardiovascular System:** The following conditions are disqualifying:
 - (A) Organic heart disease (compensated or not);
 - (B) Hypertension with repeated readings of 160 or over systolic, and 100 or over diastolic;
 - (C) Symptomatic peripheral vascular disease and severe varicose veins.
- (7) **Gastrointestinal Tract:** Applicant must have a healthy gastrointestinal tract. Any disease or condition of the gastrointestinal tract that requires restricted or rigid diets, including an ulcer active within the past year, is disqualifying.
- (8) **Genitourinary Tract:** Applicant must have a healthy genitourinary tract. Any Chronic, or symptomatic diseases that interfere with the full performance of duties is disqualifying.
- (9) Any inguinal or femoral hernias, with or without the use of a truss, are disqualifying if they interfere with the full performance of duties.
- (10) Diabetics whose condition is controlled by diet, insulin, or other prescription drugs must submit a medical doctor's statement of fitness for work with the other medical examination paperwork.

14.2.3. Physical Demands

All uniformed guards are expected to be physically able to perform the following functions in the performance of their assigned duties:

- (1) Frequent and prolonged walking, standing and sitting.
- (2) Occasional running or sprinting; kneeling and stopping and recovering from any of these activities without aid or resistance.
- (3) Subduing violent or potentially violent individuals

Physical stamina in all of its forms (endurance, temperature/climate, etc.) is a basic requirement of this position. Individuals deemed incapable of meeting the physical requirements of their assigned position will be removed from the Contract/Task Order upon the COTR's request. If the Contractor chooses to protest this action, the CO will make the final determination in writing.

The Contractor shall encourage employees to maintain an ongoing and regular program of physical fitness at no additional cost to the Government.

The Contractor shall notify the COTR of any employee who will be on medical leave due to an injury, operation, or illness that will inhibit the employee from performing 100% of the duties listed above. When the employee is ready to return to work, the Contractor shall obtain a signed statement from the employees doctor specifically stating the person does meet the standards in paragraph 13.3.2. and is 100% physically able to perform the requirements listed above. The employee will not be assigned to work any guard post on any FPS Contract/Task Order until this statement is obtained and a copy forwarded to the COTR.

14.2.4. Illegal Drug Screening

A. Pre-Employment Screening

As part of the medical examination, all uniformed guards must submit to an initial urine drug screening which tests for the following five (5) substances at the following cutoff levels (nanogram per milliliter, ng/mL):

| <u>Substance</u> | <u>Cutoff Level (ng/mL)</u> |
|-------------------------|------------------------------------|
| Marijuana metabolites | 50 |
| Cocaine metabolites | 300 |
| Opiate metabolites | 2,000 |
| Phencyclidine | 25 |
| Amphetamines | 1,000 |

Drug screening methodology shall conform to the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration's (SAMHSA) "Mandatory Guidelines for Federal Workplace Drug Testing Programs." These guidelines can be accessed via the Internet at: www.health.org/workplace or at: <http://wmcare.samhsa.gov>.² The Contractor is strongly urged to utilize one of the laboratories listed on SAMHSA's "Current List of Laboratories Which Meet Minimum Standards. To Engage in Urine Drug Testing for Federal Agencies," which is accessible via the Internet at: www.health.org/labs/index.htm or at: <http://wmcare.samhsa.gov>; this list is updated on a monthly basis. If the Contractor chooses to use a laboratory not shown on SAMHSA's current list, the Contractor is strongly advised to verify whether the laboratory's methodology conforms with SAMHSA's guidelines prior to utilizing that laboratory to perform drug screenings.

Other drug testing methods (hair, sweat patch, etc.) are commercially available but are not acceptable for the purposes of this Task Order due to widely varying standards of testing and laboratory reliability results. However, if SAMHSA does

² The cutoff level for Opiate metabolites listed in the internet-ready guidelines is 300; however, that number has been revised by SAMHSA and the new cutoff level is shown in paragraph A above.

issue guidelines on alternative drug screening methods, the Task Order will be modified to permit the use of those methods.

The presence of a non-negative³ reading shall automatically disqualify an applicant from working under this or any other FPS security guard services Contract/Task Order. Since most drugs are metabolized within a short period of time (from several hours to several days), the Contractor **shall not** permit any applicant to take multiple tests in order to receive an acceptable reading.

The Contractor is responsible for all costs associated with obtaining the medical evaluation and drug screening and should include these costs in the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order is awarded.

This requirement applies to new applicants. Current employees are exempt when a new contract is awarded if they can produce documentation verifying their last drug screening is current.

B. Government Requested Screening

The CO or COTR shall have the express right to request random drug screenings at any time during the term of the Task Order. Random screenings shall be conducted by the COTR drawing a name from a container that has the names of all guards on duty at the time of the drawing. A representative of the Contractor shall be in attendance at the drawing. Tests will be conducted at an appropriate facility of the Government's choosing. The Contractor shall pay the Contract employee the normal hourly rate/salary for all time off given to the employee for taking the screening. Each screening shall follow the guidelines described in the Pre-Employment Screening paragraph above.

If a Government representative suspects a guard may be under the influence or using illegal substances they will advise the CO or COTR. The CO and COTR have the express right to request a drug screening where there is a reasonable cause. The CO or COTR will advise the CM in writing that he/she requests a drug screening of the specific guard. Once the written request is received, the CM should make arrangements for the test to be conducted as soon as possible and no later than two (2) working days of receipt of the written request. The Contractor shall pay the Contract employee the normal hourly rate/salary for all time off given to the employee for taking the screening. Each screening shall follow the guidelines described in the Pre-Employment Screening paragraph above.

Any of the Contractor's employees who undergo either random or reasonable drug screenings may continue working under the Task Order until the results have been provided to the Contractor. In the event that the results of any drug

³ The term "non-negative" is defined by SAMHSA as "the result reported by an HHS-certified laboratory when a specimen is either adulterated, substituted, or contains a drug or drug metabolite." See SAMHSA's guidelines at <http://www.health.org/workplace/manguidelines/draft3.htm>

screening are negative, the Government shall bear the expense of the screening. (NOTE: this does not apply to the pre-employment drug screening). The Contractor shall invoice the Government for the actual cost of the drug screening plus the hourly rate paid to the Contract employee(s) to take the screening. In the event that the results are non-negative, the Contractor shall **immediately** remove the employee(s) from the Task Order and **immediately** inform the COTR and CO of the result and the employee's removal. Additionally, the Contractor shall bear all the expenses relating to the test for the employee(s) with the non-negative reading.

Any Contract employee who undergoes either a random or reasonable cause drug screening and tests non-negative for any of the substances shown above shall be permanently disqualified from working under this or any other FPS security guard services Task Order/Contract. Since most drugs are metabolized within a short period of time, the affected Contract employee *shall not* be authorized to take additional tests to achieve a negative reading.

14.3. FPS Suitability Adjudication

After the Task Order is awarded and prior to any of the Contractor's employees being permitted to work under the Task Order, the Contractor is responsible for ensuring that their employees including the CM, Supervisors, Quality Assurance personnel, and all other company personnel who will be visiting the work sites receive a formal suitability adjudication by FPS.

Once a prospective employee has applied for a position and has been favorably evaluated by the Contractor (e.g., meets the minimum qualification requirements cited in this paragraph and otherwise meets the Contractor's hiring criteria), the Contractor shall submit to the COTR the following completed forms for each employee: two (2) original Forms FD-258 "Fingerprint Chart" and one original GSA Form 176 "Statement of Personal History". The COTR will furnish an ample supply of these forms to the Contractor immediately after the Task Order is awarded and upon the Contractor's request thereafter. Contractors are encouraged to use the local police, state police, Federal Bureau of Investigation (FBI), or FPS regional offices to obtain readable fingerprints on the fingerprint cards. Some locations such as Fort Worth, TX, FPS has an electronic fingerprint scanning machine which the Contractor is encouraged to use for fingerprinting Contract employees. Upon receipt of completed legible forms, FPS will forward the forms to the FBI for evaluation. FPS will use the information provided by the Contractor and FBI to make a determination regarding the guard's suitability to work under a FPS Contract/Task Order. Provided that the forms are complete and legible, the entire evaluation process will take anywhere from one (1) week to several months, depending on current processing times. For planning purposes, the Contractor should always assume that the standard processing time is approximately one (1) month.

NOTE: Illegible, incomplete, or inaccurate forms submitted by the Contractor will be returned and will result in delays in the adjudication process. FPS shall not be responsible for any delays that occur due to the Contractor's failure to submit

complete, accurate, and legible paperwork to FPS.

If FPS finds any of the Contractor's employees to be unsuitable, the COTR will notify the Contractor in writing, and the Contractor shall in turn **immediately** remove the employee from the Task Order. The suitability determination may be appealed by the guard or the Contractor to the CO. However, in such cases the Contractor shall proceed with the hiring process at their own risk until the CO issues the final determination in writing.

Under no circumstances shall any Contractor employee who has received a notice of unfavorable (unsuitable) adjudication work under this or any FPS security guard service Contract/Task Order. This requirement also applies to Contractor employees whose unfavorable adjudication is under appeal.

Once a favorable adjudication has been made by FPS, the guard is suitable to work under the Task Order for two (2) years, unless something occurs within the two year period that would render the guard unsuitable. The Contractor shall **immediately** notify the COTR or the CO in writing of any circumstances which could possibly affect an employee's suitability status (e.g., arrests, convictions, termination for causes such as misconduct or neglect of duty). **The Contractor is responsible for renewing the guard's suitability clearance prior to its expiration. Any guard who is found working at a post with an expired suitability clearance shall be removed from the Task Order until a new suitability determination is made.** The Contractor should make every effort to submit a new suitability paperwork package to FPS *at least* 30 days prior to the current suitability expiration date.

If employees have been cleared through this process while employed with another Contractor providing guard services for the FPS, their suitability determination will carry over to this Task Order. The Contractor will be required to submit new suitability applications before the guards' current suitability expires.

If a guard is found working without a current suitability clearance, a deduction for all of the hours the guard worked without the suitability clearance shall be taken from the monthly payments. See paragraph 17.1 of Part I of the SOW.

The Government shall exercise full and complete control over granting, denying, withholding, or terminating any employees suitability clearances.

The Government may, as it deems appropriate, authorize and grant preliminary suitability's. However, issuance of a preliminary suitability shall not be considered as assurance that a final favorable suitability will follow and the granting of either a preliminary or final suitability shall in no way prevent, preclude, or bar later withdrawing or terminating any suitability by the Government.

14.4. Security Clearance Requirements Other Than FPS Suitability

In addition to FPS suitability, additional security clearances may be required by the Contract/Task Order(s) or a tenant agency. These clearances will be provided by the Department of Defense Security Service (DSS), the Department of Energy (DOE), or

the Nuclear Regulatory Commission (NRC), or other agency. Where such clearances are required, employees to be assigned to the facility shall be subject to a security check by the Government prior to being allowed to work at the site. This requirement may also pertain to other officers of the firm who may need to visit the work site(s) during the term of the Contract/Task Order. Employees may not work at the site until the Contractor receives a DD Form 560 (Letter of Consent), for the individual employee from DSS, or receives a final clearance from DOE, NRC, or other agency.

The Government shall notify the Contractor in writing of the required security classification of this Contract and of any subsequent revisions in such security classifications.

The Government will provide the Contractor with the appropriate personnel security questionnaire and fingerprint forms that are to be completed for each contract guard employee performing under this Contract, as well as the other employees who will require a security clearance.

The Contractor and all applicable personnel shall be cleared pursuant to the Defense Industrial Security Regulations or other applicable regulations. The Contractor shall obtain interim facility clearance requirements subsequent to the official award date, and/or at least thirty (30) days prior to the Contract start-up date.

The Contractor is responsible for all costs associated with obtaining and renewing the applicable security clearances for all affected Contract employees. These costs should be factored into the bid price. If these costs are not included, the Contractor will not be reimbursed for them once the Task Order is awarded.

15. Training

15.1 General Information

All newly hired uniformed guards must first complete the required training, and then pass the required written examination in order to be eligible to work under this Contract/Task Order. Guards who worked under the preceding Contract/Task Order or other FPS security guard service Contract/Task Orders, and who maintain valid certificates and/or documentation, will not be required to take the training until their existing certifications and/or documentation are about to expire.

All Government provided training and testing for this Contract/Task Order shall be provided at the location(s) listed in this Task Order.

The Contractor is responsible for scheduling the Government provided training course and/or examination and for ensuring attendance at the classes by their employees. The Contractor shall also bear all costs related to their employees' attendance at the training and examinations, including all expenses for transportation, lodging, and meals (as may be necessary). The Contractor shall reimburse their employees at the same hourly rate/salary they would receive for on-the-job training. All training related costs must be factored into the bid price. If these costs are not included, the Contractor will not be reimbursed for them once the Task Order is awarded.

The CO, COTR, ACOTR, or any designated representative of the CO shall have the express authority to observe any training session sponsored or provided by the Contractor without any advance notice. The purpose of such observation is to ensure that the Contractor is adhering to the training syllabus and is complying with the stated training requirements defined in this SOW. The Contractor shall be responsible for providing the COTR a copy of the training schedule within 10 days after the Task Order is awarded and at the beginning of each month when training is scheduled. The Contractor shall immediately notify the COTR of any changes to the schedule after it is submitted. The Training Plan and Schedule is located in Exhibit 9.

15.2. Training Requirements by Position

This subsection details the training requirements that must be successfully completed by all uniformed employees. The syllabi for both the Contractor and Government provided training courses shown below are located in Exhibits 4, 5, 6, 7, and 8A of this SOW, as are the required training certifications, Exhibits 4A, 5A, 6A, 7A, and 8B, for individual employees.

15.2.1. Productive Guards

The following chart lists the required training and the length of each course that all uniformed guards working under the Task Order must take and complete. The Contractor shall be responsible for printing/photocopying the CGIM for their employees' use, at no cost to the Government or the employee. The CGIM should be provided to each employee on the first day of their basic training course.

No productive guard shall be permitted to work under this Task Order without having passed and/or qualified in all of the required training subjects listed in the preceding chart.

| TRAINING COURSE | HOURS | GOVERNMENT PROVIDED | CONTRACTOR PROVIDED |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------|---------------------|
| Basic Training (Exhibit 4 & 4A) (One Time Only) | 72 | | XXX |
| FPS "Orientation" Training (Exhibit 7 & 7A) (One Time Only) | 8 | XXX | |
| Magnetometer/X- Ray Training (Applies only to screening posts) (Exhibit 14) (One Time Only) | 4 | XXX | |
| Firearms Training & Qualifying (Exhibit 8, 8A & 8B) (Training - One Time Only) | 40 | | XXX |
| OC Spray Training & Recertification (Exhibit 13) (Meet State and Local Authorities Requirements) | Same as State & Local Authorities | | XXX |
| Biennial (Refresher) Training (Exhibit 6 & 6A) (2 Years) | 40 | | XXX |
| Firearms Requalification GSA Form 2790 (Exhibit 8A & 8B) (Annually) | N/A | | XXX |
| CPR/First Aid Training and Certification (CPR - Annually) (1 st Aid – 2 Years) | CPR 6.5 1 st Aid 2.5 | | XXX |

Note: The Government does not intend or require that the CGIM be the sole basis for training. The Contractor shall provide adequate and necessary audio/visual materials, hands-on exercises and demonstrations, additional security literature, and all other training materials needed to ensure the guards are effectively trained and capable of performing the duties described in this SOW.

Basic training, FPS "orientation" training, magnetometer/x-ray training, and basic firearms training are "one time only" courses, meaning that they do not have to be taken again during the Task Order term if they have already been successfully completed by the Contractor's employees. Additionally, training certifications completed under other FPS security guard service Contracts/Task Orders are transferable to this Task Order, provided that the Contractor can furnish evidence (e.g., a valid, signed certification from the preceding Contractor or the employee) that the training was successfully completed during the preceding Contract. However, the COTR shall have the sole discretion to accept or deny the proposed training certifications. One situation where this may occur is if the preceding Contract did not contain the same training requirements as this Contract/Task Order.

Annual firearms requalification does not require specific additional training; rather, it involves the Contract employee's ability to pass the Federal Law Enforcement Training Center (FLETC) practical pistol course (See Exhibit 8A) with a passing score which will be documented by using the GSA Form 2790 (Exhibit 8B) and signed by the Range Instructor and the FPS Representative who witnessed the qualification. The Contractor shall be responsible for ensuring that all employees receive the training or range time necessary to successfully requalify on the practical pistol course on an annual basis at no additional cost to the Government.

All guards, productive and supervisory, must take and complete 40 hours of refresher training prior to their two (2) year anniversary date of their basic or last refresher training. The refresher training will be based on the syllabus in Exhibit 6. Upon completion of the training, the Contractor will complete the "Contractor's Certification of Biennial Refresher Training", Exhibit 6A, for each employee in attendance and forward the forms to the COTR.

15.2.2. Supervisors

All uniformed supervisors working under the Task Order must successfully complete supervisory training after successfully completing all of the other required training as shown in the following chart.

| TRAINING COURSE AND HOURS. | HOURS | GOVERNMENT PROVIDED | CONTRACTOR PROVIDED |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------|----------------------------|
| Basic Training (Exhibit 4 & 4A) (One Time Only) | 72 | | XXX |
| FPS "Orientation" Training (Exhibit 7 & 7A) (One Time Only) | 8 | XXX | |
| Magnetometer/X-Ray Training (Applies only to screening posts) (Exhibit 14) (One Time Only) | 4 | XXX | |
| Firearms Training & Qualifying (Exhibit 8, 8A & 8B) (Training - One Time Only) | 40 | | XXX |
| OC Spray Training & Recertification (Exhibit 13) (Meet State and Local Authorities Requirements) | Same as State & Local Authorities | | XXX |
| CPR/First Aid Training and Certification (CPR - Annually) (1st Aid – 2 Years) | CPR 6.5 1st Aid 2.5 | | XXX |
| Biennial (Refresher) Training (Exhibit 6 & 6A) (2 Years) | 40 | | XXX |
| Firearms Requalification GSA Form 2790 (Exhibit 8A & 8B) (Annually) | N/A | | XXX |
| Supervisory Training (Exhibit 5 & 5A) (One Time Only) | 9 | | XXX |

Supervisory training will be based on the syllabus in Exhibit 5.

No supervisor shall be permitted to work under this Task Order without having passed and qualified in all of the required training subjects listed in the preceding chart.

Basic training, FPS "orientation" training, magnetometer/x-ray training, and basic firearms training are "one time only" courses, meaning that they do not have to be taken again during the Task Order term if they have already been successfully completed by the Contractor's employees. Additionally, training certifications completed under other FPS security guard service Contracts/Task Orders are transferable to this Task Order, provided that the Contractor can furnish evidence (e.g., a valid, signed certification from the preceding Contractor or the employee) that the training was successfully completed during the preceding Contract. However, the COTR shall have the sole discretion to accept or deny the proposed training certifications. One situation where this may occur is if the preceding Contract did not contain the same training requirements as this

Contract/Task Order.

15.3. Firearms Training and Qualification

The Contractor is responsible for providing 40 hours of firearms training for new employees prior to sending them to a firing range for the qualification session. At least eight (8) but no more than 16 of the 40 hours shall be classroom training, with the remaining 24 – 32 hours being actual training/shooting time on a firing range. **For the purposes of this Task Order, the Government requires that each employee must fire a sufficient amount of ammunition during the course of range training to familiarize the employee with their weapon and the qualification course.** No employee will pay for any of the ammunition or range time. The cost of ammunition should be factored into the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order is awarded.

Any guard who has successfully completed a 40 hour firearms course using a .38 caliber revolver under an FPS Contract will not be required to take the 40 hours of firearms training, provided the Contractor can furnish adequate proof that such training was successfully completed (e.g., a valid, signed copy of a Training Certificate). The COTR shall have the discretion to accept or deny proposed exemptions from training based on documentation and/or valid certification of prior training experience. NOTE: Prior successful training completion by the employee **shall not** exempt the employee from the range qualification requirement.

Unless prohibited by state or local law, all weapons range training and qualifications must be conducted using Trans II targets only, which are available through firearms catalog retailers. The Contractor shall furnish an adequate supply of targets to accomplish all employees weapons qualifications as required by this Task Order. No employee will pay for any of the targets. The cost of the targets should be factored into the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order is awarded.

Annual firearms re-qualification does not require specific additional training. It involves the employee's ability to pass the Federal Law Enforcement Training Center practical pistol course (Exhibit 8A) with a passing score documented on a GSA Form 2790 (Exhibit 8B), signed by the Range Instructor and the FPS witness. The serial number of the weapon that person used must also be written on the GSA Form 2790. The Contractor shall be liable for ensuring that all employees receive the training or range time necessary to successfully requalify. All costs associated with requalification should be factored into the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order is awarded.

Successful firearms range qualification by the Contractor's employees as part of a state or local firearms permit/license issuance process shall not be considered an acceptable replacement or substitute for the annual firearms qualification required by this Contract/Task Order.

An FPS representative will witness all firearms qualifications to ensure that each employee has sufficient knowledge of firearms safety, handling, and shooting ability.

The Contractor shall be responsible for contacting the COTR to schedule a range at a mutually acceptable date and time. For the purposes of this Task Order, firearms qualifications that are not witnessed by an FPS representative will be deemed unacceptable and void. All GSA Form 2790s must be signed by the FPS witness, the Range Instructor, and have the serial number of the weapon that person used, written on the GSA Form 2790 to be valid.

The Contractor must provide the necessary weapons and ammunition for training and qualifications. **At least 48 hours prior to a firearms qualification the Contractor shall provide the COTR with a list of employees names and their assigned firearms serial number. The firearm assigned to them will be the same firearm they qualify with and carry on post. No guard will carry a weapon on post that they have not qualified with.** All weapons and ammunition used shall be inspected and approved by the COTR. Ammunition used for firearms qualifications will be the same as what the guards are required to carry on post. No Contract employee shall have in their possession any ammunition for firearms when they arrive for the qualification. The Contractor shall be responsible for licenses and permits required for transporting weapons to and from where the weapons are stored to the firing range.

There is no limit on the number of times an employee can attempt to requalify on the practical pistol course. However, **under no circumstances whatsoever will the Government permit any guard who has not requalified within one year from the date of their last qualification to work as an armed guard under this Task Order.** Once a guard does requalify they can resume working posts. **Newly hired guards will not work under this Task Order until they have qualified.** The Contractor shall provide any and all training and range time necessary to ensure that their employees can pass the practical pistol course. The employee's file should be documented with any and all remedial training given to enable the employee to pass the practical pistol course. Neither, the Government or the employee shall be liable for compensating the Contractor for any expenses incurred to enable their employees to requalify.

15.4. Minimum Age for Firearms Licensing

The Contractor must follow the minimum age requirement cited in paragraph 13.1.(2) above, Federal, State and local licensing requirements for their employees. In most areas the minimum age requirement for armed guard personnel is twenty one (21) years of age.

In the event that there is a legal licensing requirement regarding the minimum age for a guard, that requirement shall take precedence over this SOW.

15.5. Magnetometer/X-Ray Training

All of the Contractor's employees who will be assigned to work on posts that contain screening equipment (e.g., magnetometers and/or x-rays) shall receive 4 hours of training on the use and handling of the security equipment. Upon completion of the training, the Contractor will complete and submit the "Contractors Certification of X-ray and Magnetometer Training", Exhibit 14, to the COTR. Once the COTR receives the

Contractors certification they will issue each employee an FPS certificate of completion. The Contractor shall give the employee the certificate and file a copy in the employee's personnel folder.

Guards and uniformed supervisors who worked under the previous Contract/Task Order, or any other FPS contract with magnetometers and x-rays, may be exempt from this training provided the Contractor can furnish adequate proof that such training was successfully completed (e.g., a signed, legible copy of a Training Certificate), and the training was on equipment which operates the same as the magnetometer and x-ray the guard will be working on post. The COTR shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience.

15.6. CPR/First Aid Training

The Contractor is responsible for scheduling, obtaining, and covering all costs associated with providing CPR and First Aid training to all employees assigned to work under this Task Order. CPR certification shall be valid for a period of one (1) year. Prior to the one (1) year expiration each employee must become recertified. CPR training shall be a minimum of 6.5 hours and cover adult, pediatric, and infant CPR procedures. **The Government does not have any preferences concerning the CPR trainer. The Government does require that each CPR course MUST provide practical training (e.g., on "dummies") on resuscitation techniques, and the instructor must be certified to instruct by the American Red Cross or the American Heart Society.** If the Contractor is uncertain as to whether a training provider is acceptable, the COTR can provide advice and guidance as to which training provider(s) are acceptable.

First Aid certifications shall be valid for a period of two (2) years. Prior to the two (2) year expiration each employee must become recertified. First Aid training shall be a minimum of 2.5 hours.

Guards or uniformed supervisors who possess a current CPR and First Aid credentials will not be required to retake the training until their credentials are close to expiration.

NO employee shall be permitted to work under this Task Order without valid CPR and First Aid certification credentials. Those employees who work with expired credentials will be immediately removed from the Task Order upon discovery of the expired credentials, and they will not be eligible to work until they become certified. The CO shall take deductions from the Contractors payments for the time the individuals worked without valid certification.

Under no circumstances whatsoever shall the Contractor require any employee to incur the expense of CPR or First Aid training/certification without providing full reimbursement to the employee within fifteen (15) days of the employee's completion of the course. The CO shall report violations of this requirement to DOL for investigation and may take Contractual action as deemed appropriate.

15.7. OC Spray Training

Prior to any guard carrying OC spray, they must receive the same training and meet the same requirements that are required by their State and Local authorities.

Recertification training requirements will also be the same as is required by the State and Local authorities. Upon completion of the required training or re-certification, the Contractor will complete the certification form, Exhibit 13, and forward it and the course certification to the COTR. Once the COTR receives Exhibit 13 and the course certification they will issue each employee an FPS certificate of completion. The Contractor shall give the employee the certificate and file a copy in the employee's personnel folder.

15.8. Scheduling Government Provided Training and Written Examination

Upon the employees' successful completion of **ALL** training and qualifications and after the Contractor provided 72 hour Basic Training, the Contractor must coordinate with the COTR and schedule the FPS administered training and written examination that will test the employees' familiarity, and understanding, of the information contained in the CGIM (April 2001 version). The test is multiple choice with 50 questions. All of the questions on the test are taken verbatim from the CGIM (April 2001 version). The passing score for the examination is 70% (35 questions correct out of 50 possible questions).

If an employee does not pass the examination on the first attempt, he/she may retake the examination. However, the employee will be given only two (2) attempts to pass the exam within 90 days from completing the training. If the employee fails upon the second attempt, or does not test within the 90 days, he/she must wait one (1) year before retraining and retaking the examination, and **will not be permitted** to work under any FPS Contract/Task Order during that one year waiting period. When an employee passes the examination, the FPS Trainer/Proctor or the COTR will issue the employee an FPS certificate of completion.

IMPORTANT NOTE: **No extensions will be granted regarding the testing policies and procedures stated above.**

15.9. Other Special Training

In certain cases, the Contractor's employees will receive special training that will be given by the tenant agency or by FPS. The number of training hours and the posts to which the special requirements apply will be provided to the Contractor at such time as the requirement arises. The Contractor will be required to schedule the training, reimburse all guards for off duty training at their regular hourly rate/salary; and to ensure that all posts are manned with qualified FPS certified contract guards while training is in progress. The Government will negotiate an equitable price adjustment with the Contractor for all the costs associated with the special training if and when training is required.

15.10. Training of Replacement Employees

All replacement employees shall meet all of the training and testing requirements that is required for the full time guards as specified in Paragraphs 14.3., 14.4., 15.2.1. (for Productive Guards) and 15.2.2. (for Supervisors).

15.11. Government Provided Training - Failure to Attend

The Contractor must ensure that their employees attend all scheduled training and examination/qualification sessions. Employee absences at scheduled training sessions have an extremely adverse effect on FPS's security guard program.

The term 'absence' includes any person properly scheduled for training/testing who fails to report to the appointed place at the proper time and date. An absence may be excused or unexcused.

An excused absence occurs when personnel fail to appear for scheduled qualifications but the Contractor has provided 24 hour advance notice or an acceptable excuse. Acceptable excuses are medical emergencies of the guard and the guard's immediate family (spouse, children, parents) or a death in the family. The COTR shall review each case to determine if it is acceptable.

An unexcused absence occurs when personnel fail to appear for scheduled training/testing and the Contractor has failed to provide 24 hours advance notice or an acceptable excuse.

The Contractor shall report the employee's inability to attend scheduled dates because of acceptable emergencies to the COTR as soon as possible. FPS retains the right to review emergency cancellations to ensure that they are in fact acceptable and excusable. Emergencies that are unacceptable may result in the employee being placed under an unexcused absence situation.

The FPS Instructor shall compile a list of all employees who have an unexcused absence for each day of training. This list will be forwarded to the CO, and the costs associated with the guard's failure to attend will be deducted from the Contractor's next payment. Furthermore, those employees with unexcused absences will be given last preference for rescheduling training (after those employees who have not been trained and those who require makeup training from an excused absence); thus, the employee's ability to work under the Contract may be seriously delayed by the unexcused absence(s).

15.12. Training Extensions

In certain rare circumstances, such as emergencies or significant unanticipated increases in required services, the COTRs can recommend that the CO grant an extension of the time frames in which training and/or testing must be completed before a Contract employee can work under the Contract/Task Order. However, all such extensions must be requested in writing by the Contractor stating the specific reasons why the time frame for training/testing should be extended, and give a specific deadline

in which the required training/testing will be successfully completed by the employee. This extension will not exceed 90 calendar days. **Under no circumstances may the Contractor schedule or permit any employee to work under an extension without the CO's written consent of the extension.** If the CO grants an extension for the time frame requested by the Contractor, the Contractor must abide by that time frame. Upon expiration of the extension date the employee must have either completed the training/testing requirements or be removed from the Contract/Task Order until such time as the requirements are successfully completed.

Under no circumstance will the training and/or testing requirements as described in this SOW be waived.

16. Quality Control

16.1. Contractor Provided Quality Control Plan

Adequate and consistent quality control is an essential component of successful performance. The Contractor shall develop and submit a Quality Control Plan to the CO with their proposal. The Contractor's Quality Control Plan shall include, but is not be limited to, the following areas:

- 1) A description of the type, level, and frequency of inspections performed.
- 2) Quality control inspection checklists shall be used to conduct inspections. They will include, at a minimum, checks of: equipment, uniforms and appearance; attendance and/or compliance with R4-176 Sign in/out procedures; knowledge of and adherence to the Officer Duty Book requirements; knowledge of and adherence to screening equipment operating procedures; possession of current certifications and company identification card(s); possession of required licenses and permits; current firearms and training qualifications on all guards and overall performance.
- 3) A description of the Contractor's Quality Control Program and the Contractor's discipline procedures used when either superior or deficient performance is noted by the Contractor, or the ACOTR/COTR

The reports for all inspections made during the entire term of the Task Order shall be filed in sequential order by date and maintained at the Contractor's facility. Follow-up reports shall also be prepared and maintained in the above manner.

Inspections shall be conducted by the Contractor in accordance with their Quality Control Plan and as frequently as necessary to ensure effective performance. While the Contractor may perform more inspections than are required in the Quality Control Plan, in no event shall the Contractor perform fewer inspections than required by that Plan.

The Contractor shall maintain a file of all inspection reports related to the Task Order and shall make those reports available to the CO or COTR upon request. The CO or COTR may also request a copy of each inspection report to be forwarded at the time it is prepared. The Contractor shall brief the COTR of any serious problems or

deficiencies noted during an inspection and shall inform the COTR of all actions taken or planned to resolve the problem.

If the Contractor's performance indicates that additional quality control measures must be taken to ensure satisfactory performance of required services, the CO and COTR will meet with the Contractor to discuss the Contractor's performance, Quality Control Plan, and any other areas of concern. The CO may direct the Contractor to take additional steps to improve both the overall performance of the Task Order and adherence to their Quality Control Plan.

Failure by the Contractor to adhere to their stated Quality Control Plan's schedules, methods, forms, etc., may result in Contractual actions being taken by the Government (e.g., the CO has the authority to negotiate and take an equitable adjustment from the Contractor's payment for Quality Control not provided).

16.2. Government Inspection, and Monitoring

Inspection is the Government's primary means of ensuring that it receives the items for which it has contracted. For that reason, the government will use multiple means of inspection.

Everyone who enters a Government occupied building will be observing and interacting with the Contractor's employees. Those experiences, good or bad, will frequently be reported to FPS. FPS will follow up as is appropriate with each report. If appropriate, FPS will then advise the Contractor of the commendations or complaints received.

FPS works in partnership with client Federal agencies who reimburse FPS for contracted services. The staff and management of these Federal agencies may supplement FPS's inspection and monitoring program with formal and informal observations and reports.

The Government shall use all methods necessary to ensure that the Contractor's employees are in a constant state of awareness and readiness. These methods may include uniformed or undercover surveillance by FPS staff; intrusion tests by undercover FPS staff to evaluate the guards' actions; and surveys of building tenants regarding the guards' performance (including the guards' professionalism, courtesy, and knowledge of their assigned duties). Such procedures may occur at any time, and may be supplemented by FPS's customer surveys and other agency reviews of the Contractor's performance.

In the event the Contractor fails to provide the required service to the standard prescribed by this SOW, the CO or COTR shall immediately contact the Contractor to report the Government's findings and the steps needed to correct the identified problem(s).

The Government has complete discretion to assess price deductions for required services that were not provided in accordance with the standards prescribed by this SOW in accordance with the following Deduction Schedule (See Paragraph 17).

17. Price Deductions

Where security guard services are concerned, there is no way for the Government to obtain re-performance of unprovided or unacceptable work by the Contractor's employees. Thus, the Government shall remedy the Contractor's non-performance or unacceptable performance through price deductions as prescribed in the following deduction schedule.

IMPORTANT NOTE: The hourly cost for an FPO or an Inspector to man a guard post is \$50.00. The hourly cost rate for the COTR to perform any of the contract functions is \$50.00.

17.1. Deduction Schedule

| <u>Item</u> | <u>Deficiency</u> | <u>Deduction</u> |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Failure to man each post prescribed by the SOW. (Ref. para 9 SOW) | Contract Hourly Rate(CHR) for each hour a post is unmanned. |
| 2. | Failure to provide properly equipped guards in proper uniforms presenting a professional and neat appearance. (Ref. para 13.2.4 SOW) | CHR for each guard on post(s) plus the hourly cost of each FPS officer required to man the post(s) until problem is corrected. |
| 3. | Failure to equip guards IAW contract requirements. (Ref. para 13.2.4 SOW) | CHR it would cost the Government to rent the equipment or the purchase price of acceptable equipment. |
| 4. | Failure to ensure guards possess GSA Form 3527, State Commission Cards, and all other required permits and certifications while on duty. (Ref. para 7.2 & 7.3 SOW). | CHR for the total hours the guard(s) worked with an expired card(s)/certification card(s). Hourly cost of each FPS officer(s) required to man the post(s) until qualified guard(s) arrive to assume the duties of the post(s). |
| 5. | Failure for a guard(s) to sign-in and/or out on R4-176. (Ref. para 9.5 SOW) | CHR for each hour of the shift(s) the guard(s) worked on that post. |
| 6. | Failure to have up-to-date Officers Duty Book on hand. (Ref. para 9.3 SOW) | Per diem and hourly rate for the COTR to update the incomplete Officers Duty Book(s). |
| 7. | Failure to have guards knowledgeable of post orders. (Ref. para 9.3 SOW) | Relieve guard from working on Government contracts until he/she is knowledgeable. Hourly cost of each FPS officer(s) required to man the post(s) until problem is corrected. |
| 8. | Failure to post work schedule five (5) weeks in advance. (Ref. para 9.4 SOW) | Supervisory CHR from the date and hour of violation until schedule(s) are posted. |
| 9. | Failure to properly maintain and account for keys. (Ref. para 9.3.4 SOW) | CHR from the time of violation until the keys are accounted for and properly stored. |
| 10. | Failure to properly secure weapons and equipment. (Ref. para 13.2.3 SOW) | Hourly rate it will cost the Government to rent or the purchase price of acceptable storage equipment. |
| 11. | Failure to provide motor patrol equipment conforming to SOW. (Ref. para 13.2.2 SOW) | Hourly rate it would cost the Government to rent a vehicle or the purchase price of an acceptable vehicle. |
| 12. | Failure to provide fully trained guards on post. (Ref. para 15.1 to 15.15 SOW) | CHR for each hour unqualified guards worked plus the hourly rate for each FPS officer(s) required to man the post(s). |
| 13. | Failure to have a required supervisor present. (Ref. para 10.2 SOW) | Supervisory CHR from the time of violation until the time the problem is corrected. |
| 14. | Failure to maintain a current master list of firearms by serial number assigned to each guard. | Per diem and Hourly Rate for the COTR to go to all guards working on Task Order to create a list. |

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| | (Ref. para 13.2.3 SOW) | |
| 15. | Failure to provide guards carrying authorized weapons with proper amount of ammunition. (Ref. para 13.2.3 SOW) | CHR for each guard on post with the wrong amount of ammunition. |
| 16. | Failure to provide a secure firearms cabinet for guards on project site. (Ref. para 13.2.3. SOW) | Hourly rate it will cost the Government to rent a weapon vault(s). |
| 17. | Failure to post an Occupant Emergency Plan on post and train guards on the plan. (Ref. para 9.3.15 SOW) | Per diem and Hourly Rate for the COTR to post the missing OEPs and provide training if needed. |
| 18. | Failure to post Building Rules and Regulations. (Ref. para 9.3.6 SOW) | Per diem and Hourly Rate for the COTR to post the missing Building Rules and Regulations and provide training if needed. |
| 19. | Failure to instruct guards on the boundary lines and jurisdiction of the building or facility. (Ref. para 9.3.1 SOW) | CHR for each hour unqualified guard(s) worked on post(s). |
| 20. | Failure to maintain grooming and personal hygiene in accordance with the CGIM. (Ref. para 2.4, pg. 24 and 25 CGIM) | CHR for each hour the guard(s) worked until problem is corrected. Plus, the hourly rate for each FPS officer(s) required to man the post(s). |
| 21. | Unarmed guard working an Armed Post(s). (Ref. para. 4 SOW) | 100 percent of the CHR for each hour the unarmed guard worked. |
| 22. | Failure to provide guards with required lunch and breaks. (Ref. para 9.7 SOW) | CHR for all the relief not provided. |
| 23. | Guards exceeding the 12 hour shift limit. (Ref. para 9.8 SOW) | CHR for amount of hours over 12. |
| 24. | Required to use FPS personnel to man post(s) that would otherwise be unmanned. (Ref. para. 4 SOW) | 100 percent of the CHR and hourly rate for FPS provided services (average \$30.00 per hour). |
| 25. | Lost, damaged, destroyed, or unauthorized use of Government property. (Ref. para 17.3 SOW) | 100 percent of the consequential cost associated with repair, replacement, and rentals. |
| 26. | Failure of guards to attend scheduled Government training and testing, and/or weapons qualifications. (Ref. para 15.1 SOW) | A calculated percentage of the trainers total costs will be deducted. Example, 100% / 20 students = 5% of the total trainers cost; 10 students = 10% of the total trainers cost. |

NOTE: Deduction rate for failure to provide the required level of service shall be the established hourly rate contained in the task order's Price Schedule's performance period. When an FPO or Inspector is used to man a post, the hourly deduction rate will be \$50.00.

The CO shall add administrative costs, penalties, and any other costs the Government deems necessary to the above deductions.

18. Removal of Guards From Site

The contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking disciplinary action with respect to his/her employees as may be necessary.

The contractor is also responsible for ensuring that their employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones, except as authorized by this Contract/Task Order and the Post Orders.

The COTR or CO may request the contractor to immediately remove any employee from the work site should it be determined that the employee has been disqualified for suitability or security reasons, is found to be unfit to perform their duties, or may jeopardize Government property, security, or personnel. The contractor must comply with these requests within the time frame set by the COTR or CO. The CO will follow up with a letter stating the reasons and/or circumstances for the immediate removal. For clarification a determination of unfitness may be made from, but is not limited to, incidents involving the most immediately identifiable types of misconduct or delinquency as set forth below:

- (1) Violations of the Rules and Regulations governing Public Buildings and Grounds, 41 CFR 101.20.3.
- (2) Neglect of Duty, including sleeping while on duty, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during official time, and refusing to render assistance or cooperate in upholding the integrity of the security program at the worksite(s).
- (3) Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
- (4) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also, participating in disruptive activities which interfere with the normal and efficient operations of the Government.
- (5) Theft, vandalism, immoral conduct, or any criminal actions.
Selling, consuming, or being under the influence of intoxicants, drugs, or substances which produce similar effects; failure to pass drug screening test.
- (6) Improper use of official authority or credentials.
- (7) Unauthorized use of communications equipment or Government property.

- (8) Misuse of weapon(s).
- (9) Violation of security procedures or regulations.
- (10) Unauthorized post abandonment.
- (11) Failure to cooperate with Government officials or local law enforcement authorities during an official investigation.
- (12) Carrying unauthorized supplemental or personal equipment, firearms, knives, cell phones, etc. while on post.

19. Performance

The CO and/or COTR may meet with the Contractor (either in person or via teleconference) to discuss the results of the FPS's quality control findings and the Contractor's overall performance of the Task Order. The intention of these meetings is to establish a "meeting of the minds" between the FPS and the Contractor, and to ensure the effective performance of the Task Order.

Any time the FPS determines the Contractor's performance is inadequate, the CO or COTR shall notify the Contractor in writing of the inadequacies. The Contractor shall be permitted to respond in writing to the findings in the letter of inadequacy. Both the performance evaluation and the Contractor's response shall be filed in the Task Order file. If the Contractor fails to respond the CO shall assume the Contractor's in complete agreement with the letter of inadequacy.

The FPS shall have the express authority to share their findings (either general or specific) of the Contractors performance reports with any other Federal agency, nonprofit agency, or business concern who seeks information on the Contractor's performance, in any manner (electronic, verbally, or in writing) it deems appropriate.

The FPS shall use the performance reports as a factor to determine whether to exercise any available option period and/or as a factor to determine whether to award any future Contract(s)/Task Order(s) to the Contractor.

20. Termination/Cancellation of Services

The Government can terminate services under this Contract/Task Order at any time of its choosing under FAR Clause 52.249-2, Termination for Convenience, as stipulated under the Contractor's FSS/MAS Contract.

Because services under this Task Order are open-ended, numerous option periods available to be exercised, the Contractor shall have the right to propose a no cost cancellation of the Task Order if or when the Contractor no longer is willing or able to provide the required services. The Contractor shall submit the cancellation request in writing to the CO. The request shall contain, at a minimum, the following information:

- (1) Proposed time and date of cancellation.
- (2) Reason(s) for request of cancellation.
- (3) List of all current employees, including each employee's anniversary date (e.g., how long they have worked under FPS Contract(s)/Task Order(s)), how much leave time is owed, and the location where he/she is currently assigned to work.

The Contractor MUST submit the cancellation notice at least 60 calendar days prior to the anticipated cancellation date and time in order for it to be considered by the CO. Upon receipt of the cancellation request, the CO will review it to ensure that it contains the required information. The CO will acknowledge the request in writing and will respond in writing to confirm the actual cancellation date.

The Contractor **shall not** have the right to propose, request, or receive any costs or fees associated with the cancellation of the Task Order.

21. Ordinances, Taxes, Permits and Licenses

Without additional expense to the Government, the Contractor shall fully comply with:

1. All local, city, state and federal laws, regulations and ordinances.
2. Be liable for all applicable federal, state and local taxes.
3. Obtain and pay for all permits and licenses governing performance under the Contract/Task Order.

22. Prohibition Against Subcontracting

The Contractor shall not subcontract any work required by this contract without the express written approval of the CO. If the CO authorizes the Contractor to subcontract any part of the work required by this contract, a copy of any such subcontract shall be provided to the CO.

23. Marking and Payment of Postage, Shipping, and Handling Fees

All information submitted to the CO or COTR shall indicate clearly the Task Order number under which the information is being submitted.

The Contractor shall pay all costs related to the submission of information to the FPS, including forms, reports, files, correspondence, invoices, payrolls, etc. These costs must be factored into the bid price. If this cost is not included, the Contractor will not be reimbursed for it once the Task Order has been awarded.

24. Payments

Payment will be made on a calendar month basis in arrears upon submission of a proper invoice. Payment will be due on the 30th calendar day after receipt of a proper invoice or date of receipt of services, whichever is later. In the event the Task Order begins or ends during the month, payments will be prorated based on the number of calendar days in the respective month.

The Government's objective is to obtain complete and satisfactory performance in accordance with the terms of specifications and requirements of this Contract. The Criteria for Deductions (Paragraph 17) will be used by the Government in determining monetary deductions for nonperformance of work under this contract, or for deficiencies in the performance of work.

The Contractor is responsible for submitting accurate invoices that reflect the actual services provided each month. **Where there are variances between the requirements cited in the Task Order(s) and the work actually performed (e.g., unmanned posts), the Contractor shall attach a separate sheet to the invoice detailing each instance of a variance.** The Contractor shall compute the invoice price to reflect the actual amount owed. **Submission of fraudulent invoices shall be subject to contractual and legal actions.**

To verify the monthly payment for productive and supervisory man-hours, the Contractor shall mail the original GSA Form 176s, or if the originals are lost, a copy stamped "DUPLICATE ORIGINAL" to the COTR. The COTR or a designated representative will compare the man-hours required in the Task Order with the R4-176, Record of Time of Arrival and Departure from Buildings, or other approved sign-in/sign-out form, and the GSA Form 3430 Building Service Contractor Work Report. The Government may perform a 100% comparison or sampled comparison to verify the accuracy of the Contractor's invoice. The Government will only pay for services actually rendered by the Contractor. If variances are noted between the invoice and the R4-176, the Government shall take a deduction.

Any inquiries regarding payment shall be directed to the following:

U.S. MAIL:

Federal Protective Service
Contract Compliance Section
77 Forsyth Street, S.W., Suite 700
Atlanta, GA 30303

FEDEX:

Federal Protective Service
Contract Compliance Section
77 Forsyth Street, S.W., Suite 700
Atlanta, GA 30303

25. Insurance Requirements

Evidence of insurance is to be provided to the CO 10 days prior to the task order start date.

1. Workers Compensation and Employer's Liability.

- a. The Contractor is required to comply with applicable Federal and State Worker's compensation and occupational disease statutes; however, notwithstanding the permissibility of deductibles under those statutes, worker's compensation shall be obtained without any deductibles. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least the following limits (without a deductible) shall be provided except in states with exclusive or monopolistic funds that do not permit worker's compensation to be written by private carriers.

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limit

Bodily Injury by Diseases - \$100,000 each employee

- b. Even though the laws of a State might allow a Contractor to be a non-subscriber to worker's compensation, the Contractor is required to carry and maintain worker's compensation insurance (without any deductibles) and employer's liability insurance. If occupational diseases are not covered under the worker's compensation policy, it shall be covered under the employer's liability section of the insurance policy. Employers liability insurance coverage shall be as specific in the above paragraph.

2. General Liability Insurance.

General Liability Insurance coverage written on the comprehensive form of policy, is required in the amount of \$500,000 per occurrence for bodily injury, and \$50,000 per occurrence for property damage. The deductible under such policy shall not be greater than (1) \$10,000 per person, or \$25,000 per occurrence for bodily injury, or (ii) \$2,000 for property damage.

3. Automobile Liability Insurance.

A minimum of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage provided for automobile liability insurance coverage written on the comprehensive form of policy, covering the operation of all automobiles used in connection with performing the contract as required. The deductibles under such policy shall not be greater than (1) \$10,000 per person, or \$25,000 per occurrence for bodily injury, or (ii) \$2,000 for property damage.

Note: If required, the Contractor agrees to insert the substance of this language in all subcontracts hereunder, if any.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Southen Division Naval Engineering Command
2155 Eagle Drive, N. Charleston, SC 29406

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

* Excluding Federal Holidays

Building No.: SC2300ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
4995 LaCross Road, N. Charleston, SC 29406

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

* Excluding Federal Holidays

Building No.: SC2294ZZ
Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Office of Hearings and Appeals
300 University Ridge, Greenville, SC 29602

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| Post # | Location/ Description | Time Of Day | Hours Per Day | Days Per Week | Relief Required (Yes or No) | Armed Post (Yes or No) | Security Classification |
|------------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2225ZZ
Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
181 Dozier Blvd., Florence, SC 29501

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|-----------------------------|--------------------|----------------------|----------------------|------------------------------------|-------------------------------|--------------------------------|
| [REDACTED] | | | | | | | |

* Excluding Federal Holidays

Building No.: SC2156ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
402 Robertson Blvd., Walterboro, SC 29488

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2139ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
319 Pelham Road, Greenville, SC 29607

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2137ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Office of Hearings and Appeals
3875 Fabre Place Drive, N. Charleston, SC 29405

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| Post # | Location/ Description | Time Of Day | Hours Per Day | Days Per Week | Relief Required (Yes or No) | Armed Post (Yes or No) | Security Classification |
|--------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|
|--------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|

* Excluding Federal Holidays

Building No.: SC2127ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: United States Attorney's Office
151 Meeting Street, Charleston, SC 29401

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|



* Excluding Federal Holidays

**Post requires the operation of a magnetometer, x-ray machine and hand held metal detector wand

Building No.: SC2125ZZ

Total Productive Man-hours: b4

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: United States Attorney's Office
151 Meeting Street, Charleston, SC 29401

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|



* Excluding Federal Holidays

**Post requires the operation of a magnetometer, x-ray machine and hand held metal detector wand

Building No.: SC2125ZZ

Total Productive Man-hours:

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
151 Corporate Parkway, Aiken, SC 29803

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2121ZZ
Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
151 Corporate Parkway, Aiken, SC 29803

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|



*Excluding Federal Holidays

Building No.: SC2121ZZ

Total Productive Man-hours: 

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
115 Enterprise Court, Greenwood, SC 29649

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2118ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
3420 N. Main Street, Anderson, SC 29621

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| Post # | Location/ Description | Time Of Day | Hours Per Day | Days Per Week | Relief Required (Yes or No) | Armed Post (Yes or No) | Security Classification |
|------------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2114ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
292 Professional Park Dr., Clinton, SC 39325

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| Post # | Location/ Description | Time Of Day | Hours Per Day | Days Per Week | Relief Required (Yes or No) | Armed Post (Yes or No) | Security Classification |
|--------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|
|--------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|

*Excluding Federal Holidays

Building No.: SC2113ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
1 South Park Ctr., Charleston, SC 29407

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

* Excluding Federal Holidays

Building No.: SC2109ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: U.S. Army Corps of Engineers
69-A Hagood Avenue, Charleston, SC 29402

EFFECTIVE DATES

10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

* Excluding Federal Holidays

**Post requires the operation of a hand held metal detector wand

Building No.: SC2103ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
1316 Third Street, Conway, SC 29526

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2096ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
1316 Third Street, Conway, SC 29526

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| Post # | Location/ Description | Time Of Day | Hours Per Day | Days Per Week | Relief Required (Yes or No) | Armed Post (Yes or No) | Security Classification |
|------------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2096ZZ
Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
1160 Cottingham Blvd., Bennettesville, SC 29512

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|-----------------------------|--------------------|----------------------|----------------------|------------------------------------|-------------------------------|--------------------------------|
|---------------|-----------------------------|--------------------|----------------------|----------------------|------------------------------------|-------------------------------|--------------------------------|



*Excluding Federal Holidays

Building No.: SC2094ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
498 Lakeshore Pky., Rock Hill, SC 29730

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2093ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
1391 Middleton Street, Orangeburg, SC 29115

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| Post # | Location/ Description | Time Of Day | Hours Per Day | Days Per Week | Relief Required (Yes or No) | Armed Post (Yes or No) | Security Classification |
|------------|--------------------------|----------------|------------------|------------------|--------------------------------|---------------------------|----------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

Building No.: SC2091ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
2212 Mossy Oaks Road, Port Royal, SC 29935

EFFECTIVE DATES

10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

*Excluding Federal Holidays

Building No.: SC2087ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
140 Magnolia Street, Spartanburg, SC 29301

EFFECTIVE DATES

10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

*Excluding Federal Holidays

Building No.: SC2085ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
406 King Street, Georgetown, SC 29440

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

*Excluding Federal Holidays

Building No.: SC2079ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Federal Bureau of Investigation
151 Westpark Boulevard, Columbia, SC 29210

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

2-High, b7

* Excluding Federal Holidays

** Guards working these posts require a "Secret" Clearance. Background investigation conducted by the Federal Bureau of Investigation.

Building No.: SC2071ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Customs and Border Protection (CBP)
142-D W. Phillips Road, Greer, SC 29650

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

*Excluding Federal Holidays

**Post requires the operation of a hand held metal detector wand

Building No.: SC2070ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: United States Attorney's Office
105 N. Spring Street, Greenville, SC 29601

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
| [REDACTED] | | | | | | | |

*Excluding Federal Holidays

**Post requires the operation of a magnetometer, x-ray machine and hand held metal detector wand

Building No.: SC2069ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
240 Bultman Drive, Sumter, SC 29150

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

*Excluding Federal Holidays

Building No.: SC2067ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Office of Hearings and Appeals
1927 Thurmond Mall, Columbia, SC 29201

EFFECTIVE DATES

10/29/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

*Excluding Federal Holidays

Building No.: SC2049ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Customs and Border Protection (CBP)
1 Poston Road, Charleston, SC 29407

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

* Excluding Federal Holidays

**Post requires the operation of a hand held metal detector wand

Building No.: SC2042ZZ

Total Productive Man-hours: b4

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: United States Attorney's Office
1441 Main Street, Columbia, SC 29201

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|



* Excluding Federal Holidays

**Post requires the operation of a magnetometer, x-ray machine and hand held metal detector wand

Building No.: SC2033ZZ

Total Productive Man-hours: 

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Social Security Administration
1111 Broad Street, Camden, SC 29020

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

*Excluding Federal Holidays

Building No.: SC2023ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

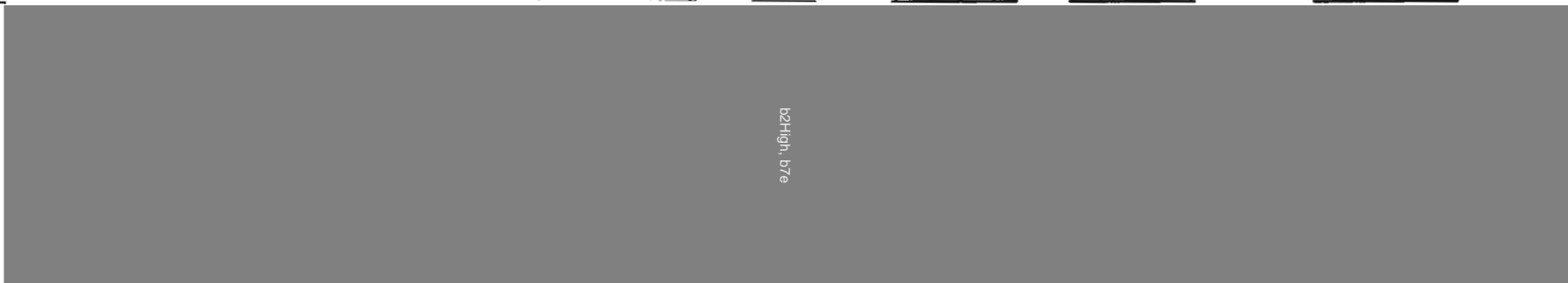
1. PRODUCTIVE

BUILDING/LOCATION: Strom Thurmond Federal Building
1835 Assembly Street, Columbia, SC 29201

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|



* Excluding Federal Holidays

**Post Requires the operation of a magnetometer, x-ray machine and hand held metal detector wand

Building No.: SC0068AA

Total Productive Man-hours: b4

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: J. L. McMillan Federal Building/Courthouse
401 W. Evans Street, Florence, SC 29501

EFFECTIVE DATES
10/1/2004 - 9/30/2005

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|



*Saturdays only, plus all Federal holidays except New Years Day, July Fourth, Thanksgiving and Christmas.

**Excluding Federal Holidays

Building No.: SC0058ZZ

Total Productive Man-hours: b4

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: C.F. Haynsworth Federal Building/Courthouse
300 E. Washington Street, Greenville, SC 29601

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|



*Saturdays only, plus all Federal holidays except New Years Day, July Fourth, Thanksgiving and Christmas.

Building No.: SC0028ZZ

Total Productive Man-hours: b4

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

SECTION J, EXHIBIT 1

PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION

1. PRODUCTIVE

BUILDING/LOCATION: Veterans Administration Regional Office
1801 Assembly Street, Columbia, SC 29201

EFFECTIVE DATES
10/1/2005 - 9/30/2006

CLASS II GUARDS

| <u>Post #</u> | <u>Location/ Description</u> | <u>Time Of Day</u> | <u>Hours Per Day</u> | <u>Days Per Week</u> | <u>Relief Required (Yes or No)</u> | <u>Armed Post (Yes or No)</u> | <u>Security Classification</u> |
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|
|---------------|----------------------------------|------------------------|--------------------------|--------------------------|----------------------------------------|-----------------------------------|------------------------------------|

| | | | | | | | |
|------------|--|--|--|--|--|--|--|
| [REDACTED] | | | | | | | |
|------------|--|--|--|--|--|--|--|

b2High, b7e

* Excluding Federal Holidays **Post requires the operation of a magnetometer, x-ray machine and hand held metal detector wand
 ***Post requires the operation of an x-ray machine and hand held metal detector wand

Building No.: SC0020ZZ

Total Productive Man-hours: [REDACTED]

Note: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contract. The Contractor must provide a replacement guard for each employee on an authorized break. Unless otherwise specified, patrol (rover) guards and supervisors must not be used for replacement.

EXHIBIT 2

COMMUNICATION EQUIPMENT REQUIREMENTS

1. Facilities: (As indicated below)

2. Equipment: The Contractor shall provide, maintain, and supplement, as may be necessary at the site identified above, the following number(s) of radios and described associated equipment.

| <u>Type of Equipment</u> | <u>Number(s)</u> |
|----------------------------------------------------------|------------------|
| Cellular phones with chargers, batteries and carry cases | 8 |
| Portable Handi Talkie Radio | 20 |

Portable radios that operate on the "Family Friendly Frequencies" are not allowed (i.e. 5 watt Motorola Sport radios)

3. Licenses and Frequencies: The Contractor shall apply for an FCC license and authorization to operate in frequencies specified by the Government. Where necessary, the Contracting Officer or his authorized Representative will issue a letter of authorization, identifying the Contractor as having a need to communicate over a frequency or frequencies assigned to an agency of the Federal Government.

4. Normal, Emergency and Continuous Communications: All two-way portable radio units must have the capability of transmitting and receiving clear and concise vocal transmissions between guard, supervisory personnel and the Contractor's base station. The Contractor's base station must be a local, licensed place of business within the State of South Carolina for the purpose of having the capability for two-way communications between the Contractor and the Contractor's supervisory and guard personnel who are assigned to this Contract.

5. The Contractor will provide a listing of radio(s) and associated equipment to be used on this Contract to the Contracting Officer's Representative.

Cell Phones to be distributed as follows:

One cell phone each to supervisors
One Cell phone for SC0058ZZ
One cell phone for SC2046ZZ
On Cell phone for special events/details (i.e., FEMA Disasters)

Portable Radios to be provided at the following locations:

| | | |
|------------------------------|------------------------------------------------|-------------------------------|
| SC0020ZZ (3) | SC0058ZZ (1) | Site Supervisor (Upstate) (1) |
| SC0068ZZ (9) | SC2046ZZ (1) | |
| SC2049ZZ (1) | SC2054ZZ (1) | |
| SC2071ZZ (2) | SC2079ZZ (1) | |
| SC2087ZZ (1) | SC2096ZZ (1) | |
| SC2103ZZ (1) | SC2109ZZ (1) | |
| SC2125ZZ (1) | SC2127ZZ (1) | |
| SC2139ZZ (1) | SC2294ZZ (1) | |
| SC2300ZZ (1) | Contract Manager (1) | |
| Area Supervisor Columbia (1) | Site Supervisors (Charleston and Columbia) (2) | |

EXHIBIT 3

PATROL VEHICLE REQUIREMENTS

- 1. Facility: (As determined by the Government)**
- 2. Equipment: Contractor Furnished Vehicle(s)**

The Contractor shall furnish a vehicle or vehicles, as indicated below, which shall be used for patrol at the facility and to transport supervisors in the course of supervision duties and emergency response, as may be necessary. The vehicle(s) shall carry distinctive markings of the company. The vehicle(s) shall be available at all times during the life of the contract, and must be replaced immediately by a replacement vehicle if removed from operation for any reason(s). It is the Contractor's responsibility to register, insure, and provide proper maintenance for the vehicle(s). The vehicle(s) shall be equipped with a 10 – 15 lb. portable dry chemical, ABC extinguisher, installed and maintained in accordance with NFPA 10, Portable Fire Extinguishers. The vehicle(s) shall be equipped with a conventional, universal first aid kit.

- Vehicle #1 – Area Manager/Contract Manager (Columbia)
- Vehicle #2 – Area Supervisor (Midlands area, Columbia)
- Vehicle #3 – Area Supervisor (Low Country Area, Charleston)
- Vehicle #4 – Area Supervisor (Upstate, Columbia)

Routine monthly mileage is estimated at 2,000 miles per vehicle to ensure appropriate supervision of employees.

EXHIBIT 4

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

IMPORTANT NOTE: THE INSTRUCTOR MUST USE THE ICE CONTRACT GUARD INFORMATION MANUAL (CGIM) AS AN ESSENTIAL COMPONENT OF THIS TRAINING. TOPICS ARE CROSS REFERENCED WHERE APPLICABLE TO THE MANUAL FOR EFFECTIVE PRESENTATION OF THE MATERIAL.

72 Hours¹

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|-------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overview of the ICE Administration and the Federal Protective Service (CHAPTER ONE, CGIM) | 2 | Instructor(s) will discuss the mission, role, and responsibilities of ICE and FPS as well as the role contract guards play in facility security. Instructor will also discuss the five types of facilities and security levels |
| Customer Oriented Protection | 2 | Instructor(s) will discuss the concept of Customer Oriented Protection and the Role contract guards play in this approach to security (Note: ICE will provide the instructor with information on this program to assist in training) |
| Overview of the Roles & Responsibilities of a Contract Guard (CHAPTER TWO, CGIM) | 2 | Instructor will discuss the typical duties and responsibilities associated with being a contract guard at a Federal facility; |
| Ethics and Professionalism Part I: Overview (CHAPTER TWO, CGIM) | 1 | Describe police professionalism today, including the expanding use of contract guards and indicate by current trends where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state, and Federal law enforcement guards and the contract guards. |

¹ The Contractor must present 72 hours of basic training to all students. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 72 hours of training.* It is also incumbent upon the instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.

EXHIBIT 4, continued

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|--------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ethics and Professionalism Part II: Interactive Training | 1 | Role playing or other interactive methods between instructor and students using scenarios of ethical and Professional behavior by guards based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |
| Principles of Communications Part I: Overview (CHAPTER TWO, CGIM) | 2 | Familiarize the contract guards with the concept surrounding effective communications and development of communication skills. In meeting this objective, the contract guard is presented with the theory of communications; various types of obstacles which can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills which accompany the development of communication effectiveness. |
| Principles of Communications Part II: Interactive Training | 1 | Role playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |
| Professional Public Relations Part I: Overview (CHAPTER TWO, CGIM) | 1 | Instruction is to be provided to the contract guards, which will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not be limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming. |
| Professional Public Relations Part II: Interactive Training | 1 | Role playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |

EXHIBIT 4, continued

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|-------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, CGIM) | 1 | Instructor(s) will discuss the basic knowledge needed for the contract guards to understand their own actions, and those of the people they work with in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; will be a part of this discussion. Special attention should be given to the changes in human behavior that might occur in the contract guard with the introduction of badge and gun. |
| Understanding Human Behavior, Part II: Interactive Training | 1 | Role playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |
| The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, CGIM) | 2 | Discuss history of laws, applicable laws and regulations, and the concept of legal jurisdiction as it pertains to the guards' duties and authority. |
| Crimes and Offenses (CHAPTER THREE, CGIM) | 1 | Present the contract guards with an understanding of the types of offenses they are most likely to encounter in their duties. Instruction should be given in methods of successful investigative techniques. |
| Search and Seizure (CHAPTER THREE, CGIM) | 1 | Provide the guard with the knowledge of the legal application of search and seizure law in the performance of duties as a contract guard with a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and seizure to include "Stop and Frisk". |

EXHIBIT 4, continued

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|----------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arrest Authority and Procedures (CHAPTER THREE, CGIM) | 1 | Provide the contract guard with knowledge of how guards shall exercise their arrest powers to the degree authorized by local, state, and Federal regulations. Instruction will define arrest procedures and legal rules governing practices and procedures: arrest, interrogations and confessions, self incrimination privilege, entrapment, eyewitness identifications and complaints and warrants. Contract guards should become completely familiar with the extent of their arrest powers obtained from the various jurisdictions involved. |
| Use of Force (CHAPTER THREE, CGIM) | 1 | Instruction will be given on the use of force, to include the various degrees of force authorized in the performance of duties under this contract. Reporting procedures related to such use will be discussed as will the consequences of the unauthorized, or misuse, of force. |
| Crime Scene Protection (CHAPTER THREE, CGIM) | 1 | Illustrate the important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene. |
| Rules of Evidence (CHAPTER THREE, CGIM) | 1 | Evidence is defined to include direct, circumstantial and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and hearsay. Instructions will present information on the exclusionary rule and other related items. Instructor will discuss procedures for handling and protecting evidence. |
| Contract Guard Administration (CHAPTER FOUR, CGIM) | 1 | Instructor(s) will discuss the relationship between the Contractor and the Government and will discuss protocol for communicating with the Control Centers when incidents occur. Instructor will also discuss the importance of the Duty Book. |
| Post Duties (CHAPTER FOUR, CGIM) | 1 | Instructor(s) will discuss the purpose of posts and identify the various types of protective services. Discuss the necessity of proper observation and counter surveillance while manning a post. |

EXHIBIT 4, continued

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|--------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Patrol Methods And Patrol Hazards (CHAPTER FOUR, CGIM) | 1 | Study the various methods and skills employed in protective patrols. Explain the importance of patrol to law enforcement and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man made. Discuss the techniques or recognition and ways to eliminate or reduce patrol hazards. |
| General Response Procedures (CHAPTER FOUR, CGIM) | 1 | Explain the various types of situations guards will respond to. Describe the proper approach to such situations; discuss the guard's role and responsibility; and instruct in the appropriate techniques to be employed in such circumstances. Include discussion of radio communications protocol. |
| Access Control (CHAPTER FIVE, CGIM) | 2 | Describe importance of proper access control of protected space. Discussion shall include personnel control, property control, vehicle control, and lock and key control. |
| Crime Detection, Assessment And Response (CHAPTER SIX, CGIM) | 2 | Acquaint the contract guard with the care and caution that must be exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the contract guard may encounter while on duty within a Federal facility, his actions, responses, and the requirements of the agency. |
| Safety and Fire Prevention (CHAPTER SEVEN, CGIM) | 1 | Define the contract guard's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment. |
| Records, Reports, & Forms (CHAPTER EIGHT, CGIM) | 3 | Instructor will lecture on importance of properly prepared records, reports, and forms. Students shall be given examples and prepare sample records, reports, and forms as they will use on a ICE contract. Emphasis on tips for effective report writing. |

EXHIBIT 4, continued

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|--------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Situations (CHAPTER NINE, CGIM) | 2 | Instructor shall discuss various types of special situations which guards may be required to respond to, such as providing escorts; controlling traffic; and dealing with mentally ill or disturbed persons. |
| Emergency First Aid and Bloodborne Pathogens (CHAPTER TEN, CGIM) | 3 | Instructor will provide instruction on the necessary skills to deal with hazards of exposure to bloodborne pathogens as follows: Explanation of the bloodborne pathogens standard; how bloodborne diseases can be transmitted; exposure control plan for incidents regarding bloodborne diseases; employee hazard recognition; and ways to prevent the exposure. Instructor will also discuss procedures to follow for emergencies. (Note: this training is not a substitute for First Aid training, which must be provided by an the American Red Cross instructor. Guards must receive at least 9 hours of Red Cross certified First Aid and CPR training.) |
| Flying the Flag (CHAPTER ELEVEN, CGIM) | 1 | Instructor will discuss where and when the American flag is flown and will give hands-on demonstration for folding and storing the flag. |
| Terrorism, Anti-terrorism, and Weapons of Mass Destruction (WMD) (CHAPTER TWELVE, CGIM) | 2 | Instructor will provide a lecture regarding domestic and international terrorism and weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter surveillance and proper use of building security equipment. |
| Workplace Violence (CHAPTER THIRTEEN, CGIM) | 2 | Instructor will discuss workplace violence; who commits violent acts and why; guard response to violent incidents, and tactics for being aware of environments or situations that can contribute to violence. |
| Civil Disturbances (CHAPTER FOURTEEN, CGIM) | 2 | Instructor (s) will discuss and provide field practice in crowd control and will teach the guards how to distinguish between friendly, sightseeing, agitated, and hostile crowds. Emphasis shall be placed upon effective response to civil disturbances. |

EXHIBIT 4, continued

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|-------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bomb Threats and Incidents (CHAPTER FIFTEEN, CGIM) | 2 | Instructor(s) will discuss the procedures guards will use to respond to bomb threats, discovery of suspicious items and persons who appear to be suspicious. Emphasis shall be placed on gathering as much information as possible and reporting incidents. |
| Hostage Situations (CHAPTER SIXTEEN, CGIM) | 2 | Lecture and practical applications to instruct guards on identifying and responding to hostage situations. |
| Sabotage and Espionage (CHAPTER SEVENTEEN, CGIM) | 2 | Instructor will lecture on defining the terms and give concrete examples of the concepts as they might occur on Federal property. Emphasize importance of deterrence and Prevention; then, response to incidents as they occur. |
| Defensive Tactics | 4 | Lecture and practical applications will be used to instruct Security Guards in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining hold, and subjective compliance methods against hostile or uncooperative persons. |
| Use of Handcuffs | 4 | Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall be given the opportunity to affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary. |
| Use of Expandable Baton | 8 | Lecture and hands-on demonstration of procedures for baton carrying and drawing as well as striking techniques. |
| Firearms Safety and Handling | 1 | (NOTE: This segment does not include fundamentals or firing and firearms qualification.) Provide instruction in the handling and control of the contract guard's firearm. Instruction should relate to weapons safety and handling to include nomenclature, wearing of the weapon, care and cleaning, storage and accountability. Special emphasis must be placed on loading, unloading and the safe lowering of a "cocked" hammer on a live round. |

EXHIBIT 4, continued

BASIC TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|-----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Review & Examination | 2 | A 50 question multiple choice written examination will be given to determine knowledge and understanding of the academic subject matter. |

NOTE: THE WRITTEN EXAMINATION QUESTIONS ARE TAKEN 100% FROM THE CGIM. FAILURE BY THE INSTRUCTOR TO USE THE CGIM AS AN ESSENTIAL TRAINING TOOL MAY RESULT IN HIGH RATES OF FAILURE ON THE WRITTEN EXAMINATION. THE CONTRACTOR IS STRONGLY URGED TO ENSURE THAT THE INSTRUCTORS USE THE CGIM AS A CORE COMPONENT OF THE TRAINING.

EXHIBIT 4A

CONTRACTOR'S CERTIFICATION OF BASIC TRAINING

Contract Employee's Name: _____ **SSN:** _____ - _____ - _____

I hereby certify that the above named employee has completed basic training as listed below:

| <u>SUBJECT</u> | <u>DATE COMPLETED</u> | <u>NUMBER OF HOURS</u> |
|----------------|-----------------------|------------------------|
| BASIC TRAINING | _____ | <u>72</u> |

ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR'S REPRESENTATIVE -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

AUTHORITY FOR RELEASE OF INFORMATION:

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

CERTIFICATION:

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK)

DATE

EXHIBIT 5

SUPERVISORY TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

(9 HOURS)

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisor's Duties and Responsibilities | 2 | Instructor(s) will discuss the basic duties and responsibilities of an ICE Contract Guard supervisor. Discussions will include instructions that all duty posts are to be manned at all times as required by the Contract; that all required ICE forms are to be completed in an accurate, legible and timely manner; and that all subordinate employees have all required equipment and maintain proper inventory records of service weapons and all other required equipment. |
| FPS Contract Requirements | 1 | Instructor(s) will review basic ICE Contract requirements and standards of performance for Contractors, Contract employees, and the relationship of employees with key members of Government agencies and ICE officials involved in the administration and operation of ICE Contracts. An actual Contract will be discussed so that students will be familiar with all aspects of such Contracts to ensure proper performance by all employees and supervisors. |
| Methods and Theories of Supervision | 1 | Instructor(s) will discuss various management theories and the basic principles involved so that the student understands the various methods of supervision that are available to accomplish the goals of a first line supervisor. |
| How to be an Effective Leader | 1 | Instructor(s) will discuss the importance of a supervisor being a good leader. Discussion will focus on the necessity of giving constant attention to countless details of personal behavior and personal relations with subordinates. |

EXHIBIT 5, Continued

SUPERVISORY TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|--------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose of Discipline | 1 | Instructor(s) will discuss the purpose of discipline and the use of praise and criticism to encourage and motivate employees. Discussion will focus on the use of criticism with the intention of improving job performance. |
| Effective Written and Oral Communication | 1 | Instructor(s) will discuss the problems encountered in both written and oral communication between supervisors and subordinates and methods to improve both. Lecture will include discussion of quantitative directives and the concept of asking while telling. Also included will be information on formal and informal communications and how the effective supervisor can use both to accomplish his/her mission as a first line supervisor. |
| Motivating Employees and Problem Solving Methods | 1 | Instructor(s) will discuss methods used to motivate employees and to improve the performance of those employees who are not performing at acceptable standards. Emphasis will be on early identification of problem employees and methods that may be used to bring poor performance up to acceptable standards. Discussion will include problems related to alcoholism, illegal drug usage, and other related topics. |
| Scheduling Employees | 1 | Instructor(s) will discuss scheduling problems and methods to use available personnel effectively to ensure coverage of all posts in a cost effective manner without using overtime. Included will be several practical "hands on" scheduling exercises. |

EXHIBIT 5A

CONTRACTOR'S CERTIFICATE OF SUPERVISORY TRAINING

Contract Employee's Name:

SSN: - -

I hereby certify that the above named employee has completed supervisory training as listed below:

| <u>SUBJECT</u> | <u>DATE COMPLETED</u> | <u>NUMBER OF HOURS</u> |
|----------------------|-----------------------|------------------------|
| SUPERVISORY TRAINING | | 9 |

ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR'S REPRESENTATIVE - READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

AUTHORITY FOR RELEASE OF INFORMATION:

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

CERTIFICATION:

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK)

DATE

EXHIBIT 6

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

IMPORTANT NOTE: THE INSTRUCTOR MUST USE THE ICE CONTRACT GUARD INFORMATION MANUAL (CGIM) AS AN ESSENTIAL COMPONENT OF THIS TRAINING. TOPICS ARE CROSS REFERENCED WHERE APPLICABLE TO THE MANUAL FOR EFFECTIVE PRESENTATION OF THE MATERIAL.

40 Hours

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|----------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overview of ICE and the Federal Protective Service (CHAPTER ONE, CGIM) | 1 | Instructor(s) will discuss the mission, role, and responsibilities of ICE and FPS as well as the role contract guards play in facility security. Instructor will also discuss the five types of facilities and security levels |
| Customer Oriented Protection | 1 | Instructor(s) will discuss the concept of Customer Oriented Protection and the role contract guards play in this approach to security (Note: FPS will provide the instructor with information on this program to assist in training) |
| Overview of the Roles & Responsibilities of a Contract Guard (CHAPTER TWO, CGIM) | 1 | Instructor will discuss the typical duties and responsibilities associated with being a contract guard at a Federal facility; |
| Ethics and Professionalism Part I: Overview (CHAPTER TWO, CGIM) | 1 | Describe police professionalism today, including the expanding use of contract guards and indicate by current trends where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state, Federal law enforcement guards, and the contract guards. |

EXHIBIT 6, continued

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|--------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ethics and Professionalism Part II: Interactive Training | 1 | Role playing or other interactive methods between instructor and students using scenarios of ethical and Professional behavior by guards based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |
| Principles of Communications Part I: Overview (CHAPTER TWO, CGIM) | 1 | Familiarize the contract guards with the concept surrounding effective communications and development of communication skills. In meeting this objective, the contract guard is presented with the theory of communications; various types of obstacles which can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills which accompany the development of communication effectiveness. |
| Principles of Communications Part II: Interactive Training | 1 | Role playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |
| Professional Public Relations Part I: Overview (CHAPTER TWO, CGIM) | 1 | Instruction is to be provided to the contract guards which will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not be limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming. |
| Professional Public Relations Part II: Interactive Training | 1 | Role playing or other interactive methods between instructor and students using Scenarios of communication methods based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |

EXHIBIT 6, continued

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|-------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, CGIM) | .5 | Instructor(s) will discuss the basic knowledge needed for the contract guards to understand their own actions, and those of the people they work with in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; will be a part of this discussion. Special attention should be given to the changes in human behavior that might occur in the contract guard with the introduction of badge and gun. |
| Understanding Human Behavior, Part II: Interactive Training | .5 | Role playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio/visual materials, case studies, and other materials to facilitate training objectives will be acceptable. |
| The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, CGIM) | 1 | Discuss history of laws, applicable laws and regulations, and the concept of legal jurisdiction as it pertains to the guards' duties and authority. |
| Crimes and Offenses (CHAPTER THREE, CGIM) | .5 | Present the contract guards with an understanding of the types of offenses they are most likely to encounter in their duties. Instruction should be given in methods of successful investigative techniques. |
| Search and Seizure (CHAPTER THREE, CGIM) | .5 | Provide the guard with the knowledge of the legal application of search and seizure law in the performance of duties as a contract guard with a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and seizure to include "Stop and Frisk". |

EXHIBIT 6, continued

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|----------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arrest Authority and Procedures (CHAPTER THREE, CGIM) | .5 | Provide the contract guard with knowledge of how guards shall exercise their arrest powers to the degree authorized by local, state, and Federal regulations. Instruction will define arrest procedures and legal rules governing practices and procedures: arrest, interrogations and confessions, self incrimination privilege, entrapment, eyewitness identifications and complaints and warrants. Contract guards should become completely familiar with the extent of their arrest powers obtained from the various jurisdictions involved. |
| Use of Force (CHAPTER THREE, CGIM) | 1 | Instruction will be given on the use of force, to include the various degrees of force authorized in the performance of duties under this contract. Reporting procedures related to such use will be discussed as will the consequences of the unauthorized, or misuse, of force. |
| Crime Scene Protection (CHAPTER THREE, CGIM) | .5 | Illustrate the important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene. |
| Rules of Evidence (CHAPTER THREE, CGIM) | .5 | Evidence is defined to include direct, circumstantial and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and hearsay. Instructions will present information on the exclusionary rule and other related items. Instructor will discuss procedures for handling and protecting evidence. |
| Contract Guard Administration (CHAPTER FOUR, CGIM) | .5 | Instructor(s) will discuss the relationship between the Contractor and the Government and will discuss protocol for communicating with the Control Centers when incidents occur. Instructor will also discuss the importance of the Duty Book. |
| Post Duties (CHAPTER FOUR, CGIM) | .5 | Instructor(s) will discuss the purpose of posts and identify the various types of protective services. Discuss the necessity of proper observation and counter surveillance while manning a post |

EXHIBIT 6, continued

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|--------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Patrol Methods And Patrol Hazards (CHAPTER FOUR, CGIM) | .5 | Study the various methods and skills employed in protective patrols. Explain the importance of patrol to law enforcement and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man made. Discuss the techniques of recognition and ways to eliminate or reduce patrol hazards. |
| General Response Procedures (CHAPTER FOUR, CGIM) | .5 | Explain the various types of situations guards will respond to. Describe the proper approach to such situations; discuss the guard's role and responsibility; and instruct in the appropriate techniques to be employed in such circumstances. Include discussion of radio communications protocol. |
| Access Control (CHAPTER FIVE, CGIM) | .5 | Describe importance of proper access control of protected space. Discussion shall include personnel control, property control, vehicle control, and lock and key control. |
| Crime Detection, Assessment And Response (CHAPTER SIX, CGIM) | .5 | Acquaint the contract guard with the care and caution that must be exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the contract guard may encounter while on duty within a Federal facility, his actions, responses, and the requirements of the agency. |
| Safety and Fire Prevention (CHAPTER SEVEN, CGIM) | .5 | Define the contract guard's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment. |
| Records and Reports (CHAPTER EIGHT, CGIM) | .5 | Instructor will lecture on importance of properly prepared records and reports. Students shall be given examples and prepare sample records and reports as they will use on a ICE contract. Emphasis on tips for effective report writing. |

EXHIBIT 6, continued

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Situations (CHAPTER NINE, CGIM) | .5 | Instructor shall discuss various types of special situations which guards may be required to respond to, such as providing escorts; controlling traffic; and dealing with mentally ill or disturbed persons. |
| Emergency First Aid and Bloodborne Pathogens (CHAPTER TEN, CGIM) | 1 | Instructor will provide instruction on the necessary skills to deal with hazards of exposure to bloodborne pathogens as follows: Explanation of the bloodborne pathogens standard; how bloodborne diseases can be transmitted; exposure control plan for incidents regarding bloodborne diseases; employee hazard recognition; and ways to prevent the exposure. Instructor will also discuss procedures to follow for emergencies. (Note: this training is not a substitute for First Aid training, which must be provided by an American Red Cross accredited instructor. Guards must receive at least 9 hours of Red Cross certified First Aid and CPR training.) |
| Flying the Flag (CHAPTER ELEVEN, CGIM) | .5 | Instructor will discuss where and when the American flag is flown and will give hands-on demonstration for folding and storing the flag. |
| Terrorism, Anti-terrorism, & Weapons of Mass Destruction (WMD) (CHAPTER TWELVE, CGIM) | .5 | Instructor will provide a lecture regarding domestic and international terrorism and weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter surveillance and proper use of building security equipment |
| Workplace Violence (CHAPTER THIRTEEN, CGIM) | 1 | Instructor will discuss workplace violence; who commits violent acts and why; guard response to violent incidents, and tactics for being aware of environments or situations that can contribute to violence. |
| Civil Disturbances (CHAPTER FOURTEEN, CGIM) | 1 | Instructor (s) will discuss and provide field practice in crowd control and will teach the guards how to distinguish between friendly, sightseeing, agitated, and hostile crowds. Emphasis shall be placed upon effective response to civil disturbances. |

EXHIBIT 6, continued

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|-------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bomb Threats and Incidents (CHAPTER FIFTEEN, CGIM) | 1 | Instructor(s) will discuss the procedures guards will use to respond to bomb threats, discovery of suspicious items and persons who appear to be suspicious. Emphasis shall be placed on gathering as much information as possible and reporting incidents. |
| Hostage Situations (CHAPTER SIXTEEN, CGIM) | .5 | Lecture and practical applications to instruct guards on identifying and responding to hostage situations. |
| Sabotage and Espionage (CHAPTER SEVENTEEN, CGIM) | .5 | Instructor will lecture on defining the terms and give concrete examples of the concepts as they might occur on Federal property. Emphasize importance of deterrence and prevention, then response to incidents as they occur. |
| Defensive Tactics | 2 | Lecture and practical applications will be used to instruct Security Guards in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining hold, and subjective compliance methods against hostile or uncooperative persons. |
| Use of Handcuffs | 2 | Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall be given the opportunity to affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary. |
| Use of Expandable Baton | 8 | Lecture and hands-on demonstration of procedures for baton carrying and drawing as well as striking techniques. |
| Firearms Safety, Handling | 1 | (NOTE: This segment does not include fundamentals or firing and firearms qualification.) Provide detailed instruction in the handling and control of the contract guard's firearm. Instruction should relate to weapons safety and handling to include nomenclature, wearing of the weapon, care and cleaning, storage and accountability. Special emphasis must be placed on loading, unloading and the safe lowering of a "cocked" hammer on a live round. |

EXHIBIT 6, continued

BIENNIAL REFRESHER TRAINING SYLLABUS, PROVIDED BY THE CONTRACTOR

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|-----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Review & Examination | 2 | A 50 question multiple choice written examination will be given to determine knowledge and understanding of the academic subject matter. |

¹ The Contractor must present 40 hours of Refresher training to all students. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class's progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 40 hours of training.* It is also incumbent upon the Instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior, such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.

EXHIBIT 6A

CONTRACTOR'S CERTIFICATION OF BIENNIAL REFRESHER TRAINING

Contract Employee's Name: SSN: - -

I hereby certify that the above named employee has completed Refresher training as listed below:

| <u>SUBJECT</u> | <u>DATE COMPLETED</u> | <u>NUMBER OF HOURS</u> |
|--------------------|-----------------------|------------------------|
| REFRESHER TRAINING | _____ | <u>40</u> |

ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR'S REPRESENTATIVE -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

AUTHORITY FOR RELEASE OF INFORMATION:

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

CERTIFICATION:

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK) _____ DATE _____

EXHIBIT 7

TRAINING SYLLABUS PRESENTED BY THE GOVERNMENT

(8 Hours)

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|---------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rules and Regulations | 1 | Discuss ICE's jurisdiction within Federal property and the Rules and Regulations under which they are operated (CFR 41.101-20.3). Consideration should be given to any special requirements (regulations) particular to the agency(s) involved. |
| Bomb Threats and Natural Disaster Responses | 2 | Instructor(s) will present information, as required for each specific facility, regarding the proper procedures for response to the threat of bombs, devices, and natural disasters. This information (training) will be related directly to the procedures used by the Law Enforcement Branch and local law enforcement agencies. Dependent upon the facility, contract specifications, and local requirements, contract guards may be given training in bomb search procedures. |

EXHIBIT 7, continued

TRAINING SYLLABUS PRESENTED BY THE GOVERNMENT

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|----------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Writing, Notes and Required GSA Forms | 3 | <p>Develop an understanding of the types, requirements, and necessity of field notes and reports that will be expected from the Contract guard. Discuss the use, value, and purpose of reports and field notes. Special instruction shall be given in the preparation of GSA Form 3155, Preliminary Investigation and GSA Form 3157, Crime Analysis.</p> <p>Instructor(s) will review and discuss the importance of the following forms:</p> <ul style="list-style-type: none"> a. GSA Form 3155, Preliminary Investigation; b. GSA Form 3157, Crime Analysis; c. GSA Form 1039, Record of Property Found; d. GSA Form 252, Found Property Tag; e. GSA Form 1789, Register of Visitors; f. GSA Form 139, Arrival and Departures; g. NCR Form 139-R, Relief Guard Register h. GSA Form 239, Officer and Inspectors Register; i. GSA Form 435, Guards Hourly Report; j. Special forms unique to the facility used in the performance of the Contract duties. |

EXHIBIT 7, continued

TRAINING SYLLABUS PRESENTED BY THE GOVERNMENT

| <u>Subject</u> | <u>Hours</u> | <u>Scope</u> |
|--------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Telephone and Radio Communications | 1 | Instruction will prepare the Contract guard for use of telephone and radio communications techniques. Instruction will be presented employing standard procedures used by the Law Enforcement Branch, the tenant agency, local law enforcement, and the Federal Communications Commission (FCC). Instruction will stress use applicable in situations such as emergency requests (Transmissions), required reporting of locations, patrol use, requests for assistance, etc. |
| Role of Local, State and Federal Police Agencies | 1 | <p>The Contract guards will be instructed in their relationship (position to other law enforcement agencies. Each guard should understand their role, as required by the Contract, in enforcement of: Building Rules and Regulations, agency policy, special requirements of the Law Enforcement Branch, local/state police agencies, and other Federal law enforcement groups.</p> <p>NOTE: For the purpose of this training, 50 minutes will be considered as one hour of instruction.</p> |

EXHIBIT 7A

CONTRACTOR'S CERTIFICATION OF GOVERNMENT PROVIDED TRAINING

Contract Employee's Name:

SSN: - - -

I hereby certify that the above named employee has completed training as listed below:

| <u>SUBJECT</u> | <u>DATE COMPLETED</u> | <u>NUMBER OF HOURS</u> |
|------------------------------|-----------------------|------------------------|
| GOVERNMENT PROVIDED TRAINING | _____ | <u>8</u> |

ATTENTION - THIS STATEMENT MUST BE SIGNED - READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

AUTHORITY FOR RELEASE OF INFORMATION:

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

CERTIFICATION:

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

CONTRACTOR/AUTHORIZED DESIGNEE SIGNATURE (IN INK) DATE

EXHIBIT 8

CONTRACTOR'S CERTIFICATION OF FIREARMS TRAINING

Contract Employee's Name: SSN: - -

I hereby certify that the above named employee has completed training as listed below:

| <u>SUBJECT</u> | <u>DATE COMPLETED</u> | <u>NUMBER OF HOURS</u> |
|-------------------|-----------------------|------------------------|
| FIREARMS TRAINING | | 40 |

ATTENTION - THIS STATEMENT MUST BE SIGNED -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT

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CERTIFICATION:

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

CONTRACTOR/AUTHORIZED DESIGNEE SIGNATURE (IN INK) DATE

EXHIBIT 8A

PRACTICAL PISTOL COURSE

| DISTANCE | STAGE | POSITION | MODE | ROUNDS | SHOTS | TIME | DESCRIPTION |
|----------|-------|----------------------------------------------------------------|------|--------|-------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 Yds | 1 | Standing point shoulder reference sights (FI) Strong hand only | DA | 6 | 1 | 2 Sec. | One shot in 2 seconds, reholster after each shot (X6). |
| | 2 | Standing point shoulder reference sights (FI) Two handed | DA | 6 | 2 | 3/2 Sec. | Two shots in 3 seconds, come to combat ready position (weapon below eye level), bring weapon to eye level and fire two shots in 2 seconds (X2). |

| DISTANCE | STAGE | POSITION | MODE | ROUNDS | SHOTS | TIME | DESCRIPTION |
|----------|-------|-------------------------------------|------|-------------|-------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 Yds | 1 | Standing two hands with sights (FI) | DA | 12 | 1 | 3 Sec. | One shot in 3 seconds, reholster after each shot (X5). |
| | | | | 1/RL-6/1 | | 20 sec. | One shot, unload, reload w/6 rounds in 20 seconds (15 seconds if speedloaders are used), transfer weapon to weak hand and fire one additional shot weak hand only. From aimed in position continue firing one shot in 3 seconds (X5). STANCE DOES NOT CHANGE. |
| | 2 | Standing two hands with sights (FI) | DA | 12 | 2 | 4 sec. | Two shots in 4 seconds, reholster after each pair (X2). |
| | | | | 2/RL-2(6)/2 | | 15 sec. | Two shots, unload, reload w/2 rounds (six rounds if speedloader is used), fire two more shots in 15 seconds. If pouch is used reload with four rounds. From aimed in position fire two shots in 4 seconds (X2). Strong hand only. |

EXHIBIT 8A, continued

PRACTICAL PISTOL COURSE

| <u>DISTANCE</u> | <u>STAGE</u> | <u>POSITION</u> | <u>MODE</u> | <u>ROUNDS</u> | <u>SHOTS</u> | <u>TIME</u> | <u>DESCRIPTION</u> |
|-----------------|--------------|-------------------------------------------------|-------------|---------------|--------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 Yds | 1 | Right/Left side standing and kneeling Barricade | DA | 12 | 3 | 7 Sec. | <p>Draw and fire three shots in 7 seconds right side standing position. When target edges away, shooter position assumes right side kneeling position and remains aimed in on target. Target faces, shooter fires three shots.</p> <p>Shooter unloads and reloads six rounds in kneeling position, utilizing cover. Shooter then moves to left side standing position.</p> <p>Fire three shots in 25 seconds (20 seconds if speedloader is used). When target edges away, shooter assumes left side kneeling position and stays aimed in. Target faces and shooter fires three shots in 6 seconds.</p> |

NOTE: When shooter is aimed in on edged targets, the finger will be on the trigger. However, when moving to the different positions, the shooter's finger will be OFF the trigger.

EXHIBIT 8A, continued

PRACTICAL PISTOL COURSE

| DISTANCE | STAGE | POSITION | MODE | ROUNDS | SHOTS | TIME | DESCRIPTION |
|-----------------|--------------|----------------------------------------|-------------|---------------|--------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25 Yds | 1 | Right side standing barricade position | DA | 6 | 3/2/1 | 8/5/3 Sec. | Draw and fire three shots in 8 seconds, remain aimed in on target. Target faces, shooter fires two shots in 5 seconds, remain aimed in on target. Target faces, shooter fires one shot in 3 seconds. |
| | 2 | Left side standing barricade position | DA | 6 | 3/2/1 | 8/5/3 Sec. | Repeat Sequence in Stage 2. |

NOTE: When shooter is aimed in on edged target, the finger will be ON the trigger.

COURSE NOTE: For the stages in which the shooter fires and then reholsters, the procedure will be as follows: Aimed in until the target edges away. The shooter will then look left, then right (using the eyes only, not the head), before reholstering the weapon.

MARKSMANSHIP RATINGS:

| | |
|-----------|----------------------|
| 210 - 254 | Marksman |
| 255 - 284 | Sharpshooter |
| 285 - 299 | Expert |
| 300 | Distinguished Expert |

| | |
|-----------------------|-----|
| TOTAL ROUNDS | 60 |
| POSSIBLE SCORE | 300 |
| MINIMUM SCORE | 210 |

EXHIBIT 8B

| PISTOL QUALIFICATION RECORD | | | |
|-------------------------------------------------------------------------------|------------|-------------------------------|--------------|
| NAME (Last, First, Middle Initial) | | REGION | ZONE |
| NOTE: DO NOT SOLICIT SSN FROM EMPLOYEES OBTAIN FROM EXISTING FILES | | SOCIAL SECURITY NUMBER | SCORE |
| COMMENTS | | | |
| QUALIFIED (minimum qualifying score 210 out of 300) | | | DATE |
| | YES | NO | |
| STATE CERTIFIED INSTRUCTOR (Print name and sign) | | | DATE |
| FPS WITNESS (Print name and sign) | | | DATE |

EXHIBIT 9

CONTRACTOR'S TRAINING SCHEDULE AND PLAN

In addition to listing specific and other related information as shown below, attach a resume for each instructor. This format will be used for all training, initial/basic, firearms, refresher, and on-the-job.

Date(s):

Time(s):

Subject:

Name of Instructor(s):

Training Facility Address (Street, City and State):

Remarks:

EXHIBIT 10

STANDARD FORM 78 - CERTIFICATE OF MEDICAL EXAMINATION

Form will be provided to Contractor upon award.

EXHIBIT 11

CONTRACTOR'S CERTIFICATION OF NEW EMPLOYEE
ELIGIBILITY REQUIREMENTS

PAGE 1 OF 2

Contract Employee's Name:

SSN: - -

I hereby certify that the above named employee has fulfilled all the requirements listed below, copies of the documentation for the COTR are attached, are all current, valid, and copies are properly filed in the employee's personnel file:

| <u>SUBJECT</u> | <u>DATE COMPLETED</u> |
|---------------------------------------------------------------|-----------------------|
| SUITABILITY ADJUDICATION | _____ |
| STATE COMMISSION CARD | _____ |
| DOMESTIC VIOLENCE FORM | _____ |
| SF 78 - CERTIFICATE OF MEDICAL EXAMINATION | _____ |
| PRE-EMPLOYMENT DRUG SCREENING | _____ |
| CONTRACTOR PROVIDED 72 HOUR BASIC TRAINING CERTIFICATE | _____ |
| FIREARMS TRAINING CERTIFICATE | _____ |
| FIREARMS QUALIFICATION FORM (GSA Form 2790) | _____ |
| GOVERNMENT PROVIDED 8 HOUR TRAINING CERTIFICATE | _____ |
| EXPANDABLE BATON TRAINING CERTIFICATE | _____ |
| MAGNETOMETER/X-RAY TRAINING CERTIFICATE (Where Applicable) | _____ |
| OC SPRAY TRAINING CERTIFICATE | _____ |
| CPR/FIRST AID CERTIFICATION | _____ |
| KEY PERSONNEL RESUME (If Applicable) | _____ |
| HIGH SCHOOL DIPLOMA OR EQUIVALENT | _____ |

EXHIBIT 11, Continued

**CONTRACTOR'S CERTIFICATION OF NEW EMPLOYEE
ELIGIBILITY REQUIREMENTS**

PAGE 2 OF 2

ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR'S REPRESENTATIVE – READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

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CERTIFICATION:

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK)

DATE

This certification shall be completed and submitted to the COTR with the employee's certifications and documentation to back up the dates on the preceding page. The documentation is required by this Contract prior to the employee's initial performance under the contract. A copy of this certification shall also be placed in the Contract employee's personnel file.

EXHIBIT 12

KEY PERSONNEL RESUME

This resume is pertinent to the experience and professional background of Contract security supervisory personnel. A Key Personnel Resume must be completed for each Supervisor or Manager who will have a direct job performance relationship with guards assigned to perform the work requirements of this contract. A copy of each Supervisor's/Manager's Key Personnel Resume shall be provided to the COTR.

PROPOSED POSITION TITLE: _____

SUPERVISOR'S NAME: _____ **AGE:** _____

CURRENT POSITION WITH THE CONTRACT FIRM: _____

TIME IN CURRENT POSITION: (Yrs. Mos.) _____

ANNUAL SALARY: _____

RESPONSIBLE FOR THE WORK OF: _____ **PERSONS**

DESCRIPTION OF SCOPE OF CURRENT JOB: (Use attached sheet if necessary)

WORK EXPERIENCE: (Past 10 years in chronological order)

| <u>Date From</u> | <u>To</u> | <u>Job</u> | <u>Company/Address</u> | <u>Reference</u> |
|------------------|-----------|------------|------------------------|------------------|
|------------------|-----------|------------|------------------------|------------------|

EDUCATION SUMMARY:

| <u>Name/Address</u> | <u>Dates Attended</u> | <u>Diploma or Certificate Issued</u> |
|---------------------|-----------------------|--------------------------------------|
|---------------------|-----------------------|--------------------------------------|

High School:

College/Specialized:

Trade School(s):

PROVIDE A BRIEF STATEMENT OF WHY THIS SUPERVISOR IS BELIEVED TO BE QUALIFIED FOR THIS CONTRACT. PLEASE USE THE REVERSE SIDE OR A SEPARATE SHEET OF PAPER.

EXHIBIT 13

CONTRACTOR'S CERTIFICATION OF OC SPRAY TRAINING

Contract Employee's Name: SSN: - -

I hereby certify that the above named employee has completed training as listed below.

| <u>SUBJECT</u> | <u>DATE COMPLETED</u> | <u>NUMBER OF HOURS</u> |
|----------------|-----------------------|------------------------|
| OC TRAINING | _____ | <u>4 Minimum</u> |

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CONTRACTOR/AUTHORIZED DESIGNEE SIGNATURE (IN INK) DATE