

Company Name:  
Computer Sciences Corporation

Contract Number:  
COW-3-A-0085 (COW3A0085)

Order Number:  
Not Applicable

Solicitation Number:  
COW-3-Q-0028 (COW3Q0028)

Requisition/Reference Number:  
PRO-3-11111 (PRO311111)

Latest Modification Processed:  
A0002

Period of Performance:  
Through 2004

Services Provided:  
Providing operations support and hardware maintenance for the Integrated Card Production System (ICPS) and the Bureau of Citizenship and Immigration Services (BCIS) Integrated Document Production System.

# 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 07/21/2003	2. CONTRACT NO. (if any) COW-3-A-0085	6. SHIP TO:	
3. ORDER NO. —	4. REQUISITION/REFERENCE NO. PRO-3-11111	a. NAME OF CONSIGNEE Immigration & Natz. Service Receiving Unit Rm 1126	
5. ISSUING OFFICE (Address correspondence to) Bureau of Customs & Enforcement  425 I Street, N.W. Room 2208 Washington DC 20536		b. STREET ADDRESS 425 I Street, N.W.	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20536	
7. TO:  DataTrac Information Services, Inc  14120 Newbrook Drive Suite 200 Chantilly VA 20151  Dennis Priscandaro		f. SHIP VIA	
9. ACCOUNTING AND APPROPRIATION DATA N/A		8. TYPE OF ORDER	
CONTRACTOR TIN: 75-2196898		<input checked="" type="checkbox"/> a. PURCHASE - Reference Your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
		10. REQUISITIONING OFFICE BCIS	
		11. BUSINESS CLASSIFICATION (Check appropriate box(es))	
		<input checked="" type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
		12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B POINT ON OR BEFORE (Date)
a. INSPECTION	b. ACCEPTANCE		16. DISCOUNT TERMS  b2Low

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)
0001	THIS IS A BLANKET PURCHASE AGREEMENT (BPA) BETWEEN BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT AND DATATRAC INFORMATION SERVICES, INC., GSA SCHEDULE NO. 70 CONTRACT NO. GS-35F-4513G FOR OPERATIONS SUPPORT AND HARDWARE	1			\$0.00	
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)
21. MAIL INVOICE TO:						
SEE BILLING	a. NAME Immigration & Natz. Service                      Collections and Payment					17(i) GRAND TOTAL
INSTRUCTIONS ON REVERSE	b. STREET ADDRESS (or P.O. Box) 425 I Street, N.W. Rm 6261					
	c. CITY Washington	d. STATE DC	e. ZIP CODE 20536			

22. UNITED STATES OF AMERICA	23. NAME (Typed) JOHN A. RUSSO, JR.
BY (Signature)	TITLE: CONTRACTING/ORDERING OFFICER
<input type="checkbox"/> Vendor <input type="checkbox"/> Official <input type="checkbox"/> Requestor <input type="checkbox"/> Receiving <input type="checkbox"/> G104 Oblig. <input type="checkbox"/> Other	<b>OPTIONAL FORM 347 (REV. 6/95)</b> Prescribed by GSA/FAR 48 CFR 53.213 (e)

**ORDER FOR SUPPLIES OR SERVICES**  
**Schedule - Continuation**

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

1. DATE OF ORDER  
07/21/2003

2. CONTRACT NO. (if any)  
COW-3-A-0085

3. ORDER NO.  
--

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)
	<p>MAINTENANCE FOR THE ICPS PROJECT.</p> <p>ALL ORDERS PLACED AGAINST THIS BPA ARE SUBJECT TO THE TERM AND CONDITIONS OF THIS BPA. THIS BPA DOES NOT OBLIGATED FUNDS. FUNDS WILL BE OBLIGATED ON EACH CALL. THE AMENDMENTS, ORAL PROPOSAL, REVISED COST PROPOSAL DATED JUNE 11, 2003 AND JULY 3, 2003 AND TECHNICAL PROPOSAL ARE HEREBY MADE PART OF THIS BPA. IN THE EVENT OF AN INCONSISTENCY BETWEEN THE PROVISIONS OF THIS BPA AND AN ORDER, THE PROVISIONS OF THIS BPA WILL TAKE PRECEDENCE.</p> <p><i>[Signature]</i> PRESIDENT 7/21/03            -----            NAME/TITLE OF SIGNER/DATE</p> <p><i>Datatrak Information Services, Inc.</i>            -----            COMPANY NAME</p> <p>CONTRACTOR IS REQUIRED            TO SIGN AND RETURN 3 COPIES</p>					

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## **GSA SCHEDULE BLANKET PURCHASE AGREEMENT (BPA)**

### **1.1 Overview**

The Bureau of Citizenship and Immigration Services (BCIS), Integrated Card Production System (ICPS) has a requirement of contractor support to assist with the management, administration and execution of program tasks pertaining to the operations and maintenance of BCIS Integrated Document Production System and related document production. This requirement is fully described in the Statement of Work (SOW).

### **1.2 Blanket Purchase Agreement**

In the spirit of the Federal Acquisition Streamlining Act, the Bureau of Citizenship and Immigration Services and Datatrac Information Services, Inc., which will be hereafter referred to as "Contractor", used the Federal Supply Services Group 70 contract GS-35F-4513G for Information Technology Equipment, Software and Services enter into a single blanket purchase agreement (BPA) to support the BCIS. The intent is to further reduce the administrative costs by acquiring commercial items and services from the General Services Administration (GSA) Federal Supply Schedule Contract (s). Calls issued under this BPA will be firm fixed price.

## **2. BPA TERMS AND CONDITIONS**

The following are the general requirements applicable to this Blanket Purchase Agreement (BPA):

The contract services/products to be ordered under this BPA are described in the Statement of Work and Calls will be placed according to the ordering procedures described below in paragraph 2.6.

It is the responsibility of the Contractor to notify the Contracting Officer of GSA Schedule price changes within 30 days of the service(s) listed in this BPA prior to issuance of any Call(s). The discounts shall be in terms of a flat percentage discount to be applied against the GSA Schedule price for the products or services. The discounts shall remain the same throughout the term of the BPA.

### **2.1 Federal Supply Schedule**

All Calls placed against this BPA are subject to the terms and conditions of the Contractor's Federal Supply Schedule (FSS) Contract.

The BPA incorporates all the terms and conditions of the Contractor's GSA schedule contract. Additionally, the following Federal Acquisition Regulation (FAR) clauses are conditions are incorporated by reference with the same force and effect as if included in their entirety:

- 52.246-4 INSPECTION OF SERVICES (AUG 1996)
- 51.248-1 VALUE ENGINEERING (FEB 2000)
- 52.227-14 RIGHTS IN DATA-GENERAL (JUNE 1987)

The terms and conditions included in the BPA apply to all Calls made pursuant to it. In the event of an inconsistency between the provision of the BPA and a Call(s), the provisions of this BPA will take precedence.

## **2.2 Delivery**

Delivery destination and schedule will be specified in each Call.

## **2.3 BPA Volume**

The Government estimates, but does not guarantee, that the volume of purchases through this agreement may be in the range of \$15 million to \$200 million over a 120-month period.

## **2.4 Funding**

The BPA does not obligate any funds. Initial funding will be provided through individual Calls. Incremental funding will be provided through individual Call modifications.

## **2.5 BPA Expiration**

The BPA expires at the end of the current Contractor's GSA Schedule contract period or each subsequent contract period for which GSA extends the GSA Schedule contract. The Government expects that the Contractor will provide at least 5 years service under this agreement.

## **2.6 Ordering Procedures**

Calls will be placed via facsimile or hard copy documentation. The Contractor shall submit a proposal when requested by the Contracting Officer for Calls awarded under this BPA in the format containing the information requested in the Request For Quotation applicable to the Call.

Each Call issued under this BPA will include the following information as applicable:

- (1) BPA number and Call number;
- (2) Date of the Call;
- (3) Description of the service to be performed;
- (4) The service schedule, period of performance, or required completion date;
- (5) Place of delivery or performance;
- (6) Deliverables;



- (7) Task number and description, quantity, unit price and extended total;
- (8) The fixed price to complete the requirements;
- (9) The payment schedule; and
- (10) Accounting and appropriation data.

The Calls issued will be on a fixed price basis depending on the statement of work for the task.

### **2.7 Period of Performance for Calls Awarded Under the BPA**

The period of performance for each order shall be specified in each call/order awarded.

### **2.8 Ordering Officials:**

The following Contracting Officers/Specialist are hereby authorized to place Calls under this BPA:

Mr. Joseph Spencer  
Contracting Specialist  
425 I Street, NW, Room 2208  
Washington, DC, 20536

b2Low

Mr. John A. Russo, Jr.  
Contracting Officer  
425 I Street, NW, Room 2208  
Washington, DC, 20536

b2Low

### **2.9 Invoicing**

Unless otherwise agreed to, delivery tickets or sales slips that must contain the following information, as a minimum, shall accompany all deliveries under this BPA:

- (a) Name of contractor;
- (b) Contract number;
- (c) BPA number;
- (d) Call number;
- (e) Task item number;
- (f) Date of Call;
- (g) Quantity, unit price, and extension of each item;
- (h) Electronic Funds Transfer number;
- (i) Period of Performance; and

(j) Interim payment period.

Invoices shall be submitted on a monthly basis. The requirements of a proper invoice are as specified in the GSA Schedule contract.

**2.10 Invoice Distribution**

The Contractor must provide an original proper invoice, and one copy as stated in the GSA Schedule contract to the designated Contracting Officer's Technical Representative (COTR) as indicated on each Call.

The COTR or other personnel delegated authority by the COTR, at the receiving or secure storage location will be responsible for completing the receiving report, and will forward the original receiving report and endorsed invoice to the Contracting Officer. The Contracting Officer will forward the original invoice and receiving report to Finance for payment. Payment will not be rendered to the Contractor until both an original proper invoice and receiving report noting the acceptance of the products/services are submitted to the Finance Office as described above. Invoices shall be submitted no later than 90 calendar days from the receipt of goods or services.

**2.11 Order of Precedence**

The terms and conditions included in this BPA apply to all Calls issued pursuant to it. In the event of an inconsistency between the provisions of this BPA and the terms and conditions of the Contractor's schedule contract, the terms and conditions of the Schedule Contract will take precedence.

**2.12 Security Requirements**

In each order the security requirements shall be those in the BPA Statement of Work, paragraph 16.0, unless otherwise specified. The Contractor will observe all internal building security regulations that apply to any and all buildings concerning this contract.

**2.13 Employment Eligibility**

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of its employees and for any Subcontractors and their employees.

**2.14 Government Furnished Property (GFP)**

The Government does not anticipate providing any property beyond that which is identified in the Statement of Work. However, should the Government determine that it would furnish property to the Contractor, the Government will identify the property and

provide specific Government property reporting and disposition instructions in Calls issued under the BPA.

In compliance with FAR 45.505-14, by January 31 of each year, the contractor shall furnish the Contracting Officer an annual report of this Government property for which it is accountable as of the end of the previous calendar year.

### **2.15 Contractor Location**

The Government will require the Contractor to locate personnel at the designated BCIS facilities and other sites as specified in individual Calls. The day-to-day supervision and direct control over the services performed by these individuals shall be the sole responsibility of the Contractor.

### **2.16 Key Personnel**

The key personnel on the BPA are defined as the Program Manager and Site Project Manager on an individual Call that the Government has designated as being essential or "key" to the services performed. Key personnel shall be available to support the requirements of Calls issued under the BPA and to ensure that all services performed meet the requirements set forth in all Call(s).

#### **2.16.1 Substitution or Diversion of Key Personnel**

The personnel specified as key personnel in a given Call are considered essential to the services performed under the BPA. Before reassigning the specified individuals to other programs, the Contractor shall notify the Contracting Officer no less than 30 calendar days in advance and shall submit justification (including the names and resumes of the proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. The proposed substitutions shall possess qualifications equal or superior to those of the key person(s) being replaced. The Contractor without the written consent of the Contracting Officer shall make no reassignments or substitutions. The list of key personnel may be amended from time to time during the BPA either to add or delete personnel to the Call(s) or BPA. During the first 120 days of this BPA, no key personnel substitutions will be permitted unless an individual's sudden illness, death, or termination of employment necessitates such substitutions. In any of these circumstances, the Contractor shall promptly notify the Contracting Officer and provide the information required by the Key Personnel clause.

#### **2.16.2 Designation of Key Personnel by Order**

The Government reserves the right to identify or require the designation of key personnel in any Call(s) during BPA period of performance.

### **2.16.3 Employment of Key Personnel**

The Project Manager (PM) shall be a full-time employee of the prime Contractor at the time of BPA issuance. The Contractor shall furnish the name, phone number, and resume of the Project Manager and Site Project Manager as required by the Government at the time of proposal submission. All other key personnel shall be full-time employees of the Contractor team (i.e., either the prime Contractor or subcontractors, if any are proposed) at the time of BPA issuance. If the Contractor proposes to use any individuals to fill key positions who are not current employees of the Contractor's team; then the Contractor shall furnish a letter of commitment signed by the individual which clearly states their availability for employment and their commitment to accept employment if approved/selected by the Government.

## **3. LABOR CATEGORY DESCRIPTIONS AND PRICING FOR BASE PERIOD AND OPTIONS**

### **3.1 Labor Category Description**

The labor category descriptions from the Contractor's GSA Schedule Contract GS-35F-4513G, are included as follows.

#### **PROJECT MANAGER**

##### **GENERAL SUMMARY**

Directs the performance of a variety of tasks relative to a specific project, organized by technology and client. Manages the technology and resources necessary to complete the tasks identified in the statement of work. Project areas typically represent multiple, interrelated projects for a specific client / project. Responsible for the effective management of personnel and resources required to complete tasks on time and within quality assurance guidelines. Operates within contractual guidelines, company business and policy directives. Serves as focal point of contact with client regarding project activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for project activities. Manages projects consisting of multiple interrelated tasks including design, development and delivery. May perform other duties as assigned.

##### **JOB SPECIFICATIONS**

Bachelor's degree in related field or equivalent and a minimum of seven (7) years experience in project development

#### **ADP ADVANCED DISCIPLINE SPECIALIST**

##### **GENERAL SUMMARY**

Provides a high level of technical expertise for performance on a variety of tasks relative to a specific project, organized by technology and client. Manages the technology and resources necessary to complete the tasks identified in the statement of work. Project

areas may represent multiple, interrelated projects for a specific client / project. Responsible for providing high level expertise and the effective management of resources required to complete tasks on time and within quality assurance guidelines. Operates within contractual guidelines, and company business and policy directives. Serves as focal point of contact with client regarding specific technical activities. Ensures that all required resources are identified for project activities. Manages specific technical project tasks including design, development and delivery. May perform other duties as assigned.

**JOB SPECIFICATIONS**

Bachelor's degree in related field or equivalent and a minimum of 10 years experience in project development.

**MANAGEMENT ANALYST**

**GENERAL SUMMARY**

Analyses and collects information concerning all aspects of business operations. Provides requirements analysis, manpower studies, forecasting, product studies, records management, and overall direction in business procedures and operations. Must possess good oral, written and people skills. Advises and recommends areas of program planning, business management, and program coordination. Validates resource requirements and develops cost estimate models. May perform other duties as assigned.

**JOB SPECIFICATIONS**

Bachelor's degree or three (3) to five (5) years equivalent experience in the area of business operations analysis.

**NETWORK ENGINEER**

**GENERAL SUMMARY**

Under supervision, performs a variety of network engineering tasks that are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for unreviewed actions and decisions. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of persons assigned to network engineering projects. May perform other duties as assigned.

**JOB SPECIFICATIONS**

Bachelor's degree in related field or three (3) to six (6) years of work experience in a variety of network engineering and integration technology.

## **COMP / COMM / NETWORK ANALYST**

### **GENERAL SUMMARY**

Under supervision, performs a variety of network engineering tasks that are specific in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for unreviewed actions and decisions. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical / engineering design part of a major project or a project of lesser complexity and importance than those normally assigned to a higher level engineering specialist. Coordinates the activities of persons assigned to network engineering projects. May perform other duties as assigned.

### **JOB SPECIFICATIONS**

Bachelor's degree in related field or three (3) to six (6) years of work experience in a variety of network engineering and integration technology.

## **SOFTWARE ENGINEER**

### **GENERAL SUMMARY**

Under general supervision, engineers software solutions based upon client requirements. Generally, has one or more Software Engineers on staff and heads up projects that make use of commercially-available or custom Computer Aided Software Engineering (CASE) tools as required.

### **JOB SPECIFICATIONS**

Bachelor's degree in related field or equivalent and five (5) to eight (8) years of related work experience.

## **SENIOR COMP / COMM/NETWORK SPECIALIST**

### **GENERAL SUMMARY**

Directs the performance of a variety of network and communications related projects and activities of subordinate network specialists. Oversees the technology development and implementation of specific network programs. Responsible for the effective operation of overall communications system and network management. Operates within client guidance, contractual limitations, and company business and policy directives. Serves as focal point of contact with client regarding telecommunications program activities. Ensures that all required resources are available for project implementation including manpower, communications standards, data links, and facilities. Supports multiple projects including project identification, design, development and delivery. Confers with program manager to provide technical advice and to assist with problem resolution. May perform other duties as assigned.

**JOB SPECIFICATIONS**

Bachelor's degree in related field or equivalent and a minimum of 10 years experience in program development and management.

**COMP/COMM/NETWORK SPECIALIST**

**GENERAL SUMMARY**

Provides support and uses for communications, computer and other hardware-based technologies for telecommunications and development tasks. Under supervision, performs a variety of telecom/televideo and other network-based tasks which are broad in nature and are concerned with the design and implementation of integrated network systems. Plans and performs systems engineering research, design development, and other assignments in conformance with network system design, engineering and customer specifications. Responsible for projects of lesser complexity and importance than those normally assigned to senior level engineers. Coordinates the activities of Video/Network Engineers and Video/Network Technicians assigned to specific multimedia-based projects. May perform other duties as assigned.

**JOB SPECIFICATIONS**

Bachelor's degree in related field or 2 to 5 years of work experience in a variety of network and communications-based technology.

**SENIOR NETWORK TECHNICIAN**

**GENERAL SUMMARY**

Responsible for the overall network operation, ensuring that all components and interfaces function as required by the specifications and as anticipated by the client. Provides direction and supervision to support staff, which performs a variety of network engineering tasks that are broad in nature and are concerned with the design and implementation of integrated networks covering personnel, hardware, software and support facilities and/or equipment. Principal interface with client for problem resolution, system enhancement, maintenance and operation supervision.

**JOB SPECIFICATIONS**

College degree in related field or equivalent and two (2) or more years of related work experience.

**NETWORK TECHNICIAN**

**GENERAL SUMMARY**

Works under supervision to perform a variety of network engineering tasks that are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. Works under the supervision of a Senior Network Engineer or Network Engineer.

**JOB SPECIFICATIONS**

Bachelor's degree in related field or equivalent and two (2) years of related work experience.

**ADMINISTRATIVE ASSISTANT**

**GENERAL SUMMARY**

Provides administrative support to technical and management personnel. This includes documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning, and administration, office relocation planning, etc. Specializes in coordinating and planning office administration and support. May perform other duties as assigned.

**JOB SPECIFICATIONS**

High school diploma or equivalent and one (1) to three (3) years of work experience in administrative support. Must have very good interpersonal skills.

**3.2 BPA Pricing Tables**

The hourly labor rates and associated discounts and pricing described in Attachment B, (formerly Attachment IV, dated June 11, and July 3, 2003 Pricing Table) of this BPA is applicable to all calls issued thereunder.



## **4.0 STATEMENT OF WORK (SOW)**

### **4.1 Introduction**

The Immigration and Nationality Act (the Act) establishes the purpose and responsibilities of the Bureau of Citizenship and Immigration Services (BCIS). BCIS is responsible for carrying out a policy that provides for selective immigration and for controlled entry and stay of non-immigrant aliens. BCIS performs a wide range of investigative, adjudicative, enforcement, and administrative activities in support of its legislated mission. As part of its mission to enforce immigration laws, the BCIS produces a variety of secure identification documents used to identify recipients of certain benefits.

By the 1990s, documentation to establish a legal presence in the United States had become a highly valuable commodity, and investigation had revealed that numerous individuals were conducting illicit activities involving identification documents, including counterfeiting and fraud.

In 1994, the BCIS began looking at available card personalization technologies, including optical-encoding technology. On the basis of a broad-based working group recommendation, the BCIS selected optical technology for Permanent Resident Card (PRC) and Laser Visa cards (LV), providing a common platform for the manufacturing of optical cards. To provide for operational security, redundancy was achieved by dispersing production to multiple facilities. This precaution continues as a program requirement, and the BCIS may commission a study to focus on identifying an optimal number of facilities given the current security concerns.

The BCIS response to this was to develop the ICPS. The ICPS utilizes a production process that incorporates documents personalization technologies, including biometrics information, to create highly secure BCIS identification documents. To provide for operational security, redundancy was achieved by dispersing production to multiple facilities. All optical documents production is performed at one of three ICPS production locations. Approximately one-half of the current non-optical document production is performed in the ICPS production facilities. Current plans are that remaining half of the non-optical document production that is presently produced in the district offices, sub-offices and other BCIS facilities may transition at sometime during the period of performance for this acquisition to the ICPS production facilities.

ICPS consists of card personalization equipment at the following sites.

- ICPS # 1, BCIS Service Center Lincoln, Nebraska,
- ICPS # 2, #4, #5, CK # 6 (Contractor owned),  
BCIS, Corbin Production Facility, Corbin, Kentucky,
- ICPS # 3, BCIS Service Center, St. Albans, Vermont,

There is now an increasing focus on the functionality, integrity, fraud resistance, and production and distribution accuracy of BCIS identification documents, consistent with homeland security concerns. This focus underscores the current challenges of maintaining a continual state of readiness to execute secure document production that varies significantly from week to week in both volume and type of document.

#### **4.2 Purpose**

This Statement of Work provides for Contractor personnel to produce BCIS identification documents by operating, servicing, and maintaining secure document inventory and production equipment, at various locations throughout the United States. BCIS provides paper and other production consumables used in the production of these documents. To support the document production process, a National Production Server provides the necessary interface with BCIS systems to send and receive document orders, and later update the results of those orders once the document production process is completed.

The scope of the work and tasks related to the Blanket Purchase Agreement (BPA) resulting from this Statement of Work will provide for the secure document production, consumables inventory management, maintenance of equipment and IT network interfaces at each production location.

The objective of this BPA and the resulting Calls are to maximize card production. BCIS intends to offer the Contractor monetary production incentives for increase GPL demand for card production is above the contracted GPL for a thirteen (13) week time period.

#### **4.3 Scope**

The Integrated Card Production System (ICPS) is a custom-developed collection of off-the-shelf, hardware/software integrated to process a range of secure identification documents. BCIS currently has a production Contractor that produces the various types of memory identification cards and secure identification documents. They are, optical memory documents include the Permanent Resident Card (PRC) and the Department of State B-1/B-2 Border Crossing Card (BCC) also known as the Laser Visa (LV).

The BCIS also produces the Employment Authorization Document (EAD), which is a non-optical document, and other documents such as the Refugee Travel Document and the Reentry Permit. Annual production for these documents is estimated at 5.2 million a year.

All optical documents production is performed at one of three ICPS production locations. Approximately one-half of the current non-optical document production is performed in the ICPS production facilities. Current plans are that remaining half of the non-optical document production that is presently produced in the district offices, sub-offices and other BCIS facilities may transition at sometime during the period of performance for this acquisition to the ICPS production facilities.

BCIS foresees that the document production levels may increase or decrease from 0.2 million to 2 million per year over the life of the BPA resulting from this Statement of Work. Approximately one-half of the current non-optical document production is located in the Service Centers. Under certain circumstances, EADs are also produced in other BCIS offices across the United States. These EADs are not manufactured with the same security and quality control features as those produced at the CPF. Current plans are that the remaining half of the non-optical document production that is presently produced in the district offices; sub-offices and other BCIS facilities may transition at sometime during the period of production of this BPA.

It is also important to note that anticipated document production workload could significantly decrease during the period of production for this BPA. The demand changes brought about by BCIS reorganizations, implementation of new laws and policies, changes in United States Government administrations during the period of production, or changing global events may lead to a decrease in the demand for secure document production.

The Contractor shall provide the necessary management, Information Technology personnel, software, development tools, and other required resources as well as contract administration to ensure effective, efficient and timely production of BCIS secure identification documents. The Contractor shall provide maintenance of the computer controlled document production equipment at these production sites, nation-wide inventory management of consumables and consumable usage, and automation support services and telecommunications support.

The Contractor shall adhere to the BCIS Software Development Life Cycle (SDLC) Manual to manage system development, planning, testing, implementing, and maintaining the system to support the BCIS strategic goals and objectives. This document may be tailored to meet the needs of the project without compromising the intent of the SDLC process.

The Contractor shall comply with the provision of DOJ Order 2640.2d - Information Technology Security, requiring only U.S. Citizens to have authorization to access or assist in the development, operation, management or maintenance of IT system contracts.

#### **4.4 Tasks**

##### **4.4.1 Task 1 – Operation and Maintenance of ICPS Machines # 2,4, & 5 at Corbin, Kentucky Production Facility (CPF)**

The Contractor shall provide the necessary management information technology personnel and other required resources as well as contract administration to ensure effective, efficient and timely production of optical documents on ICPS machines 2, 4 and 5.

Operate and Maintain 3 ICPS Machines at CPF for production of BCIS documents. This

task is for the production of optical identification cards. However, BCIS may direct reconfiguration of the ICPS machines for production of non-optical documents as deemed necessary. This task includes the following deliverables:

- Operation and Maintenance of 3 ICPS machines;
- Inventory management and control of consumables at the CPF;
- Development and delivery of management reports.

The CPF will be available 24-hours per day, 7-days per week, except for the following federal holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

#### 4.4.1.1 SOW Deliverables for Task 1

The Contractor shall deliver a weekly guaranteed production level (GPL) of 69,000 mailable cards. During periods in which the Government provides card orders in excess of the GPL, the Contractor shall commit the necessary resources to produce as many cards as possible, consistent with the capacity of the ICPS machines, which is 30,000 optical cards per ICPS machine per week. When making upward adjustments of the GPL of future production periods (i.e. 13 week intervals), the Government will take into consideration the operating capacity of the system at the point the new GPL is determined.

Production in excess of GPL will be compensated for in accordance with the incentives identified in paragraph 4.1.3. A mailable card is one that meets all BCIS automated and manual quality standards. Production incentives and disincentives will be based on the GPL. The GPL incorporates the effects of all maintenance, record keeping, results processing and other related functions. The Contractor shall provide 100% manual quality assurance of the cards produced under this task. This quality assurance process shall be in accordance with the standards as outlined in the ICPS Quality Standards Document Reference Guide dated April 1998.

The Government will conduct quality assurance inspections of the completed cards and reserves the right to inspect 100% of the produced documents. The Contractor shall reconcile the types and numbers of consumables used to achieve the document production results at the end of each shift.

The Contractor shall provide Just-In-Time inventory management services for the ICPS inventory, and shall be accountable for all document and printer consumables delivered to the CPF. Inventory management services include efforts to minimize the waste of document production consumables. The Contractor shall manage cards and printer inventory on a First-In, First-Out (FIFO) basis.

The ICPS is the property of the Government and the Contractor shall not make any

modifications to the hardware, firmware, or software of the system without formal approval of the Government.

If the Contractor deems it necessary to propose a change to the hardware, firmware and/or software of the system, the Contractor shall submit an Engineering Change Proposal (ECP) and/or Software Change Request (SCR) for that purpose. This requirement is not intended to preclude adjustments, calibrations, maintenance or modifications that are consistent within the stated configurations of the ICPS.

#### **4.4.1.2 Destruction Activities**

The Contractor shall account for all cards and document consumables and printer supplies used in the production process. The Contractor shall establish procedures detailing how those materials will be destroyed, how they will be accounted for, stored, and handled prior to destruction.

The Contractor shall also include in the procedures how consumable and printer supplies destruction will be carried out. The Contractor shall destroy all card/documents consumables in accordance with the Contractor's established procedures and verify in writing that the materials destroyed are accounted for by type of materials and serial number. A log shall be maintained as a permanent record of the completed destruction activity.

#### **4.4.1.3 Production Measures and Incentives for Task 1**

The Contractor shall make every effort to meet the Government's document production demand; even when demand exceeds the GPL. Document orders will be provided on an ongoing basis. In the event the Government does not provide adequate volume of document orders, the GPL will be adjusted to account for the shortfall. If the Government fails to provide adequate volume once the GPL has been reached, the Government will not provide additional volume for the purpose of incentives.

The BCIS will commit to providing workload volumes based on the overall number of cases adjudicated. If this level of workload is below the established GPL, the INS will consider production of this workload to satisfy the GPL for the affected period.

The GPL is based on mailable documents. However, the Government recognizes that inputs from the Government may cause some documents to be unmailable. In cases where document orders are placed by the Government that contain Light images or Scanning errors, and those errors cause a document to be unmailable, those documents rejected will be added back to the Contractor's productivity count as it pertains to meeting or exceeding GPL.

While daily production reporting is required, the Contractor's progress toward meeting the GPL will be assessed on a weekly basis and invoiced monthly or in four-week increments as described in the invoicing instruction.

The Contractor shall submit the appropriate assessment to the Government in the form of an invoice, which must be approved by the Contracting Officer's Technical Representative (COTR). The GSA contract is subject to the Prompt Payment Act.

The GPL for this task is 69,000 documents per week.

- The Contractor shall be paid based on its production in achieving GPL. The Government may adjust the GPL in accordance with the provisions of paragraphs 4.4.1.4 (GPL Reassessments) shall be computed as shown in the following examples:

Production Level	Production Payment Incentive
Greater than 100% of GPL	Incentive of + (1.08 * % of quantity produced above GPL * production labor cost for the period)
100% of GPL	100% task order price for the measured period
Less than 100% of GPL	Disincentive of - (1.08 * % of quantity produced below GPL * production labor cost for the period)

Note: "Production labor cost" for the period shall be the cost for those personnel working directly on operations and maintenance of the three ICPS machines under this task.

Examples of incentives and disincentives:

*Example 1* (production greater than GPL): The GPL is 69,000 documents per week. The contractor produces 75,000 documents for the week. The production labor cost for this task for the week is \$50,000.

The incentive payment would be:

$$\begin{aligned} & (1.08 * ((75,000 - 69,000)/69,000) * \$50,000) \\ & = 1.08 * 0.086957 * \$50,000 \\ & = 0.093913 * \$50,000 = \$4,695.65 \end{aligned}$$

The total payment would be the production labor cost plus the incentive payment, or \$50,000 + \$4,695.65 = \$54,695.65

*Example 2* (production below GPL): The GPL is 69,000 documents per week. The Contractor produces 65,000 documents for the week. The production labor cost for this task for the week is \$50,000.

The disincentive payment would be:

$$(1.08 * ((69,000 - 65,000)/69,000) * \$50,000)$$

$$= -1.08 * 0.057971 * \$50,000$$

$$= -0.062609 * \$50,000 = -\$3130.43$$

The total payment would be the production labor cost plus the disincentive payment, or \$50,000 + (-\$3,130.43) = \$46,869.57; Note: No disincentive would be applied if the Government's workload did not meet GPL.

#### 4.4.1.4 Guaranteed Production Level Reassessments for Task 1

If the Government provides the Contractor with orders below the GPL, the number of document orders provided will be the GPL for that week. If the Government provides document orders above the GPL and the Contractor exceeds the cumulative GPL for a 13-week period, the GPL will be increased in accordance with the following formula:

$$\text{New GPL} = 0.5 * ((\text{cumulative production for 13-consecutive weeks minus cumulative GPL for 13-consecutive weeks}) / 13) + \text{current GPL}$$

The table below shows an example in which GPL would be adjusted for a thirteen-week period. \*(Based on Contractor's GPL)

GPL Table

Week No.	GPL	Number of Mailable Documents
1	69,000	50,000
2	69,000	90,000
3	69,000	85,000
4	69,000	62,000
5	69,000	80,000
6	69,000	80,000
7	69,000	80,000
8	69,000	80,000
9	69,000	80,000
10	69,000	75,000
11	69,000	75,000
12	69,000	65,000
13	69,000	78,000
<b>Cumulative Total</b>	897,000	980,000

$$\text{New GPL} = 0.5 * ((980,000 - 897,000) / 13) + 69,000$$

$$= 0.5 * (83,000 / 13) + 69,000$$

$$= 0.5 * (6,384) + 69,000$$

$$= 3,192 + 69,000 = 72,192$$

*Note:* In the event the Government fails to make the document production facility available to the Contractor or to provide the required utilities to operate the ICPS, the GPL will be adjusted to take into account the time the ICPS is not operational.

#### **4.4.1.5 Inventory Management for Task 1**

The Contractor shall provide Just-In-Time inventory management services for the ICPS inventory, and is accountable for all consumables i.e. card consumables, printer supplies, repair and spare parts, delivered to the CPF and used for the production of optical documents. Inventory management services include efforts to minimize the waste of document production consumables.

#### **4.4.1.6 Management Reports**

The Contractor shall submit/maintain the following reports:

Daily Production Status Report - The Contractor shall submit daily production status reports in the format provided by the Government. Key factors include the "pending" production quantity, reconciliation of export reports vs. hard count reports, number of documents re-ordered locally, and the production order dates.

Daily Operations Log - The data provided on this log is for each ICPS machine showing the usage time and comments for the operation of this equipment. This log data will be in the format provided by the Government.

Program Status Report - This report summarizes all task order status activities which include problem(s) noted, strategies to be exercised to resolve the problem(s), schedules information, planned activities, and detailed personnel and financial data for each task order.

Monthly Management Reports - These reports include progress/status on all tasks, including operations and technical support, personnel count by labor category and maintenance activities performed under this BPA. A status report is required on the CPF computer room, to include equipment update, maintenance/PM schedule, down time analysis, and issues/concerns. Additionally, these reports shall identify maintenance and labor costs, to include production data problems and quality assurance for the four-week period being evaluated.

Inventory Report - This report contains data dealing with on-hand balances as well as consumption data for all ICPS facilities including: Contractor update, days requirements, projected requirements, as well as goals and objectives.

Other Direct Costs Report - Other Direct Costs (ODCs) must be reported monthly and will describe all purchases; service agreements with a description of each item, Contractor name, quantity, and purchase price of each item.



**Accident Report** - In the event of an accident involving Contractor/Government personnel or property, the Contractor will immediately submit a report to the National COTR and the On-Site COTR including at least the following information:

- Date and time of the occurrence;
- Place of the occurrence;
- Names of all personnel directly involved;
- Narrative description of the accident and circumstances.

#### 4.4.1.7 Schedule for Deliverables

Deliverable Name	Frequency
Production Status Report	Daily
Operations Log for each ICPS machine	Daily
Program Status Report	Bi-Weekly
Management Reports	Monthly
Inventory Report	Monthly
Other Direct Costs	Monthly
Accident Report	As Required

#### 4.4.2 Task 2 – Operation and Maintenance of ICPS Machine # 3 at St Albans, Vermont

Operate and maintain one (1) ICPS machine at St. Albans, Vermont Service Center for production of INS documents. This task is for the production of optical memory cards, However, BCIS may direct reconfiguration of the ICPS machines for production of non-optical documents as deemed necessary. This task includes the following deliverables:

- Operation and Maintenance of one (1) ICPS machine;
- Inventory management and control of consumables for the ICPS at St. Albans, Vermont;
- Development and delivery of management reports.

This Service Center will be available 24-hours per day, 7-days per week, except for the following federal holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

##### 4.4.2.1 SOW Deliverables for Task 2

The Contractor shall operate and maintain the ICPS machine number 3 in St Albans, Vermont in accordance with the provisions contained within this Statement of Work. The Contractor shall deliver a weekly guaranteed production level (GPL) of 23,000 mailable cards. During periods in which the Government provides card orders in excess of the GPL, the Contractor shall commit the necessary resources to produce as many cards as possible, consistent with the capacity of the ICPS machines.

When making upward adjustments of the GPL of future production periods (i.e. 13 week intervals), the Government will take into consideration the operating capacity of the system at the point the new GPL is determined. Production in excess of GPL will be compensated for in accordance with the incentives identified in paragraph 4.2.3. A mailable card is one that meets all INS automated and manual quality standards. Production incentives and disincentives will be based on the GPL. The GPL incorporates the effects of all maintenance, record keeping, results processing and other related functions.

The Contractor is authorized to manage the production on a national basis rather than on a per machine basis, as long as each ICPS machine produces at least 5,000 mailable optical cards per week, and each machine is maintained sufficiently so that it is capable of producing the per machine GPL of 23,000 mailable optical cards.

The Contractor shall provide 100% manual quality control of the cards produced daily under this task. The Government will conduct quality assurance inspections of the completed cards and reserves the right to inspect 100% of the produced cards. The Contractor shall reconcile the types and numbers of consumables used to achieve the card production results at the end of each shift.

The Contractor shall provide Just-In-Time inventory management services for the ICPS inventory, and shall be accountable for all document and printer consumables delivered to the CPF. Inventory management services include efforts to minimize the waste of card production consumables. The Contractor shall manage document and printer inventory on a First-In, First-Out (FIFO) basis.

The ICPS is the property of the Government and the Contractor shall not make any modifications to the hardware, firmware, or software of the system without formal approval of the Government. If the Contractor deems it necessary to propose a change to the hardware, firmware/software system, an Engineering Change Proposal (ECP)/Software Change Request (SCR) shall be submitted for that purpose. This requirement is not intended to preclude adjustments, calibrations; maintenance or modifications that are consistent within the stated configurations of the ICPS.

#### **4.4.2.2 Destruction Activities**

The Contractor shall account for all cards and documents consumables and printer supplies provided by the Government used in the production process. The Contractor shall establish procedures detailing how those materials will be destroyed, how they will be accounted for, stored, and handled prior to destruction. The Contractor shall also include in the procedures how consumable and printer supplies destruction will be carried out. The Contractor shall destroy all card/documents consumables in accordance with the Contractor's establish procedures and verify in writing that the materials destroyed are accounted for by type of materials and serial number. A log shall be maintained as a permanent record of the completed destruction activity.

#### **4.4.2.3 Production Incentives – Guaranteed Production Level (GPL) for Task 2**

The Contractor shall make every effort to meet the Government's document production demand, even when demand exceeds GPL. Document orders will be provided on an ongoing basis. In the event the Government does not provide adequate volume of document orders, the GPL will be adjusted to account for the shortfall. GPL reassessments will be determined in accordance with BPA paragraph 4.4.1.4 production incentives and measures will be managed in accordance with paragraphs 4.4.1.3 except the GPL of 23,000 stated above applies.

If the Government fails to provide adequate volume once the GPL has been reached, the Government will not provide additional volume for the purpose of incentives. The Government commits to providing workload volumes based on the overall National document workload. If this level of workload is below the established GPL, the BCIS will consider production of this workload to satisfy the GPL for the affected period.

The GPL is based on mailable documents. However, the Government recognizes that inputs from the Government may cause some documents to be unmailable. In cases where document orders are placed by the Government that contain light images or scanning errors, and those errors cause a document to be unmailable, those documents rejected will be added back to the Contractor's productivity count as it pertains to meeting or exceeding GPL.

While daily production reporting is required, the Contractor's progress toward meeting the GPL will be assessed on a weekly basis and invoiced monthly or in four-week increments as described in the invoicing instruction. The Contractor shall submit the appropriate assessment to the Government in the form of an invoice, which must be approved by the COTR. The GSA contract is subject to the Prompt Payment Act. The Contractor shall provide 100% manual quality assurance of optical documents production as directed by the Government.

The Government will conduct normal quality assurance inspections of the completed product and reserves the right to inspect 100 % of the produce documents. The Contractor shall reconcile the types and number of consumables used to achieve the document production results at the end of each shift.

#### **4.4.2.4 Management Reports**

The Contractor shall submit/maintain the following reports:

Daily Production Status Report - The Contractor shall submit daily production status reports in the format provided by the Government. Key factors include the "pending" production quantity, reconciliation of export reports vs. hard count reports, number of documents re-ordered locally, and the production order dates.

**Daily Operations Log** - The data provided on this log is for each ICPS machine showing the usage time and comments for the operation of this equipment. This log data will be in the format provided by the Government.

**Program Status Report** - This report summarizes all task order status activities which include problem(s) noted, strategies to be exercised to resolve the problem(s), schedules information, planned activities, and detailed personnel and financial data for each task order.

**Monthly Management Reports** - These reports include progress/status on all tasks, including operations and technical support, and maintenance activities performed under this BPA. A status report is required on the CPF computer room, to include equipment update, maintenance/PM schedule, down time analysis, and issues/concerns. Additionally, these reports shall identify maintenance and labor costs, to include personnel counts by labor category, production data problems and quality assurance for the one-month period being evaluated.

**Inventory Report** - This report contains data dealing with on-hand balances as well as consumption data for all ICPS facilities including: Contractor update, days requirements, projected requirements, as well as goals and objectives.

**Other Direct Costs Report** - Other Direct Costs (ODCs) must be reported monthly and will describe all purchases service agreements with a description of each item, Contractor name, quantity, and purchase price of each item.

**Accident Report** - In the event of an accident involving Contractor/Government personnel or property, the Contractor will immediately submit a report to the National COTR and the On-Site COTR including at least the following information:

- Date and time of the occurrence;
- Place of the occurrence;
- Names of all personnel directly involved;
- Narrative description of the accident and circumstances.

#### 4.4.2.5 Schedule for Deliverables

Deliverable Name	Frequency
Production Status report	Daily
Operations Log for each ICPS machine	Daily
Program Status report	Bi-Weekly
Management Reports	Monthly
Inventory report	Monthly
Other Direct Costs	Monthly
Accident report	As required

#### **4.4.3 Task 3 Operation and Maintenance of ICPS Machine # 1 at Lincoln, Nebraska**

Operate and Maintenance of one (1) ICPS Machine at Lincoln, Nebraska Service Center for production of BCIS documents. This task is for the production of optical memory documents. However, BCIS may direct reconfiguration of the ICPS machines for production of non-optical documents as deemed necessary. This task includes the following deliverables:

- Operation and Maintenance of one (1) ICPS machine;
- Inventory management and control of consumables at the ICPS Lincoln Nebraska;
- Development and delivery of management plans and reports.

This Service Center will be available on 24-hours per day, 7-days per week, except for the following federal holidays: New Years Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

##### **4.4.3.1 SOW Deliverables for Task 3**

The Contractor shall operate and maintain the ICPS machine number 1 in Lincoln, Nebraska in accordance with the provisions contained within this Statement of Work. The Contractor shall deliver a weekly guaranteed production level (GPL) of 23,000 mailable documents. During periods in which the Government provides card orders in excess of the GPL, the Contractor shall commit the necessary resources to produce as many cards as possible, consistent with the capacity of the ICPS machines.

When making upward adjustments of the GPL of future production periods (i.e. 13 week intervals), the Government will take into consideration the operating capacity of the system at the point the new GPL is determined. Production in excess of GPL will be compensated for in accordance with the incentives identified in paragraph 4.4.3.3. A mailable document is one that meets all BCIS automated and manual quality standards. Production incentives and disincentives will be based on the GPL. The GPL incorporates the effects of all maintenance, record keeping, results processing and other related functions.

The Contractor is authorized to manage the production on a national basis rather than on a per machine basis, as long as each ICPS machine produces at least 5,000 mailable optical documents per week, and each machine is maintained sufficiently so that it is capable of producing the per machine average of 23,000 mailable optical documents.

The Contractor shall provide 100% manual quality assurance of the documents produced under this task. The Government will conduct quality assurance inspections of the completed documents and reserves the right to inspect 100% of the produced documents. The Contractor shall reconcile the types and numbers of consumables used to achieve the document production results at the end of each shift. The Contractor shall provide Just-

In-Time inventory management services for the ICPS inventory, and shall be accountable for all document and printer consumables delivered to the CPF. Inventory management services include efforts to minimize the waste of document production consumables. The Contractor shall manage document and printer inventory on a First-In, First-Out (FIFO) basis.

The ICPS is the property of the Government and the Contractor shall not make any modifications to the hardware, firmware, or software of the system without formal approval of the Government. If the Contractor deems it necessary to propose a change to the hardware, firmware and/or software system, an ECP/SCR shall be submitted for that purpose. This requirement is not intended to preclude adjustments, calibrations, maintenance or modifications that are consistent within the stated configurations of the ICPS.

#### **4.4.3.2 Destruction Activities**

The Contractor shall account for all cards and documents consumables and printer supplies used in the production process. The Contractor shall establish procedures detailing how those materials will be destroyed, how they will be accounted for, stored, and handled prior to destruction.

The Contractor shall also include in the procedures how consumable and printer supplies destruction will be carried out. The Contractor shall destroy all card/documents consumables in accordance with the Contractor's establish procedures and verify in writing that the materials destroyed are accounted for by type of materials and serial number. A log shall be maintained as a permanent record of the completed destruction activity.

#### **4.4.3.3 Production Incentives Guaranteed Production Level (GPL) for Task 3**

The Contractor shall make every effort to meet the Government's document production demand, even when demand exceeds the GPL. Document orders will be provided on an ongoing basis. In the event the Government does not provide adequate volume of document orders, the GPL will be adjusted to account for the shortfall. GPL reassessments will be determined in accordance with BPA paragraph 4.4.1.4 production incentives and measures will be managed in accordance with paragraph 4.4.1.3 except with the GPL of 23,000 stated above applies.

If the Government fails to provide adequate volume once the GPL has been reached, the Government will not provide additional volume for the purpose of incentives. The Government commits to providing workload volumes based on the overall National Document workload. If this level of workload is below the established GPL, the BCIS will consider production of this workload to satisfy the GPL for the affected period.

The GPL is based on mailable documents. However, the Government recognizes that inputs from the Government may cause some documents to be unmailable. In cases

where document orders are placed by the Government that contain Light images or Scanning errors, and those errors cause a document to be unmailable, those documents rejected will be added back to the Contractor's productivity count as it pertains to meeting or exceeding GPL.

While daily production reporting is required, the Contractor's progress toward meeting the GPL will be assessed on a weekly basis and invoiced monthly or in four-week increments as described in the invoicing instruction.

The Contractor shall submit the appropriate assessment to the Government in the form of an invoice, which must be approved by the COTR. The GSA contract is subject to the Prompt Payment Act.

- The Contractor shall provide 100% manual quality assurance of optical documents production as directed by the Government. The Contractor shall reconcile the types and number of consumables used to achieve the document production results at the end of each shift.
- The Government will conduct normal quality assurance inspections of the completed product and reserves the right to inspect 100 % of the produce documents.

#### **4.4.3.4 Management Reports**

The Contractor shall submit/maintain the following reports:

Daily Production Status Report - The Contractor shall submit daily production status reports in the format provided by the Government. Key factors include the "pending" production quantity, reconciliation of export reports vs. hard count reports, number of documents re-ordered locally, and the production order dates.

Daily Operations Log - The data provided on this log is for each ICPS machine showing the usage time and comments for the operation of this equipment. This log data will be in the format provided by the Government.

Program Status Report - This report summarizes all task order status activities which include problem(s) noted, strategies to be exercised to resolve the problem(s), schedules information, planned activities, and detailed personnel and financial data for each task order.

Monthly Management Reports - These reports include progress/status on all tasks, including operations and technical support, and maintenance activities performed under this BPA. A status report is required on the CPF computer room, to include equipment update, maintenance/PM schedule, down time analysis, and issues/concerns. Additionally, these reports shall identify maintenance and labor costs, to include production data problems and quality assurance for the one-month period being evaluated.

**Inventory Report** - This report contains data dealing with on-hand balances as well as consumption data for all ICPS facilities including: Contractor update, days requirements, projected requirements, as well as goals and objectives.

**Other Direct Costs Report** - Other Direct Costs (ODCs) must be reported monthly and will describe all purchases service agreements with a description of each item, Contractor name, quantity, and purchase price of each item.

**Accident Report** - In the event of an accident involving Contractor/Government personnel or property, the Contractor will immediately submit a report to the National COTR and the On-Site COTR including at least the following information:

- Date and time of the occurrence;
- Place of the occurrence;
- Names of all personnel directly involved;
- Narrative description of the accident and circumstances.

#### 4.3.5 Schedule for Deliverables

Deliverable Name	Frequency
Production Status Report	Daily
Operations Log for each ICPS machine	Daily
Program Status Report	Bi-Weekly
Management Reports	Monthly
Inventory Report	Monthly
Other Direct Costs	Monthly
Accident Report	As required

#### 4.4.4 Task 4 - Employment Authorization Document (EAD) Production

The Contractor shall provide the necessary management, information technology personnel, card production machines/equipment, associated software and other required resources as well as contract administration to ensure effective, efficient and timely production of non-optical EAD. The Contractor shall provide all resources to produce the EAD's to the specified GPL, conduct 100% inspection, provide all equipment related consumables and manage all non-optical related consumables and supplies.

The Contractor shall utilize document consumables presently used to produce EAD documents. BCIS will provide the document consumables. The documents produced must be in accordance with INS specifications. The Contractor shall produce the EAD's at the CPF. The Contractor shall propose how it would accomplish such an effort and will identify risk elements and mitigation strategies.



**4.4.4.1 SOW Deliverables for Task 4**

Production of EAD documents using Contractor provided Commercial Off-the-shelf (COTS) Document Personalization System in Corbin, Kentucky. The Contractor shall provide the necessary personnel, equipment, and certain consumables, as well as contract administration to ensure effective, efficient and timely production of non-optical EAD identification documents at CPF.

The task of non-optical card production using Contractor provided equipment includes the operation and maintenance of the Contractor selected document personalization system (or equivalent) in order to produce a guaranteed production level (GPL) of 40,000 mailable EAD identification documents per week at CPF after a transition as described in paragraph 4.4.9.1.5. During periods in which the Government provides card orders in excess of the GPL, the Contractor shall commit the necessary resources to produce as many cards as possible, consistent with the capacity of the Contractor-owned EAD equipment.

When making upward adjustments of the GPL of future production periods (i.e. 13 week intervals), the Government will take into consideration the operating capacity of the system at the point the new GPL is determined. Production in excess of GPL will be compensated for in accordance with the incentives identified in paragraph 4.4.4.3. The Contractor shall provide acquisition procedures and separate inventory management and control of the specialized consumables and supplies required by the Contractor's selected document personalization system for production of the EAD documents.

**4.4.4.2 Production Measures for Production of Non-optical Documents for Task 4**

The Contractor shall produce EAD's within 72 hours after the document orders are made available to the production system.

**4.4.4.3 Production Measures and Incentives for Task 4**

The Contractor shall make every effort to meet the Government's document production demand, even when demand exceeds the GPL. Document orders will be provided on an ongoing basis. In the event the Government does not provide adequate volume of document orders, the GPL will be adjusted to account for the shortfall. If the Government fails to provide adequate volume once the GPL has been reached, the Government will not provide additional volume for the purpose of incentives.

The BCIS will commit to providing workload volumes based on the overall number of cases adjudicated. If this level of workload is below the established GPL, the BCIS will consider production of this workload to satisfy the GPL for the affected period.

The GPL is based on mailable documents. However, the Government recognizes that inputs from the Government may cause some documents to be unmailable. In cases where document orders are placed by the Government that contain Light images or

Scanning errors, and those errors cause a document to be unmailable, those documents rejected will be added back to the Contractor's productivity count as it pertains to meeting or exceeding GPL.

While daily production reporting is required, the Contractor's progress toward meeting the GPL will be assessed on a weekly basis and invoiced monthly or in four-week increments as described in the invoicing instruction.

The Contractor shall submit the appropriate assessment to the Government in the form of an invoice, which must be approved by the COTR. The GSA contract is subject to the Prompt Payment Act.

The GPL for this task is 40,000 mailable documents per week.

- The Contractor shall be paid based on its production in achieving GPL. The Government may adjust the GPL in accordance with the provisions of paragraphs 4.4.1.4 (GPL Reassessments) shall be computed as shown in the examples below:

Production Level	Production Payment Incentive
Greater than 100% of GPL	Incentive of + (1.08 * % of quantity produced above GPL * production labor cost for the period)
100% of GPL	100% task order price for the measured period
Less than 100% of GPL	Disincentive of - (1.08 * % of quantity produced below GPL * production labor cost for the period)

Note: "Production labor cost" for the period shall be the cost for those personnel working directly on operations and maintenance of the Contractor-owned EAD equipment under this task.

Examples of incentives and disincentives:

**Example 1** (production greater than GPL): The GPL is 40,000 documents per week. The Contractor produces 55,000 documents for the week. The production labor cost for this task for the week is \$50,000.

The incentive payment would be:

$$\begin{aligned} & (1.08 * ((55,000 - 40,000)/40,000) * \$50,000) \\ & = 1.08 * 0.375 * \$50,000 \\ & = 0.405 * \$50,000 = \$20,250 \end{aligned}$$

The total payment would be the production labor cost plus the incentive payment, or  $\$50,000 + \$20,250 = \$70,250$

**Example 2** (production below GPL): The GPL is 40,000 documents per week. The Contractor produces 33,000 documents for the week. The production labor cost for this task for the week is \$50,000.

The disincentive payment would be:

$$\begin{aligned} & (1.08 * ((40,000 - 33,000)/40,000) * \$50,000) \\ & = -1.08 * 0.175 * \$50,000 \\ & = -0.189 * \$50,000 = -\$9,450 \end{aligned}$$

The total payment would be the production labor cost plus the disincentive payment, or \$50,000 + (-\$9,450) = \$40,550; Note: No disincentive would be applied if the Government's workload did not meet GPL.

#### 4.4.4.4 Guaranteed Production Level Reassessments for Task 4

If the Government provides the Contractor with orders below the GPL, the number of document orders provided will be the GPL for that week. If the Government provides document orders above the GPL and the Contractor exceeds the cumulative GPL for a 13-week period, the GPL will be increased in accordance with the following formula:

$$\text{New GPL} = 0.5 * ((\text{cumulative production for 13-consecutive weeks minus cumulative GPL for 13-consecutive weeks}) / 13) + \text{current GPL}$$

The table below shows an example in which GPL would be adjusted for a thirteen-week period. \*(Based on Contractor's GPL)

GPL Table

Week No.	GPL	Number of Mailable Documents
1	40,000	50,000
2	40,000	90,000
3	40,000	85,000
4	40,000	62,000
5	40,000	80,000
6	40,000	80,000
7	40,000	80,000
8	40,000	80,000
9	40,000	80,000
10	40,000	75,000
11	40,000	75,000
12	40,000	65,000
13	40,000	78,000
<b>Cumulative Total</b>	<b>520,000</b>	<b>980,000</b>

$$\begin{aligned}\text{New GPL} &= 0.5 * ((980,000 - 520,000)/13) + 40,000 \\ &= 0.5 * (460,000/13) + 40,000 \\ &= 0.5 * (35,385) + 40,000 \\ &= 17,693 + 40,000 = 57,693\end{aligned}$$

*NOTE: IN THE EVENT THE GOVERNMENT FAILS TO MAKE THE DOCUMENT PRODUCTION FACILITY AVAILABLE TO THE CONTRACTOR OR TO PROVIDE THE REQUIRED UTILITIES TO OPERATE THE ICPS, THE GPL WILL BE ADJUSTED TO TAKE INTO ACCOUNT THE TIME THE ICPS IS NOT OPERATIONAL.*

#### **4.4.5 Task 5 – Secure Identification Document Production /Travel Document**

The BCIS prints and issues two travel documents: a Travel Re-entry Permit (I-327) issued to certain lawful permanent residents, and a Refugee Travel Document (I-571) issued to certain refugees. These documents, used like passports at U.S and foreign ports of entry, are printed in a passport-like format with photographs, identifying information, and several blank pages for stamps. It is estimated that 240,000 Travel Documents will be produced annually or approximately 4,620 mailable Travel Documents per week. This amount includes the estimated annual production of 5.2 million Secure Identification Documents described in paragraph 4.3. The BCIS will provide six Toppan Digital Passport Printers, set up in two pods of three printers per pod, for producing the Travel Documents and Re-entry Permits. Through the operation and maintenance of the Toppan Digital Passport Printers, the Contractor shall produce Travel Documents and Re-entry Permits.

##### **4.4.5.1 SOW Deliverable for Task 5**

The Contractor shall deliver a weekly GPL of 4,620 documents per week, in any combination of Refugee Travel Documents and Re-entry Permits as the Government shall provide.

The Contractor shall provide 100 % manual quality control of the documents produced under this task. The Government will conduct quality assurance inspections of completed documents and reserves the right to inspect 100% of the produced documents. At the end of each shift, the Contractor shall reconcile the types and numbers of consumable items used to achieve the document production results.

The Contractor shall provide Just-in-Time inventory management services for the Travel Document and Re-entry Permit inventory, and shall be responsible for all document and printer supplies and consumables delivered to the production facility. Inventory management services include efforts to minimize waste of document and printer consumables. The Contractor shall manage documents and printer inventory on a First-In, First-Out (FIFO) basis.

The Toppan Digital Passport Printers are the property of the Government, and the Contractor shall not make any modifications to the hardware, software, or firmware without formal approval of the Government.

If the Contractor deems it necessary to propose a change to the hardware, firmware, or software of the system, the Contractor shall submit an Engineering Change Proposal (ECP) and/or Software Change Request (SCR) for that purpose. This requirement is not intended to preclude adjustments, calibrations, maintenance or modifications that are consistent within the stated configurations of the Toppan Digital Passport Printer system.

The contractor shall ensure that travel document orders, when received electronically, are handled in a timely and secure manner.

#### **4.4.5.2 Production Measures and Incentives for Task 5**

The Contractor shall make every effort to meet the Government's document production demand even when demand exceeds GPL. Document orders will be provided on an ongoing basis. During periods in which the Government provides document orders in excess of the GPL, the Contractor shall commit the necessary resources to produce as many cards as possible, consistent with the capacity of the Toppan Digital Passport Printers.

When making upward adjustments of the GPL of future production periods (i.e. 13 week intervals), the Government will take into consideration the operating capacity of the system at the point the new GPL is determined. Production in excess of GPL will be compensated for in accordance with the incentives identified in this paragraph. In the event the Government does not provide adequate volume of document orders, the GPL will be adjusted to account for the shortfall. If the Government fails to provide adequate volume once the GPL has been reached, the Government will not provide additional volume for the purpose of incentives.

The BCIS will commit to providing workload volumes based on the overall number of cases adjudicated. If this level of workload is below the established GPL, the INS will consider production of this workload to satisfy the GPL for the affected period.

The GPL is based on mailable documents. However, the Government recognizes that inputs from the Government may cause some documents to be unmailable. In cases where document orders are placed by the Government that contain input errors or deficiencies, and those errors or deficiencies cause a document to be unmailable, those documents rejected will be added back to the Contractor's productivity count as it pertains to meeting or exceeding GPL.

While daily production reporting is required, the Contractor's progress toward meeting the GPL will be assessed on a weekly basis and invoiced monthly or in four-week increments as described in the invoicing instruction.

The Contractor shall submit the appropriate assessment to the Government in the form of an invoice, which must be approved by the COTR.

The GPL for this task is 4,620 mailable Travel Documents per week.

- The Contractor shall be paid based on its performance in achieving GPL. The Government may adjust the GPL in accordance with the provisions of paragraphs 4.4.5.3 (GPL Reassessments). The table below and the examples that follow define and illustrate the incentive and disincentive provisions for exceeding or not achieving the then applicable GPL:

Production Level	Production Payment Incentive
Greater than 100% of GPL	Incentive of + (1.08 * % of quantity produced above GPL * production labor cost for the period)
100% of GPL	100% task order price for the measured period
Less than 100% of GPL	Disincentive of - (1.08 * % of quantity produced below GPL * production labor cost for the period)

Note: "Production labor cost" for the period shall be the cost for those personnel working directly on operations and maintenance of the six (6) Toppan Digital Passport Printers under this task.

Examples of incentives and disincentives:

**Example 1** (production greater than GPL): The GPL is 4,620 documents per week. The Contractor produces 6,000 documents for the week. The production labor cost for this task for the week is \$3,080.

The incentive payment would be:

$$\begin{aligned} & (1.08 * ((6,000 - 4,620)/4,620) * \$3,080) \\ & = 1.08 * 0.29870 * \$3,080 \\ & = 0.32260 * \$3,080 = \$993.61 \end{aligned}$$

The total payment would be the production labor cost plus the incentive payment, or \$3,080 + \$993.61 = \$4,073.61

**Example 2** (production below GPL): The GPL is 4,620 documents per week. The Contractor produces 2,000 documents for the week. The production labor cost for this task for the week is \$3,080.

The disincentive payment would be:

$$\begin{aligned} & -(1.08 * ((4,620 - 2,000)/4,620) * \$3,080) \\ & = -1.08 * 0.56710 * \$3,080 \\ & = -0.61247 * \$3,080 = -\$1,886.40 \end{aligned}$$

The total payment would be the production labor cost plus the disincentive payment, or \$3,080 + (-\$1,886.40) = \$1,193.60; Note: No disincentive would be applied if the Government's workload did not meet GPL.

#### 4.4.5.3 Guaranteed Production Level Reassessments for Task 5

If the Government provides the Contractor with orders below the GPL, the number of document orders provided will be the GPL for that week. If the Government provides document orders above the GPL and the Contractor exceeds the cumulative GPL for a 13-week period, the GPL will be increased in accordance with the following formula:

$$\text{New GPL} = 0.5 * ((\text{cumulative production for 13-consecutive weeks minus cumulative GPL for 13-consecutive weeks}) / 13) + \text{current GPL}$$

The table below shows an example in which GPL would be adjusted for a thirteen-week period. \*(Based on GPL)

GPL Table

Week No.	GPL	Number of Mailable Documents
1	4,620	5,000
2	4,620	9,000
3	4,620	8,000
4	4,620	6,000
5	4,620	8,000
6	4,620	8,000
7	4,620	8,000
8	4,620	8,000
9	4,620	8,000
10	4,620	7,000
11	4,620	7,000
12	4,620	6,000
13	4,620	7,000
<b>Cumulative Total</b>	<b>60,060</b>	<b>95,000</b>

$$\begin{aligned} \text{New GPL} &= 0.5 * ((95,000 - 60,060) / 13) + 4,620 \\ &= 0.5 * (34,940 / 13) + 4,620 \\ &= 0.5 * (2,688) + 4,620 \\ &= 104 + 1,344 + 4,620 = 5,964 \end{aligned}$$

Note: In the event the Government fails to make the document production facility available to the Contractor or to provide the required utilities to operate the Toppan

Digital Passport Printers, the GPL will be adjusted to take into account the time the Passport Printers are not operational.

#### **4.4.5.4 Operator Requirements**

The Contractor shall provide qualified and trained operators for document printers.

#### **4.4.5.5 Printing of Blank Travel Documents**

The Government will provide blank Travel Documents and Re-entry Permits, which will be manufactured by the United States Government Printing Office (GPO). The Government will provide the required equipment and consumables used in producing the travel documents. This includes six (6) Toppan Digital Passport Printers, cristogram foils, ribbons, and blank travel document booklets.

#### **4.4.5.6 Readability**

The travel document shall meet ICAO requirements for readability and print quality as specified in ICAO Document 9303 (provided to Contractor). This includes the ability of the printed characters to be readable in the B-900 band of the spectrum.

#### **4.4.5.7 Destruction Activities**

The Contractor shall account for all document consumables and printer supplies used in the production of Travel Documents and Re-entry permits. The Contractor shall establish written procedures detailing how those materials will be destroyed, including how they will be accounted for, stored and handled prior to destruction. The Contractor shall carry out destruction in accordance with the written procedures and verify in writing that the materials are accounted for by material type and serial number, if a serial number is assigned. A log shall be maintained as a permanent record of destruction activities.

#### **4.4.5.8 Management Reports**

The Contractor shall submit /maintain the following reports:

Daily Production Status Report - The Contractor shall submit daily production status reports in the format provided by the Government. Key factors include the "pending" production quantity, reconciliation of export reports versus hard count reports, number of documents re-ordered locally, and the production order dates.

Daily Operations Log - The data provided on this log is for each Toppan Digital Passport Printer, showing the usage time and comments for the operation of this equipment. This log data will be in the format provided by the Government.

Program Status Report - This report summarizes all task order status activities which include problems noted, strategies to be exercised to resolve the problems, schedules



information, planned activities, and detailed personnel and financial data for the task order.

**Monthly Management Reports** – The Contractor shall include work under this task in the Monthly Management Report required in paragraph 4.4.1.6.

**Inventory Report** - This report contains data dealing with on-hand balances as well as consumption data for Travel Document and Re-entry Permit production.

**Other Direct Costs Report** - Other Direct Costs (ODCs) must be reported monthly and will describe all purchases; service agreements with a description of each item, Contractor name, quantity, and purchase price of each item.

**Accident Report** - In the event of an accident involving Contractor/Government personnel or property, the Contractor will immediately submit a report to the National COTR and the On-Site COTR including at least the following information:

- Date and time of the occurrence;
- Place of the occurrence;
- Names of all personnel directly involved;
- Narrative description of the accident and circumstances.

#### 4.4.5.9 Schedule for Deliverables

Deliverable Name	Frequency
Production Status Report	Daily
Operations Log for each ICPS machine	Daily
Program Status Report	Bi-Weekly
Management Reports	Monthly
Inventory Report	Monthly
Other Direct Costs	Monthly
Accident Report	As Required

#### 4.4.6 Task 6 – Management of Consumables on a National Basis

The Contractor shall provide Just-In-Time management of cards, documents, and printer consumables on a national basis to support production at all existing BCIS document production facilities. If the Contractor fails to manage inventories effectively and causes the production at a BCIS facility to cease, liquidated damages will be assessed as identified in paragraph 15.0 for each day that production is interrupted. Shipping of consumables from Contractor locations, if not currently being supplied by the Contractor, or CPF, will be at the expense of the Government.

#### **4.4.6.1 SOW Deliverables for Task 6**

The Contractor shall provide the following services in order to insure timely consumable inventory management support to all ICPS production locations.

- Review inventory reports from all ICPS production locations and expedite shipments from Contractor locations or from ICPS production locations;
- Place order with Contractors of consumables biweekly based on projected utilization rates, establish minimum/maximum stock age levels for all consumables and Implement quality control criteria for acceptance of consumables;
- Monitor Contractor lead times and provide product forecasts to Contractors;
- Coordinate additional demand requirements with ICPS production locations;
- Develop, record document forecasts and inventory replacements for ICPS production locations. Prepare weekly and monthly reports to INS on inventory levels, forecasts and orders placed;
- Balance and reconcile consumable inventories and usage daily for each ICPS facility. The Contractor shall report the consumption data by facility on a monthly basis.

#### **4.4.6.2 Destruction Activities**

The Contractor shall account for all cards and documents consumables and printer supplies used in the production process. The Contractor shall establish procedures detailing how those materials will be destroyed, how they will be accounted for, stored, and handled prior to destruction.

The Contractor shall also include in the procedures how consumable and printer supplies destruction will be carried out. The Contractor shall destroy all card/documents consumables in accordance with the Contractor's establish procedures and verify in writing that the materials destroyed are accounted for by type of materials and serial number. A log shall be maintained as a permanent record of the completed destruction activity.

#### **4.4.7 Task 7 - Operation and Maintenance of the Computer Room at CPF and Program Management Support at Headquarters BCIS**

The Contractor shall provide for the on-site administration and maintenance of the telecommunications (LAN/WAN) hardware and software at the CPF and Headquarters BCIS. BCIS telecommunications infrastructure components receive data for the various

types of documents and provide the data to ICPS machines. This capability is essential to the accomplishment of the ICPS mission.

Network administration will include adding and removing users; assigning access rights to network resources; making application and peripheral resources available to users; providing periodic network backup; and monitoring network capacity and resource usage in order to plan and carry out any necessary expansions. This includes the preparation of a Network Administration Plan that includes provisions for life cycle maintenance, daily maintenance, backups, disaster recovery plan (DRP), software license maintenance, and inventory and equipment maintenance.

#### **4.47.1 SOW Deliverables for Task 7**

The Contractor shall provide the following:

- Network Administration Plan, 30 days after contract award.
- Email, network files, office automation operating systems and building software, network word processing, spreadsheet and other software for the administration and operations networks;
- Maintenance and support for CPS-02,03,& 04 image servers, print server, and juke box (if any) for the LAN and related network devices;
- Interface between the server and the ICPS, ensuring data availability for download of document production requests to the ICPS Central Manufacturing Executive (CME) and forwarding of results data from the ICPS CME to the source sites;
- Maintenance and support for LAN/WAN data transmissions (data coming into and going out of CPF) to ensure communications are completed successfully;
- General LAN support services to ensure users have access to LAN including taking corrective action as necessary for reported software/ hardware problems and monitor LAN/WAN router managed from HQ and report problems.
- Maintenance and support of the hardware for all workstations and laptops in the Corbin facility for the production period of this order and the remainder of the ICPS BPA;
- Maintain problem-reporting database of system, network, and user-related problems reported to the Program Manager;
- Installation support of common applications or network communications software on user workstations. The updating of user documentation when technical or operating changes are made to the network, all network fault isolation and resolution of network problems on operating systems. Monitor production of effectiveness reviews of network workstation and software effectiveness and network and component utilization;

- Configuration management of hardware, software, and telecommunications equipment, as well as ensuring that updates are compliant. Perform system integration, design and conduct unit and integration test procedures when new hardware or software is introduced into the network.
- The Contractor shall provide all office automation LAN /WAN day-to-day computer room operations at CPF, including, but not necessarily limited to:
- Initialization, start-up, and shutdown of network;
- Monitoring the systems consoles, remote queues, workstations, queuing jobs, printers, and all virtual devices. Perform inventory/management functions for ADP and related supplies;
- Verification of job streams for proper job execution and observe all standard operating instructions for security;
- Troubleshooting computer and telecommunications systems including remote job entry, local area networks, and asynchronous communications, initiating corrective action with departmental computer center and Contractor customer engineers when necessary;
- Establishing contracts with equipment manufacturers and service organizations to develop coordinate and maintain proper preventive maintenance schedules and for the production of service on malfunctioning of failed equipment. In the event of equipment failures during the scheduled shift, the Contractor is responsible for all activities to initiate and coordinate actions with customer service representatives and remain on site until the problem is resolved. The Contractor shall immediately notify the COTR of any equipment failure;
- LAN administration including, but not limited to all aspects of system security password issuance, maintenance of licenses, system upgrades, virus protection, assigning user rights, and LAN management reports for all users;
- Provide web design and implementation support, by providing program information and design suggestions to the Government web development group in order to keep the INS web site updated with timely and relevant ICPS information.

#### **4.4.8 Task 8 - Maintenance Support Agreements of BCIS owned ICPS Machines & Toppan Digital Passport printers operated by the Contractor**

The Contractor shall maintain the ICPS machines and the Toppan Digital Passport printers that it operates. The Contractor is responsible for obtaining all service agreements and licenses with components manufacturers and developers as necessary to fulfill maintenance requirements.

Satisfactory maintenance shall be reflected in each ICPS machine and Toppan Digital Passport printers being capable of document production to the level of at least 240 cards per hour for the ICPS machines and 25 documents per hour for each Toppan Digital Passport Printers. This includes the printer module interface for the Toppan Digital printers. The Contractor shall maintain a maintenance record for each machine. The Contractor shall provide copies of all service agreements to BCIS.

#### **4.4.8.1 SOW Deliverables for Task 8**

The Contractor shall maintain the equipment located at the ICPS production locations. In addition to its own maintenance staff, the Contractor may enter into service agreements with ICPS component manufacturers, integrators, or developers as necessary to meet the satisfactory maintenance standard. This includes maintaining accurate maintenance record for each ICPS machine, detailing service, replacement parts, preventive and corrective maintenance performed on any of the components of the ICPS machine.

When components containing model number and/or serial number are replaced in the ICPS machine, the maintenance record entry shall contain the appropriate identifying number. If these maintenance service agreements expire during this contract period the Contractor shall replace those that have expired. All maintenance service agreements shall be made available and a copy provided to the COTR headquarters. The Government will reimburse the Contractor for the costs of all maintenance service agreements as an Other Direct Cost.

#### **4.4.9 Task 9 - Management Plans**

The Contractor shall produce the following management plans for the Government's review and approval. The Contractor shall adhere to the approved plans throughout the period of production. If actual conditions change and the approved plans are no longer applicable, the Contractor shall submit updates to the plan(s). Any plans that have been rejected by the Government or those requiring changes will be re-submitted to the COTR within 5 business days.

##### **4.4.9.1 SOW Deliverables for Task 9**

###### **4.4.9.1.1 Project Management Plan**

The Contractor shall provide a Project Management Plan (PMP) that describes the Contractor understanding of the BPA call(s) requirement and explains how the Contractor shall manage the effort to meet all requirements of the SOW. It will explain how the Contractor's corporate-level management will respond to and correct any problems, complaints, and/or conflicts regarding its team's production of the contract. The plan will describe any systems the Contractor has in place to manage and/or control orders, costs, inventory, dispatching of labor, billing, and payment. The PMP will also

identify any and all sub-contractors and specify their relationship towards accomplishing the GPL.

#### **4.4.9.1.2 Quality Control (QC) Plan**

The Contractor shall provide a Quality Control Plan based on the BPA call(s) requirements. Quality control is the monitoring and oversight performed by the Contractor to ensure that work is accomplished in accordance with the terms of the contract. The Contractor shall ensure that all services are provided in accordance with the terms of this contract. The QC plan, and procedures are deemed acceptable to the Government when production requirements are consistently met or exceeded.

The Government may withdraw acceptance of all or any part of the QC program, plan, and procedures when one or more production requirements are not consistently met or exceeded. The Contractor shall not use a QC program, plan, and/or procedure unacceptable to the Government.

The Contractor shall bear the increased costs of Government quality assurance (surveillance) efforts to ensure that production requirements are met. Records of inspections shall be kept and made available to the Government during the term of all calls. Quality control is the monitoring and oversight performed by the Contractor to ensure that work is accomplished in accordance with the terms of the BPA.

#### **4.4.9.1.3 Maintenance Plan**

The Contractor shall provide an equipment maintenance plan describing approaches, specifying the type and quantity of maintenance personnel necessary to successfully implement the provision of this BPA and a description of any maintenance service agreements that will be employed.

#### **4.4.9.1.4 Inventory Management Plan**

The Contractor shall provide an Inventory Management Plan on how to provide for inventory integrity and security. This plan shall identify the procedures for balancing, reconciling consumable inventories and usage at the end of each shift of all Government-owned consumables, as well as any sensitive Contractor-owned consumables. The Contractor shall be responsible for inventory accountability of all consumables and finished products for production operations that it manages.

The Inventory Management Plan will also address the procedures the Contractor proposes to use to verify the accuracy (quantity and correctness) of consumables received at the production facilities. Additionally, this plan will include a detailed production process methodology for identifying production consumable usage and waste. The Contractor shall integrate Contractor-owned consumables used on the document personalization system into the weekly summary of consumable usage and inventory. Inventory reports must be available to appropriate INS personnel at all times.

**4.4.9.1.5 Transition Plan**

The Contractor shall develop a transition plan to cover the crossover period for turn over of all ICPS site operations from the incumbent Contractor. This Transition Plan should discuss the transition of people, if any, as well as Government-furnished equipment, property, utilities, building keys, inventory of supplies, disposal of equipment, full equipment inventory, maintenance records, hardware, systems, and software from the incumbent Contractor that will be necessary to maintain current operating procedures.

The Transition Plan must clearly delineate who is responsible for carrying out the listed actions. The Contractor may propose up to a 90-calendar day transition period, during which the Contractor shall recruit, hire, complete security clearance processes, and train the personnel who will work under this Statement of Work. This Transition Plan will be effective on the last day of the current contract. However, actual transition doesn't take place until the Contracting Officer or the COTR has received final clearances of this plan. Should any dispute arise between the incoming Contractor and the incumbent the parties shall submit their disputes to the Contracting Officer of the COTR.

**4.4.9.1.6 Training Plan**

The Contractor shall provide a training plan describing how to provide and maintain staff capable of meeting all production and quality standards of this BPA. The Contractor shall execute the training plan on a schedule to provide adequately trained staff capable of meeting all operation production, maintenance and quality standards within 30 days of commencing production on the first BPA call.

The plan shall outline training requirements for all labor categories to ensure the BCIS production requirements are met and maintained. The plan shall show how work will be reviewed and evaluated during the first 30 days to determine if the work meets established quality standards stated in the BPA call.

**4.4.9.1.7 Personnel and Staffing Plan**

The Contractor shall provide an updated plan describing procedures to obtain and maintain a workforce capable of performing the work required under this BPA. The plan will address employee recruitment, clearance processing, retention, training, and employee qualification issues. The plan will address any existing or proposed employee compensation incentives related to employee or Contractor production under the ICPS BPA.

**4.4.9.1.8 Schedule of Deliverables for Task 9****Management Plans**

<b>Deliverable Name</b>	<b>Due Date</b>
Project Management Plan	30 days after BPA award
Quality Control Plan	30 days after BPA award
Maintenance Plan	30 days after BPA award
Inventory Management Plan	30 days after BPA award
Transition Plan	20 days after BPA award
Training Plan	30 days after BPA award
Personnel and Staffing Plan	15 days after BPA award

**5.0 START-UP PERIOD**

The Contractor may propose up to a 60-calendar day start-up period, beginning at the end of the transition period and during which production may fall below the established GPL as Contractor personnel begin their operation and maintenance of the ICPS.

During the first 30 days of the start-up period the Contractor shall provide the following:

- Produce 50% of the established GPL for that period during the second 30-days of the start-up period;
- Produce 90% of the established GPL for that period beginning with the first week after the end of the start-up period;
- Be responsible for meeting the INS established GPL beginning the second week after the end of the start-up period.

**6.0 MODIFICATIONS TO GOVERNMENT-OWNED HARDWARE AND SOFTWARE**

The ICPS and Toppan Digital Passport Printers are the property of the Government and the Contractor shall not make modifications to the hardware or the software of the system without formal approval of the Government. Submission of an Engineering Change Proposal (ECP)/Software Change Request (SCR) is appropriate to initiate discussion of the merits of the major proposed change. This is not intended to preclude adjustments, calibrations or modifications that are consistent within the stated configurations of the ICPS and the Travel Document Production System.



## **7.0 MAINTENANCE**

### **7.1 Maintenance of BCIS Owned ICPS Machines and Toppan Digital Passport Printer Operated by the Contractor**

The Contractor shall be responsible for all corrective and scheduled preventative maintenance including software maintenance of ICPS machines and Toppan Digital Passport printers. To keep the ICPS in full-operational condition, the Contractor shall provide corrective emergency maintenance, which includes fault detection/fault isolation through automated diagnostic systems and troubleshooting techniques, replacement of failed components and parts and software maintenance and correction.

Corrective maintenance is defined as when the system is operating but is not fully functional in that it is not producing the normal level of cards/travel documents. Emergency maintenance is defined as when the system is not operating in that is not producing cards/travel documents.

The Contractor is responsible for obtaining all services agreements and licenses with ICPS/Toppan component manufacture and developers necessary to fulfill maintenance requirements. The Contractor shall maintain a maintenance record for each machine/printer.

### **7.2 Warranty Issues**

The Toppan Digital Passport printers will have a 90-day manufacturer's warranty from the date of their initial installation. Part of that warranty period may be in effect when the contract resulting from this award. After expiration of the manufacturer's warranty period, the provisions of section 4.4.8 and 7.1 of the Statement of Work shall apply.

### **7.3 Repair Parts**

The Contractor shall replenish spare and repair parts as they are used. The recommended stocking level of spare/repair parts has been developed based on several years of operational experience with the ICPS. The Contractor may increase the stock level of any spare/repair part, but may not reduce the stock level without first obtaining approval of the Government. The spare/repair parts for use on the ICPS machine shall remain the property of the Government. Any spare/repair parts for use on the ICPS machines shall be kept separate from the inventory of Contractor's spare/repair parts for the non-optical card production machine(s).

### **7.4 Spare and Replacement/ Parts**

Maintenance will include all necessary parts, equipment, supplies, and routinely replacement limited life components, but shall exclude consumables. The Contractor shall form agreements with equipment and component manufactures in order to maintain

an adequate inventory of repairable, recyclable, replaceable and disposable spare parts as identified in Attachment A.

If replacement parts are not available in the spare parts inventory, the Contractor shall provide to the On-site COTR a written estimate of those parts needed in order to return the system to normal operating condition within a dollar threshold not to exceed \$2,500.00 per purchase without prior approval from the Contracting Officer.

After completing the maintenance call, the Contractor shall submit an invoice to the Government accompanied by the approved estimate. The Government will reimburse the Contractor for the purchase of the repair part as an Other Direct Cost (ODC) except, if BCIS makes a determination that the breakage was due to operator negligence or willful acts. The Government may consider recommendations to add repair parts to the stockpile list; however, a decision not to modify the list will not release the Contractor from the GPL.

The Contractor is responsible for the cost of replacement parts and cost of insurance due to operator negligence or Contractor willful acts. The contractor shall guarantee that replacement parts for equipment (excluding GFE) in this BPA will be available for at least 1 year from the effective date of this BPA.

## **8.0 OTHER SECURE TYPE IDENTIFICATION DOCUMENTS**

The Government reserves the right to identify and have produced other types of secure identification documents/cards.

## **9.0 PROJECT PLAN BRIEFING**

Within 20 calendar days following BPA award, the Contractor shall meet with the Government to provide a briefing with an update on the Contractor's approach to managing the contract, the Contractor's plan and progress for staffing the production facility and all point-of-contact information.

## **10.0 OTHER DIRECT COSTS**

All Other Direct Costs (ODCs) will be in accordance with the Contractor's GSA Schedule. The Contractor will be reimbursed for other direct costs associated with the production of the cards/documents as per the BPA call(s) awarded against the BPA in accordance with the following guidelines:

- The Contractor is not authorized to exceed the amount allotted in the not to exceed (NTE) other direct cost (ODC) contract line item(s) of each BPA call.
- The Contracting Officer will issue all increases in the NTE amount for ODCs in writing;

- The Contractor is authorized to purchase individual ODC items in the amount of \$2,500.00 or less, without obtaining prior approval of Contracting Officer. However, the On-Site COTR shall validate these items within this purchase threshold.

### **10.1 ICPS Materials**

The costs of ICPS materials, which consist of equipment in direct support of card production, equipment maintenance (including all service agreements), unless covered by warranty, spare parts, unless covered by warranty, software, commercial software licensing, printer consumables for EAD production, postage fee, and machine supplies other than GFE tools required to perform the services. This does not include Government-provided production and card consumables.

### **10.2 Shipping of Spare & Repair Parts**

The costs related to the shipping of spare and repair parts designated for maintenance at the ICPS Production Facilities/Service Centers, mailing services for identification cards, and return of defective consumables to retailers or manufactures will be reimbursed as ODC charges.

#### **10.2.1 Purchase Authorization**

The Contractor shall submit an ODC purchase request to the COTR, along with adequate justification that the ODC purchase is necessary and reasonable. The COTR will authorize an On-site COTR, or another representative of the Government, to pre-approve Contractor ODC purchases. Any such reassignment of this ODC approval authority will be documented in a written letter to the Contractor. The COTR will return a copy of the approved or disapproved request to the Contractor within five (5) workdays of receipt. Additionally, the Contractor shall:

- Submit a monthly ODC report to the COTR that describes all ODC purchases (both those ODCs that require prior approval and those that did not). This report shall categorize ODC purchases as describe below and shall include a spreadsheet listing each ODC purchase. This report shall also contain copies of the Contractor invoices, which indicate the description, quantity, and purchase price of each ODC item.
- In the event of an emergency the Contractor shall follow the BCIS approved actions procedures identified in the Contractor's technical proposal. An emergency repair is defined as an inoperative or severely malfunctioning ICPS unit, which is resulting in idle capacity.

### **10.3 Travel**

In the performance of all the tasks, the Contractor may be required to travel to BCIS sites.

All travel shall be reimbursed in accordance with the provisions and rates contained in the Federal Travel Regulation (FTR) and the scheduled contract under which the BPA call(s) was awarded.

The Contractor shall be reimbursed for transportation costs and travel allowances of Contractor employees and approved sub-contractor employees in accordance with FAR 31.205-46 governing travel performed as directed by the order. Such transportation costs will not be reimbursed in an amount greater than the cost of, and time that required for coach-class commercially scheduled air or ground travel by the most expeditious route unless coach air or ground travel(s) is not available.

Travel other than local travel, as defined in the Joint Travel Regulation, is travel other than that required in commuting to and from the employee's place of employment and outside a 50-mile radius of the primary place of duty.

Other than local travel can only be claimed when specifically authorized in advance in writing by the Contracting Officer or the COTR and only up to the amount specified. Travel to the NSC and VSC, and to any other site at which the Contractor is operating document production machines under this contract is exempt from reimbursement. All other than local travel will be reimbursed in accordance with the provisions of the Federal Travel Regulation.

Travel related to maintenance of the ICPS units at a production facility (whether it is preventative or emergency) is not allowable as other direct charge. All travel itineraries must receive the prior written approval of the Contracting Officer or the COTR.

## **11.0 STAFFING REQUIREMENTS**

The Contractor shall provide personnel who have the required technical knowledge to perform the functions describe in the Statement of Work and possess the minimum qualifications for each labor category described in the Statement of Work staffing requirements. Acceptable substitutions of education or experience are listed in the personnel description. Personnel in all skill categories shall be experienced in functions and application appropriate to the scope of the BPA call(s).

The resume of key personnel are subject to review and approval of the Contracting Officer before the key personnel may be employed on the BPA calls(s) and must be submitted with the Contractor's proposal. Substitutions of key personnel are not permitted without advance written notice for approvals from the Contracting Officer. Substituted personnel must possess equivalent or better skill qualifications to perform these tasks.

### **11.1 Key Personnel**

The Contractor shall propose key personnel by name. The Government shall have five (5) working days, when practicable, to accept or reject the resumes. In addition to resume approval, all key personnel shall have security clearances.

The Contractor shall make no key personnel substitution or additions unless necessitated by compelling reasons including, but not limited to, an individual's illness, death, termination of employment, declining an offer of employment (for those individuals proposed as contingent hires), or maternity leave. In such event, the Contractor shall promptly provide the information required below to the Contracting Officer or COTR for approval prior to substitution or addition of key personnel.

The qualification of proposed substitute key personnel must meet or exceed the qualification or personnel whom they are proposed to replace. To request key personnel changes, the Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions or additions, complete resumes of the proposed personnel, and any other relevant information requested by the Contracting Officer or COTR.

### **11.2 Program Manager**

Within 30 days of the date of award of the BPA, the Contractor shall appoint a Program Manager (PM) to oversee the production of all work and who will be the Contractor's authorized representative for technical and administrative production of all service required under the GSA Schedule BPA. The PM is considered a Key Person and the central point -of-contact with the Contracting Officer, and the COTR.

This PM shall be the primary liaison with BCIS representatives through which all Contractor/Government communication; Call(s), technical directives, and reports shall be managed.. The PM shall receive and execute, on behalf of the Contractor, such technical direction as the Contracting Officer or s/he designated representative (COTR) may issue within the terms and conditions of the BPA Calls.

All administrative support of contract personnel, and all interface and interaction with sub-Contractors, Contractors, and suppliers used by the Contractor in production of these BPA Calls, shall be the responsibility of Contractor.

### **11.3 Site Project Manager**

Within 30 days from the date of award of the BPA, the Contractor shall appoint a Site Project Manager at each ICPS site to perform the duties of management oversight. These duties include providing senior technical expertise for assigned project(s); and providing input and/or establishes costs; determine resources requirements for the production facility assigned. Additionally, s/he be responsible for the administration, contractual and financial aspects of facility's task efforts; enforce work standards; an assign schedules, reviews work discrepancies, communicates policies, purpose/goals of the organization to subordinates and manage performance.

## **12.0 CONSUMABLE CORRECTIVE ACTION PROCEDURES**

When a problem is identified with a consumable product, the Contractor representative shall test the consumable and complete a corrective action form. The Government will provide to the Contractor; corrective action form, instructions on what information that is required to be placed on the form and other information regarding the corrective active process.

The Contractor shall send the form and a sample of the problem consumable to Corbin, KY, if generated by the Vermont or Nebraska Service center, to be validated. Once validated, an electronic copy of the corrective action form will be sent to the BCIS COTR and the consumable Contractor. A sample of the consumable will also be sent to the appropriate Contractor for review and/or testing. The Contractor shall acknowledge receipt of the sample by signing and returning the G-504, Report of Property Shipping/Received to Corbin, KY with two days.

The Contractor shall provide inspection of the ICPS consumable stocks. The Contractor shall reject stocks that do not meet applicable quality standards. The Contractor shall research and recommend other arrangements to obtain ICPS consumable inventories within one year from the date of this BPA and/or option. The Contractor shall be responsible for the management of the ICPS consumable inventory stocks and be liable under the liquidated damage provisions of the contract.

## **13.0 LIQUIDATED DAMAGES**

### **13.1 Card Production**

The concept of liquidated damages related to card production is contained in the incentive provisions of the GPL for all card production sites operated by the Contractor. Liquidated damages are not punitive.

### **13.2 Maintenance Services**

The following liquidated damages apply when ICPS and /or EAD personalization equipment is not maintained sufficiently to produce GPL and cards are not produced within the timeframe specified in the statement of work. Liquidated damages for maintenance apply only until the Contractor begins operations of the card production equipment at the other three sites.

The Contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of the Contractor as defined in the Default-Fixed-Price Supply and Services clause in this contract. The Government desire to minimize the amount of waste of card consumables. Liquidated damages will be assessed using the following approach.

### Deduction Table

SITUATION	DEDUCTION
If the system is non-operational	\$5,000 per day
If the system is operational, but not fully functioning	\$2,500 per day for seven calendar days. If, after seven days, the system remains not fully functional, the liquidated damages become \$5,000 per day
If liquidated damages are applied for a recurrent problem as defined in the SOW	\$7,500 per day on an hourly basis

#### 14.0 WORK AT RISK PROHIBITED

The Contractor shall not place any individual, team member or subcontractor at risk in the production of work pursuant to a task award in connection with the resulting BPA. The Contractor shall immediately notify the Contracting Officer of any and all changes to established teaming arrangements and subcontracting under this contract or its task orders which causes or could be expected to cause a working at risk situation.

#### 15.0 Technical Direction

The BCIS has one (1) national COTR and one (1) on-site COTR at each ICPS production location for the management of this BPA and its subsequent orders. The national COTR will be located in Washington, DC or some other designated central location. The national COTR will be the primary COTR interfacing with the contracting officer and program manager on a daily basis. Non site-specific operational issues will be addressed and resolved by this COTR. An on-site COTR will be established to address and resolve operational issues for that particular site. The site specific on-site COTR receives his/her authority from and reports to the national COTR in regards to contract management issues.

#### 16.0 SECURITY REQUIREMENTS

##### GENERAL

BCIS has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to sensitive BCIS information, and that the Contractor will adhere to the following.

##### 16.1.2 Suitability Determination

BCIS shall have and exercise full control over granting, denying, withholding or terminating unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. BCIS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD)

decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation.

The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by BCIS at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Security Office.

Contract employees assigned to the contract not needing access to sensitive BCIS information or recurring access to BCIS facilities will not be subject to security suitability screening.

### **16.1.3 Background Investigations**

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through the Security Office. Prospective Contractor employees shall submit the following completed forms to the Security Office through the COTR no less than 30 days before the starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

- Standard Form 85P, "Questionnaire for Public Trust Positions"
- FD Form 258, "Fingerprint Card" (2 copies)
- Foreign National Relatives or Associates Statement
- Form DOJ-555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"

BCIS will provide required forms at the time of award of the contract. The Security Office will accept only complete packages. Specific instructions on submission of packages will be provided upon award of the contract. There are no costs to the Contractor for forms or evaluation of submitted packages.

Be advised that unless an applicant requiring access to sensitive information has resided in the U.S. for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, BCIS retains the right to deem an applicant as ineligible due to insufficient background information.

The Department of Justice (DOJ), in accordance with DOJ Order 2640.2D dated July 12, 2001, does not permit the use of Non-U.S. citizens, including Lawful Permanent



Residents (LPRs), in the performance of this contract for any position that involves access to or development of any DOJ IT system. BCIS will consider only U.S. Citizens and LPRs for employment on this contract. BCIS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development, operation, management or maintenance of DOJ IT systems.

By signing this contract, the contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

#### **16.1.4 Continued Eligibility**

If a prospective employee is found to be ineligible for access to Government facilities or information, the COTR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

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

BCIS reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the DOJ standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom BCIS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to BCIS' Security Office. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The Security Office must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired BCIS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card.

#### **16.1.5 Employment Eligibility**

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

#### **16.1.6 Security Management**

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office through the COTR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COTR and the Security Office shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

#### **17.0 INFORMATION TECHNOLOGY SECURITY CLEARANCE**

When sensitive government information is processed on INS telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in DOJ Order 2640.2D, *Information Technology Security*.

##### **17.01 Information Technology Security Training and Oversight**

All contractor employees using automated systems or processing BCIS sensitive data will be required to receive Security Awareness Training as outlined in the Computer Security Act of 1987. This training will be provided by the BCIS C&TS Program Office. All personnel who access BCIS information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or CSSO.

##### **17.02 Facility Access, System and Room Access**

- A "two-person" rule shall be implemented at all times, i.e., at least two authorized personnel must be in the ICPS room during operation. At no time should any one individual be in the room alone;
- A no-visitor rule shall be implemented. Operators should allow no visitors into the room, unless expressly authorized by a supervisor. On these occasions, the

visitor should be escorted at all times. All visits should be logged in the Visitors Log;

- Access to the room shall be limited, via cipher lock or compatible devices, to operators and shift supervisors. Only operators should have the cipher lock code. Under no circumstances should the operators share the code for room access with anyone. The code should also be changed periodically;
- Access to the Central Manufacturing Executive (CME) system shall be limited. User ID(s) and password(s), which will be used by all operators, should be changed periodically. The Contractor shall change the user ID(s) and password(s) as per instructions contained in Information Technology Security, DOJ Order 2540.2d. No remote access should be allowed unless authorized by the INS;
- Operator and supervisor responsibilities be rotated randomly, including changing the combination of individuals working together. This minimizes the opportunities for abuse of responsibility;
- The Contractor is responsible for cleaning the ICPS Staging Room and the ICPS Room;
- Document stock and hologram ribbons shall be removed from the system and logged into the safe each night.

## 18.0 ICPS INVENTORY CONTROL

The following procedures shall be utilized when managing inventory:

- All consumables must be locked in a safe within the ICPS room or designated area. The safe should never be left open or unlocked;
- Access to the safe shall be controlled via the "two-person" rule;
- Only one person shall have access (the code) to the ICPS room only, e.g., an operator;
- Ensure that at least two people with the safe code are available during each shift;
- An Inventory Control Log shall be maintained;
- Both individuals shall sign out all inventories;
- New inventory or inventory that is returned to the safe, e.g., at the end of the day, will be logged and co-signed;
- Operators shall count and sign over consumables (in the Daily Operations Log) on the floor at each shift change;

- Used or rejected consumables, e.g., rejected documents and used printer ribbons, shall be logged in by serial number and secured in the safe;
- A weekly physical inventory shall be conducted to ensure that the logs are correct;
- A separate BCIS official or designated individual (other than ICPS operations) shall witness document and ribbon destruction;
- Documents shall be counted and logged in an inventory control log;
- Finished envelopes are counted by two individuals before turning them over to the mailroom. This process must comply with the production locations mail policies and procedures.

### 19.0 ALTERNATE MANAGEMENT OF GPL FOR TASKS 1, 2 AND 3

The GPL established in paragraph 4.3.1 is for 23,000 mailable cards per week per ICPS machine. The Contractor may opt to manage the production on a national basis rather than on a per machine basis, as long as each ICPS machine produces at least 5,000 mailable documents per week, and each machine is maintained sufficiently so that it is capable of producing the per machine weekly GPL rate of 23,000 mailable documents.

While the Contractor essentially provides services in support of the BCIS, the products of these services are the essence of successful contract production. As such, strict production measures incentives and disincentives will be used to assess and stimulate Contractor production.

### 20.0 GOVERNMENT-FURNISHED PROPERTY

The Contractor shall be responsible and accountable for all Government property under this BPA and shall comply with Federal Acquisition Regulation (FAR) Subpart 45.5, as in effect on the date of this BPA. The Government will provide the ICPS machines for optical document production and Toppan travel document production equipment in "as-is" condition, which has the capability to meet the minimum document production level.

In addition, the Contractor shall be provided the necessary workspace, communication connectivity (phone and modem connection), personal computer workstation to access BCIS systems as appropriate, facility, utilities, security, workbench tools and test equipment, document consumables, and production consumables for optical document production, during the 90-day transition period.

The Government reserves the right to decrease equipment or increase as needed to incorporate expanded BCIS mission requirements. The Government reserves the right to upgrade or replace equipment during the period of production. The Government will provide limited office space, office automation and routine administrative supplies.

## 20.1 Validation for Government-Furnished Property (GFP)

The following procedures apply to the validation of GFE:

- Validation shall consist of the Contractor checking for physical and logical completeness and accuracy. Physical completeness and accuracy shall be determined when all materials define as Government furnished minimums are provided. Logical completeness and accuracy shall be determined when all materials defined as minimums and associated with a program, system or work packages are provided.
- Error(s)/discrepancy(s) found in the inventory of the GFP shall be reported in writing within three (3) workdays to the COTR. Any correction(s) to be taken by the Government on these errors/discrepancies will be determined by the Contracting Officer.

## 21.0 GOVERNMENT-FURNISHED MATERIALS (GFM)

The Contractor shall protect from unauthorized disclosure any materials or information made available by the Government, or that the Contractor has access to by virtue of the provisions of this contract, that are not intended for public disclosure. The materials and information made available to the Contractor by the Government, or that the Contractor comes into contact with in completing this contract, are the exclusive property of the Government.

Any information or materials developed by the Contractor in production of this BPA are also the exclusive property of the Government. Upon completion or termination of this BPA, the Contractor shall turn over to the Government all materials (copies included) that were furnished to the Contractor by the Government to include all materials that were developed by the Contractor in the production of this BPA.

Services provided under this BPA include operations, maintenance, and Just-In-Time inventory management for the production for secure identification documents. All Government-Furnished Materials (GFM) are provided to the Contractor in the production of these services except for consumables associated with the production of non-optical documents.

### 21.1 Data and Property Rights

#### (a) Government Furnished Data and Material

The Government shall retain all rights and privileges, including those of patent and copy, to all Government furnished data. The Contractor shall neither retain nor reproduce for private or commercial use any information or other materials furnished or made available under this BPA. The Contractor agrees not to assert any rights at common law or in equity or establish any claims to statutory copyright in such data. These rights are not

exclusive and are in addition to any other rights and remedies to which the Government is otherwise entitled elsewhere in this BPA.

(b) Contractor Produced Data and Materials

All property rights, including publication rights, in the information and material first produced by the Contractor in connection with this BPA shall vest in the Government. Information and materials shall include, but are not limited to reports, computer software applications/data bases, software documentation, plans, systems analyses, extracts, test data and procedures.

**22.0 CONTRACTOR'S FURNISHED EQUIPMENT (GFE)**

The Contractor shall furnish all equipment necessary for the non-optical document production and identify this equipment by make, model, and manufacture specifications in its proposal submission. The Contractor shall be responsible for performing or having performed all inspections and tests necessary to substantiate that the equipment required under this BPA conforms to requirements including any applicable technical requirements for specified manufacturers' parts.

**23.0 GOVERNMENT'S RIGHT TO INSPECTION**

The Government, through its authorized representative, has the right at all reasonable times, to inspect, or otherwise evaluate the work performed, or being performed, hereunder and shall notify the Contractor of unsatisfactory production. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

It will be the responsibility of the COTR to ensure that adequate records of the inspection or evaluation are kept to support acceptance or rejection of work performed or being performed.

**24.0 TECHNOLOGY REFRESHMENT**

The ICPS utilizes a production process that incorporates documents production technologies, including biometrics information, to create highly secure BCIS identification documents. In light of Homeland Security concerns, INS continues to emphasize the importance of maintaining functionality, integrity, fraud resistance, production and distribution of BCIS identification documents.

Changes in technology offered by the commercial market occur at a fairly rapid pace. Therefore, it is impossible to predict what requirements BCIS may have in the future. BCIS expects the Contractor, through the term of this BPA, to be prepared to provide BCIS with equipment (hardware, software, and firmware) that is technology-current, which will improve production and increase the cost effectiveness of documents production operations. This is consistent with the objectives of this BPA to maximizing

card and document production. In the event the Contractor is no longer able to provide the products proposed (because they are no longer being manufactured, for example):

The Contractor shall offer substitute product(s), which shall have the functional capabilities of the product originally provided. These products shall meet or exceed the original products' rated production characteristics at the same appropriate price discount as the original product offered. The Contractor shall ensure that the system design is sufficiently flexible and robust to accommodate changing technology to include insertion of tasks based on new product availability.

The Contractor shall ensure that all systems and components shall facilitate future upgrades and permit incremental technology insertion to allow for the incorporation of additional or higher production capabilities with minimal impact on the existing system. The technology refresh strategy shall support long-term system application approach and be responsive to changes as identified by BCIS and new technologies as applicable.

At the minimum, the technology refreshment proposal shall include:

- List price page(s);
- A description of the proposed technology;
- Product identification number;
- Model number;
- Contractor description;
- Product class code;
- Number of months and details of extended warranty;
- GSA/commercial catalog unit price;
- Delivery period;
- CLIN that is being refreshed, if applicable.

The Contractor shall inform BCIS in writing once per quarter, or as directed, of new product(s) formally announced in the commercial marketplace by the Contractor. This written report must include the date(s) these product(s) were proposed to GSA and an anticipated date of inclusion into the BPA. Additionally, the Technology Refreshment Proposals must satisfy the following criteria for substitution(s):

- Product(s) proposed shall meet or exceed functional, technical, and security requirements associated with the product(s) to be replaced;
- Product(s) proposed shall meet or exceed test and operational capabilities demonstrated requirements under the BPA;
- Price/production ratio of the proposed product(s) shall be better than the ratio for products to be replaced.

BCIS may reserve the right to waive any provision, if it is deemed in the interest of the Government. BCIS reserves the unilateral right to accept any or all product addition(s)

and/or substitution(s) offered in Technology Refreshment Proposal(s) made by the Contractor by modification of the BPA.

## 25.0 PERIOD OF PERFORMANCE

The period of performance for each Call(s) shall be specified in each call/order awarded. This BPA expires at the end of the current offeror's GSA Schedule contract period or each subsequent contract period for which GSA extends the GSA Schedule contract.

## 26.0 PLACE OF PERFORMANCE

### ICPS Performance Locations

Service Center	Address
Corbin Production Facility (CPF)	203 Allison Boulevard Corbin, KY 40701
Nebraska Service Center (NSC)	850 S Street Lincoln, NE 68501
Vermont Service Center (VSC)	75 Lower Weldon Street St. Albans, VT 05479
Headquarters Immigration and Naturalization Service	TBD

### 26.1 Additional Place(s) of Performances and Equipment Location(s)

The Government reserves the right to change the place(s) of performance/and provide additional equipment and/or relocate equipment at other facilities to new or different performance locations based on the mission requirements of the Government. These BPA Call(s) would be negotiated will result in a bi-lateral agreement between the Government and the contractor.

## 27.0 GOVERNMENT POINTS-OF -CONTACT

### 27.1 Contracting Officers:

**Mr. John A. Russo, Jr**  
**Bureau of Immigration and Customs Enforcement**  
**425 I Street, NW**  
**Washington, D.C., 20536**



**Mr. Joseph Spencer**  
**Bureau of Immigration and Customs Enforcement**  
**425 I Street, NW**  
**Washington, D.C. 20536**

**27.2 COTR:**

Mr. Sandor Drosick  
Bureau of Citizenship and Immigration Services  
425 I Street, NW  
ICPS Branch, 20 Mass  
Washington, D.C., 20536

**27.2 On-Site COTRs:**

Mr. Robert E. Alsup, Jr.  
Corbin Production Facility  
203 Allison Boulevard  
Corbin, KY 40701

Mr. William Gerdes  
Nebraska Service Center  
850 S Street  
Lincoln, NE 68501

Ms. Susan S. Larivee  
75 Lower Weldon Street  
St. Albans, VT 05479

### Inventory And Description Sheet For ICPS Spare Parts Attachment A

Ref No.:	Description:	Part No.:	Spares CKY	Spares NSC	Spares VSC
COMB-1	POWER SUPPLY	SPS25UR-205	1	1	1
COMB-2	STEPPER MOTOR SLO-SYN CONT (CHASIS, CABLE CONNECTOR (2)	MO62-LE09E  MX2000-81 KIT	1	1	1
COMB-3	I/O BOARD DUAL AXIS	4 PIECE	1	1	1
COMB-4	FIVE NUB BELT	NA	3	1	2
COMB-5	MD4 MOTOR CONT	SS2000MD4-M	1	2	1
VIS-1	28MM CAMERA LENS	719724	1	1	1
VIS-2	LENS ADAPTER	NIF-C-ADAPTER	1	1	1
VIS-3	2D BARCODE SCANNER PIECES	PKG-6804-001	1	1	1
	1) CAMERA POWER SUP TM-1001		2	0	1
	2) CAMERA CABLE	30DG-02			
VIS-4			0	1	0
VIS-5	I/O BOARD	PC-OPD10-16	1	1	1
VIS-6	HARD DRIVE 2.1 6B IDE	ST32120A	1	2	1
VIS-7	TRACK CONTROLLER	502-03606-00	1	1	1
VIS-8	TRACK CONTROLLER NEW	401-34059-00	1	1	1
VIS-9	TRACK CONTROLLER NEW	401-34056-00	1	1	1
VIS-10	TRACK CONTROLLER NEW	401-34050-70	1	1	1
VIS-14	SPIDER GEAR	A5A27M006	0	1	2
VIS-15	SPARE LITHIUM BATTERY	401-34066-00	1	0	2
VIS-16	VIS ARM	N/A	1	0	1
<b>SANDIA 7R PRINTER - RETROFIT OLD PARTS</b>					
PR-1	PC MOTHERBOARD 16MB ZAPPA	ZAPPA	4	3	2
PR-1	PC MOTHER BOARD 16MB PCI	PCI	3	3	0
PR-12	ENCODER, NRN, HICO, 3TR	S.235.0041.0.40	3	1	2
PR-13	PCBA, 68705 BOARD W/LONG FEEDER FIRMWARE	S.262.0318.W.A0	3	1	2
PR-14	PCBA, 68705 ROTATOR BOARD	S.262.0318.W.A0	3	1	4

**Inventory And Description Sheet For ICPS Spare Parts  
Attachment No. A (CON'T)**

Ref No.:	Description:	Part No.:	Spare CKY	Spare NSC	Spare VSC
<b>OCR-B NEW PARTS</b>					
OCRB-1	5V POWER SUP	MAP40-1005	1	1	1
OCRB-2	24V POWER SUP	MAP130-1024	1	1	1
OCRB-3	SNAP BRAIN	B100	1	1	1
OCRB-4	OTUPUT RELAY	GD0DC5	1	5	1
OCRB-5	INPUT RELAY	GD41DC5	1	1	1
OCRB-6	FUSE FOR I/O MODULE	G4 FUSE	1	8	3
OCRB-7	BELT	KIT	3	3	2
OCRB-8	OPTO 22	G4LC32SER & G4LC32	1	1	1
OCRB-9	FREQUENCY DOUBLER	N/A	1	1	1
OCRB-10	PAX READER	PAX-201	6	2	2
OCRB-11	BANNER FIBER	PIF46U	3	2	2
<b>OMC NEW PARTS</b>					
OMC-2	FLIPPER INPUT ROLLER MOTOR	5014-820	3	3	2
OMC-3	FLIPPER BOTTOM MOTOR	KML061FO5	1	3	1
OMC-4	CONVEYOR GEAR MOTOR	4817-003 BLDC	1	3	1
OMC-5	MAIN ARM MOTOR	KML093F08	1	1	1
OMC-6	PROGRAMMABLE MOTOR CONTROL	SS20001-V	1	1	1
OMC-7	MOTOR DRIVE	SS2000D6	1	1	1
OMC-8	MOTOR ENCODER	7251-0500-R-H-U-I S-I-S-N	1	1	1
OMC-9	MD4 MOTOR CONTROLLER	SS2000MD4-M	1	2	1
OMC-10	INDEXER/DRIVE	AMP70801	1	1	1
OMC-11	BANNERS FOR BOATS	SM312FPQD	3	2	2
OMC-12	ELEVATOR MOTOR	EADLA23ECKX200-H	2	1	1
OMC-13	GRIPPER MOTOR	EADZB17GBKP200-4	2	1	2
OMC-14	SOLENOID COIL	195206-288	2	1	1
OMC-15	SCSI CABLE (FT)	N/A	1	2	1
OMC-15A	SCSI CABLE	N/A	0	2	1
OMC-16	BLDC MOTOR CONTROLLER	BLDC 302H	1	1	1
OMC-17	SNAP BRAIN	SNAP 300	1	1	1
OMC-18	OUTPUT MODULES	SNAP-ODC5	1	1	1
OMC-19	INPUT MODULES	SNAP-IDC5	1	1	3

**Inventory And Description Sheet For ICPS Spare Parts  
Attachment No. A (CON'T)**

Ref No.:	Description:	Part No.:	Spares CKY	Spares NSC	Spares VSC
OMC-20	FLOW CONTROL RELAY	ALAN BRADELY 700-HK32Z24	3	2	2
OMC-21	'O' RING BELT	BELT	3	2	2
OMC-8	MOTOR ENCODER	7251-0500-R-H-U-1 S-I-S-N	1	1	1
OMC-9	MD4 MOTOR CONTROLLER	SS2000MD4-M	1	2	2
OMC-10	INDEXER/DRIVER ONE CARD BUFFER	AMP70801	1	1	1
OMC-11	BANNERS FOR BOATS	SM312FPQD	3	2	2
OMC-12	ELEVATOR MOTOR	EADLA23ECKX200-H	2	1	1
OMC-13	GRIPPER MOTOR	EADZB17GBKP200-4	2	1	2
OMC-14	SOLENOID COIL	195206-288	2	1	2
OMC-15	SCSI CABLE 6FT	N/A	1	2	1
OMC-15a	SCSI CABLE	N/A	0	2	1
OMC-16	BLDC MOTOR CONTROLLER	BLDC 302H	1	2	1
OMC-17	SNAP BRAIN	SNAP 300	1	1	1
OMC-18	OUTPUT MODULES	SNAP-ODC5	1	1	3
OMC-19	INPUT MODULES	SNAP-IDC5	1	1	3
OMC-20	FLOW CONTROL RELAY	ALAN BRADELY 700HK32Z24	1	1	4
OMC-21	'O' RING BELT	BELT	3	2	2
OMC-22	BELT	SDP A6B3-070025	3	1	2
OMC-22a	BELT	SDP A6B3-110037	3	1	3
OMC-23	OPTO 22 COMM BOARD	G4LC32SER	1	2	1
OMC-24	CONLUX READER/WR	INS SPEC	21	7	10
OMC-25	OFLEX CABLE FOR OMC	29928	2	2	1
<b>HOT ROLL LAMINATOR FLIPPER INPUT (SEE HRL-1 OMC-2)</b>					
HRL-2	LAMINATOR MOTOR-AP	APA-1-6-RPM	3	4	2
HRL-3	CONTROLLER				

PID CN77342-PV 2 2 3

**Inventory And Description Sheet For ICPS Spare Parts  
Attachment No. A (CON'T)**

Ref No.:	Description:	Part No.:	Spares CKY	Spares NSC	Spares VSC
HRL-4	LAMINATOR MOTOR-AP	APA-1-50-RPM	3	3	5
HRL-5	LAMINATOR MOTOR-AP	APA-7 RPM	3	4	2
HRL-6	TIMER DELAY	SS50-222-04	3	4	6
HRL-7	HRL LIGHT BULB 5/16 RED	SL32115-5-SB	4	4	4
HRL-7	HRL LIGHT BULB 5/16 GREEN	SL32116-5-SD	4	4	7
HRL-7	HRL LIGHT BULB 5/16 RED	SL32115-5-SB	4	4	3
HRL-7	HRL LIGHT BULB 5/16 GREEN	SL531213-5-BG	4	4	5
HRL-8	RELAY	RR2P-U	3	3	2
HRL-9	HEATER CARTIRIDGE	N/A	3	3	3
HRL-10	HEATED ROLLER TOP	N/A	6	2	3
HRL-11	IDLER ROLLER ASSEMB	N/A	4	2	2
HRL-11	IDLER ROLLER ASSEMB	N/A	4	2	2
HRL-16	HRL BEARING FOR HEA	SCE 126	1	1	4
<b>OTHER - NEW PARTS</b>					
OTH-1	SPARE BANNER CABLE	PIT46U	2	3	2
OTH-1	SPARE BANNER CABLE	PIAT 46U	2	4	2
OTH-2	REGULAR BANNERS	SM312FP	3	10	3
OTH-4	SPARE FLIPPER BELTS	A 6B16-103025	3	10	3
OTH-5	SPARE FLIPPER BELTS	A 6B16-110025	3	1	4
OTH-7	BANNER SPENSOR FOR VIS	D12SP6PF	2	2	2
OTH-8	BANNER FIBER FOR VIS	PBT46U	2	1	2
OTH-9	ID BARCODE SCANNER	LS-1220-1300A	3	2	3
OTH-10	BALL BEARING (0.5X0.25X0)	N/A	4	6	5
OTH-13	BOW TIE				

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OTH-14	SPRINGS	N/A	0	108	51
	METAL BX SENS	BLEG05AN6X	3	2	2

## **ATTACHMENT B**

# **PRICING TABLES DATED JUNE 11 AND JULY 2003 – BASE YEAR AND ALL OPTIONS**

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 1 of 10

Task 1 (Base Year)

Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 1 of 10**

**Task 1 (Option Year 1)**

**Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 1 of 10**

**Task 1 (Option Year 2)**

**Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 1 of 10

Task 1 (Option Year 3)

Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 1 of 10**

Task 1 (Option Year 4) Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)						
ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 1 of 10

Task 1 (Option Year 5) Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)						
ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 1 of 10**

Task 1 (Option Year 6) Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)						
ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 1 of 10**

Task 1 (Option Year 7) Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)						
ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 1 of 10**

**Task 1 (Option Year 8)**

**Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 1 of 10**

**Task 1 (Option Year 9)**

**Operate and Maintain 3 ICPS Machines at Corbin, Kentucky Production Facility (CPF)**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 2 of 10

Task 2 (Base Year)

Operation and Maintain 1 ICPS Machines at St. Albans, VT

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 2 of 10

Task 2 (Option Year 2)

Operation and Maintain 1 ICPS Machines at St. Albans, VT

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 2 of 10

Task 2 (Option Year 3)

Operation and Maintain 1 ICPS Machines at St. Albans, VT

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 2 of 10

Task 2 (Option Year 4)

Operation and Maintain 1 ICPS Machines at St. Albans, VT

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 2 of 10**

**Task 2 (Option Year 5)**

**Operation and Maintain 1 ICPS Machines at St. Albans, VT**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Administrative Assistant	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 2 of 10**

**Task 2 (Option Year 6)**

**Operation and Maintain 1 ICPS Machines at St. Albans, VT**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Acquisition Support Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 2 of 10

Task 2 (Option Year 8)  
Operation and Maintain 1 ICPS Machines at St. Albans, VT

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Base Year)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Management	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 1)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Man	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 2)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 4)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Management	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 5)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Management	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 6)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Man	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 7)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 8)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 3 of 10

Task 3 (Option Year 9)

Operation and Maintenance ICPS Lincoln, Nebraska

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 4 of 10

Task 4 (Option Year 9)

Employment Authorization Document Production

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
Total						
For Information Purposes Only						
Hardware & Installation (one-time cost)						
Annual Maintenance						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 5 of 10

Task 5 (Option Year 1)

Secure Identification Document Production - Travel Document

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
Total						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 5 of 10

Task 5 (Option Year 2)

Secure Identification Document Production – Travel Document

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
Total						

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 5 of 10

Task 5 (Option Year 4)

Secure Identification Document Production – Travel Document

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
Total						

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 5 of 10

Task 5 (Option Year 6)

Secure Identification Document Production – Travel Document

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
Total						

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 5 of 10  
Task 5 (Option Year 7)

Secure Identification Document Production – Travel Document

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4









**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 6 of 10**

**Task 6 (Option Year 1)**

**Management of Consumables on a National Basis**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 6 of 10

Task 6 (Option Year 3)

Management of Consumables on a National Basis

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
Total						

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 6 of 10

Task 6 (Option Year 4)

Management of Consumables on a National Basis

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 6 of 10

Task 6 (Option Year 6)

Management of Consumables on a National Basis

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)					
Site Project Manager	Project Manager					
Assistant Site Manager	ADP Advanced Discipline Specialist					
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist					
Inventory Control/Security Manager	Management Analyst					
QC Manager	ADP Advanced Discipline Specialist					
Senior Network Engineer	Network Engineer					
Network Administrator	Comp/Comm/Network Specialist					
Software Engineer	Software Engineer (off site)					
Industrial Engineer	Senior Comp/Comm/Network Specialist					
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist					
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist					
Maintenance Technician	Comp/Comm/Network Analyst					
Systems Analyst	Senior Network Technician					
Lead Production Technician	Network Technician					
Production/QC Technician	Network Technician					
Administration	Administrative Assistant					
Inventory Control Analyst	Acquisition Support Technician					
Project Specialist (Off-site)	Technical Writer (Off-site)					
<b>Total</b>						

b4







ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 6 of 10

Task 6 (Option Year 9)

Management of Consumables on a National Basis

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)					
Site Project Manager	Project Manager					
Assistant Site Manager	ADP Advanced Discipline Specialist					
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist					
Inventory Control/Security Manager	Management Analyst					
QC Manager	ADP Advanced Discipline Specialist					
Senior Network Engineer	Network Engineer					
Network Administrator	Comp/Comm/Network Specialist					
Software Engineer	Software Engineer (off site)					
Industrial Engineer	Senior Comp/Comm/Network Specialist					
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist					
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist					
Maintenance Technician	Comp/Comm/Network Analyst					
Systems Analyst	Senior Network Technician					
Lead Production Technician	Network Technician					
Production/QC Technician	Network Technician					
Administration	Administrative Assistant					
Inventory Control Analyst	Acquisition Support Technician					
Project Specialist (Off-site)	Technical Writer (Off-site)					
Total						

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 7 of 10

Task 7 (Base Year)

Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)					
Site Project Manager	Project Manager					
Assistant Site Manager	ADP Advanced Discipline Specialist					
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist					
Inventory Control/Security Manager	Management Analyst					
QC Manager	ADP Advanced Discipline Specialist					
Senior Network Engineer	Network Engineer					
Network Administrator	Comp/Comm/Network Specialist					
Software Engineer	Software Engineer (off site)					
Industrial Engineer	Senior Comp/Comm/Network Specialist					
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist					
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist					
Maintenance Technician	Comp/Comm/Network Analyst					
Systems Analyst	Senior Network Technician					
Lead Production Technician	Network Technician					
Production/QC Technician	Network Technician					
Administration	Administrative Assistant					
Inventory Control Analyst	Acquisition Support Technician					
Project Specialist (Off-site)	Technical Writer (Off-site)					
Total						

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 7 of 10

Task 7 (Option Year 1)

Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 7 of 10

Task 7 (Option Year 2)

Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 7 of 10

Task 7 (Option Year 4)

Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 7 of 10  
Task 7 (Option Year 5)

Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 7 of 10

Task 7 (Option Year 7)

Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

Pricing Schedule (use this table for the Base Year and 9 Options)

**Pricing Table 7 of 10  
Task 7 (Option Year 8)**

**Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS**

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 7 of 10  
Task 7 (Option Year 9)

Operation and Maintenance of the Computer Room at the CPF and Program Management Support at HQINS

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 8 of 10

Task 8 (Base Year)

Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers  
 Operated by the Vendor

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$		
Toppan Digital Passport Printer*	\$	b4	
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- b4 per hour, 14 hour max per day. PM rate- b4 per printer per month.			
<b>Total Price</b>			\$ b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 8 of 10

Task 8 (Option Year 1)

Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$	b4	
Toppan Digital Passport Printer*	\$		
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate per hour, 14 hour max per day. PM rate per printer per month.			
Total Price			\$ b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 8 of 10**

**Task 8 (Option Year 2)**

**Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers**

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$	b4	
Toppan Digital Passport Printer*	\$		
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- per hour, 14 hour max per day. PM rate per printer per month.			
<b>Total Price</b>			\$



**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 8 of 10**

**Task 8 (Option Year 3)**

**Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers**

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$	b4	
Toppan Digital Passport Printer*	\$		
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- b4 per hour, 14 hour max per day. PM rate- b4 per printer per month.			
<b>Total Price</b>			\$ b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 8 of 10**

**Task 8 (Option Year 4)**

**Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers**

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$		
Toppan Digital Passport Printer*	\$		
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- b4 per hour, 14 hour max per day. PM rate- b4 per printer per month.			
<b>Total Price</b>			\$ b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 8 of 10**

**Task 8 (Option Year 5)**

**Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers**

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$		
Toppan Digital Passport Printer*	\$	b4	
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- b4 per hour, 14 hour max per day. PM rate- b4 per printer per month.			
<b>Total Price</b>			\$ b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 8 of 10**

**Task 8 (Option Year 6)**

**Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers**

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$		
Toppan Digital Passport Printer*	\$	b4	
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- b4 per hour, 14 hour max per day. PM rate- b4 per printer per month.			
<b>Total Price</b>			\$ b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 8 of 10

Task 8 (Option Year 7)

Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$	b4	
Toppan Digital Passport Printer*	\$		
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- b4 per hour, 14 hour max per day. PM rate- b4 per printer per month.			
<b>Total Price</b>			\$ b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 8 of 10**

**Task 8 (Option Year 8)**

**Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers**

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$		
Toppan Digital Passport Printer*	\$	b4	
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate-1 per hour, 14 hour max per day. PM rate- per printer per month.			
<b>Total Price</b>			\$ b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 8 of 10

Task 8 (Option Year 9)

Maintenance Support Agreements of INS owned ICPS Machines & Toppan Digital Passport Printers

Maintenance Agreement	Reimbursable (\$)	10.90% Indirect Cost	Total (\$)
ICPS Machines DataCard 9000 Service	\$		
Toppan Digital Passport Printer*	\$		
Note: Estimate of Toppan maintenance cost based upon one PM visit per month and two remedial visits per month. Plus travel costs. Remedial rate- b4 per hour, 14 hour max per day. PM rate- b4 er printer per month.			
Total Price			\$ b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10

Task 9 (Base Year)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$				
Site Project Manager	Project Manager	\$				
Assistant Site Manager	ADP Advanced Discipline Specialist	\$				
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$				
Inventory Control/Security Manager	Management Analyst	\$				
QC Manager	ADP Advanced Discipline Specialist	\$				
Senior Network Engineer	Network Engineer	\$				
Network Administrator	Comp/Comm/Network Specialist	\$				
Software Engineer	Software Engineer (off site)	\$				
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$				
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$				
Maintenance Technician	Comp/Comm/Network Analyst	\$				
Systems Analyst	Senior Network Technician	\$				
Lead Production Technician	Network Technician	\$				
Production/QC Technician	Network Technician	\$				
Administration	Administrative Assistant	\$				
Inventory Control Analyst	Acquisition Support Technician	\$				
Project Specialist (Off-site)	Technical Writer (Off-site)	\$				
<b>Total</b>						

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 1)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					0	\$ -

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 2)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					0	\$ -

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10

Task 9 (Option Year 3)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					<b>0</b>	<b>\$ -</b>

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 4)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0 \$	-
Site Project Manager	Project Manager	\$			0 \$	-
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0 \$	-
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0 \$	-
Inventory Control/Security Manager	Management Analyst	\$			0 \$	-
QC Manager	ADP Advanced Discipline Specialist	\$			0 \$	-
Senior Network Engineer	Network Engineer	\$			0 \$	-
Network Administrator	Comp/Comm/Network Specialist	\$			0 \$	-
Software Engineer	Software Engineer (off site)	\$			0 \$	-
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$			0 \$	-
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0 \$	-
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0 \$	-
Maintenance Technician	Comp/Comm/Network Analyst	\$			0 \$	-
Systems Analyst	Senior Network Technician	\$			0 \$	-
Lead Production Technician	Network Technician	\$			0 \$	-
Production/QC Technician	Network Technician	\$			0 \$	-
Administration	Administrative Assistant	\$			0 \$	-
Inventory Control Analyst	Acquisition Support Technician	\$			0 \$	-
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0 \$	-
<b>Total</b>					0 \$	-

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ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 5)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$	b4		0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					0	\$ -

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 6)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$	b4		0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					0	\$ -

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 7)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					0	\$ -

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 8)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					0	\$ -

b4



ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 9 of 10  
Task 9 (Option Year 9)  
Management Plans

ICPS Functional Skill Category	GSA Labor Category	GSA Schedule Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Program Manager	Project Manager (off site)	\$			0	\$ -
Site Project Manager	Project Manager	\$			0	\$ -
Assistant Site Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Shift Leader/Assist Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Inventory Control/Security Manager	Management Analyst	\$			0	\$ -
QC Manager	ADP Advanced Discipline Specialist	\$			0	\$ -
Senior Network Engineer	Network Engineer	\$			0	\$ -
Network Administrator	Comp/Comm/Network Specialist	\$			0	\$ -
Software Engineer	Software Engineer (off site)	\$			0	\$ -
Industrial Engineer	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Senior Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Lead Maintenance Technician	Senior Comp/Comm/Network Specialist	\$			0	\$ -
Maintenance Technician	Comp/Comm/Network Analyst	\$			0	\$ -
Systems Analyst	Senior Network Technician	\$			0	\$ -
Lead Production Technician	Network Technician	\$			0	\$ -
Production/QC Technician	Network Technician	\$			0	\$ -
Administration	Administrative Assistant	\$			0	\$ -
Inventory Control Analyst	Acquisition Support Technician	\$			0	\$ -
Project Specialist (Off-site)	Technical Writer (Off-site)	\$			0	\$ -
<b>Total</b>					0	\$ -

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 10 of 10**

<b>Other Direct Costs (ODCs) - Reimbursable (Base Year)</b>			
<b>Other Direct Costs (ODCs)</b>	<b>Reimbursable (\$)</b>	<b>10.9% Indirect Cost</b>	<b>Total (\$)</b>
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment - Maintenance	\$		
Task 4: EAD Equipment - Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
<b>Total Price</b>	<b>\$</b>		

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 10 of 10**

<b>Other Direct Costs (ODCs) - Reimbursable (Option Year 1)</b>			
<b>Other Direct Costs (ODCs)</b>	<b>Reimbursable (\$)</b>	<b>10.9% Indirect Cost</b>	<b>Total (\$)</b>
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment – Maintenance	\$		
Task 4: EAD Equipment – Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
<b>Total Price</b>	<b>\$</b>		

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 10 of 10**

<b>Other Direct Costs (ODCs) - Reimbursable (Option Year 2)</b>			
<b>Other Direct Costs (ODCs)</b>	<b>Reimbursable (\$)</b>	<b>10.9% Indirect Cost</b>	<b>Total (\$)</b>
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment – Maintenance	\$		
Task 4: EAD Equipment – Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
<b>Total Price</b>	<b>\$</b>		

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 10 of 10**

<b>Other Direct Costs (ODCs) - Reimbursable (Option Year 3)</b>			
<b>Other Direct Costs (ODCs)</b>	<b>Reimbursable (\$)</b>	<b>10.9% Indirect Cost</b>	<b>Total (\$)</b>
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment - Maintenance	\$		
Task 4: EAD Equipment - Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
<b>Total Price</b>	<b>\$</b>		

b4

ATTACHMENT IV

Request for Quotation Number COW-3-Q-0028  
 Integrated Card Production System (ICPS)

Pricing Schedule (use this table for the Base Year and 9 Options)

Pricing Table 10 of 10

Other Direct Costs (ODCs) - Reimbursable (Option Year 4)			
Other Direct Costs (ODCs)	Reimbursable (\$)	10.9% Indirect Cost	Total (\$)
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment - Maintenance	\$		
Task 4: EAD Equipment - Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
Total Price	\$		

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 10 of 10**

<b>Other Direct Costs (ODCs) - Reimbursable (Option Year 5)</b>			
<b>Other Direct Costs (ODCs)</b>	<b>Reimbursable (\$)</b>	<b>10.9% Indirect Cost</b>	<b>Total (\$)</b>
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment – Maintenance	\$		
Task 4: EAD Equipment – Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
<b>Total Price</b>	<b>\$</b>		

b4

**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 10 of 10**

<b>Other Direct Costs (ODCs) - Reimbursable (Option Year 6)</b>			
<b>Other Direct Costs (ODCs)</b>	<b>Reimbursable (\$)</b>	<b>10.9% Indirect Cost</b>	<b>Total (\$)</b>
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment – Maintenance	\$		
Task 4: EAD Equipment – Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
<b>Total Price</b>	<b>\$</b>		

b4



**ATTACHMENT IV**

**Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)**

**Pricing Schedule (use this table for the Base Year and 9 Options)**

**Pricing Table 10 of 10**

<b>Other Direct Costs (ODCs) - Reimbursable (Option Year 7)</b>			
<b>Other Direct Costs (ODCs)</b>	<b>Reimbursable (\$)</b>	<b>10.9% Indirect Cost</b>	<b>Total (\$)</b>
Travel	\$		
Misc. ODCs	\$		
Task 4: EAD Equipment – Maintenance	\$		
Task 4: EAD Equipment – Supplies	\$		
Task 5: Toppan Digital Passport Printer - Supplies	\$		
<b>Total Price</b>	<b>\$</b>		

b4

Addendum to the Technical Proposal to accommodate the requirement for mailroom procedures for COW-3-A-0085

## Bureau of Citizenship and Immigration Services (BCIS) Requirement

### Mailroom Requirement for Tasks 1 and 4 of BPA COW-3-A-0085

The Contractor shall prepare all mailable cards for mailing. The Government will provide two Pitney Bowes Meters (model E-105) and two Pitney Bowes Paragon Processors (Model UF60 and UF61) or similar equipment, for use in sealing and applying postage to the envelopes into which the mailable cards are inserted in the ICPS production process. The Contractor shall process the mailable cards through the mail handling equipment and prepare the sealed and metered envelopes for pickup by the United States Postal Service. The Contractor shall ensure daily delivery of mailable cards to the Card Production Facility's mail pickup point.

### Mailroom Requirement for Task 5 of BPA COW-3-A-0085

When this task is moved to the Corbin Production Facility, the Contractor shall prepare all mailable travel documents for mailing. The Contractor shall prepare all mailable cards for mailing. The Government will provide two Pitney Bowes Meters (model E-105) and two Pitney Bowes Paragon Processors (Model UF60 and UF61) or similar equipment, for use in sealing and applying postage to the envelopes into which the mailable cards are inserted in the ICPS production process. The Contractor shall process the mailable cards through the mail handling equipment and prepare the sealed and metered envelopes for pickup by the United States Postal Service. The Contractor shall ensure daily delivery of mailable cards to the Card Production Facility's mail pickup point.

### *Datatrak Response:*

Datatrak understands and will provide continuity of the required services as stated above. The responsibility of the mailroom staff part of the Datatrak

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Cost Proposal for Tasks 1, 4 and 5 (Base Year and 9 Options\*)

ICPS Functional Skill Category	GSA Labor Category	GSA Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Inventory Control Analyst/ Mailroom Technician	Acquisition Support Technician	\$		b4		

(\*) The GSA Rate for the Option Years will be the GSA Schedule Price that is in effect at the date of the renewal of the option years.

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ATTACHMENT II

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Mapping Matrix		
ICPS Functional Skill Category	GSA Labor Category	Description
		Project Manager
		Project Manager
		ADP Advanced Discipline Specialist
		ADP Advanced Discipline Specialist
		Management Analyst
		ADP Advanced Discipline Specialist
		Network Engineer
		Comp/Comm/Network Specialist
		Software Engineer
		Senior Comp/Comm/Network Specialist
		Senior Comp/Comm/Network Specialist
		Senior Comp/Comm/Network Specialist
		Comp/Comm/Network Analyst
		Senior Network Technician
		Network Technician
		Administrative Assistant
		Acquisition Support Technician
		Acquisition Support Technician
		Technical Writer

b4

b4

MEMORANDUM FOR RECORD

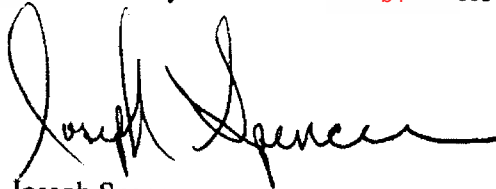
Discussions were held on August 27, 2003 with Datatrac Information Services, Inc under COW-3-A-0085 to arrive a fair and reasonable price for the omission of tasking 1, 4 and 5 for mailroom operations at the Corbin Kentucky facility. The omission was not discovered until the post-award conference on August 7, 2003.

Datatrac submitted a cost proposal in the amount of \$ b4 for the base year and 9 option periods, based on the GSA rate for the option period that is in effect at the rate of the renewal of the option years.

A price analysis was conducted in accordance with FAR 15404-1(b) to determine whether the proposed price for mailroom operations under COW-3-A-0085 is fair and reasonable.

The Government used historical data looking at the operation under COW-98-A-0076 and the labor categories for the work being performed and questioned as to whether the same or different services were being performed in the mailroom. After lengthy discussions/negotiations it was determined the operation could be performed same as the services under COW-8-A-0076 for continuity of services.

Based on the price analysis performed by the Government, the offer of \$ b4 was made and accepted by Datatrac Information Services, Inc for the base year and 9 option years, resulting in cost savings of b4 for the base year and over b4 for the life of COW-3-A-0085.



Joseph Spencer  
Contracting Officer  
Date: August 28, 2003

Attachment:

**Spencer, Joseph**

---

**From:** Beverlee Fitzgerald [B.Fitzgerald@datatrac-dc.com]

**Sent:** Wednesday, August 27, 2003 6:19 PM

**To:** Spencer, Joseph; Hughes, Ben; Drosick, Sandor

**Subject:** Revised Mailroom Operations Proposal

Joe,

Per our meeting today, I have attached a revised proposal and a revised mailroom mapping matrix for the Mailroom Operations. The proposal states that we will provide for continuity of services for the mailroom operations at a price of : b4 or 4000hrs per year. We understand that this is effective today and that we can expect modifications to the BPA and to the Call next week.

If you have any questions or require additional information, please do not hesitate to contact me at 703-817-9700. Thank you for working with us to resolve this issue.

Regards,  
Beverlee J. Fitzgerald  
Contracts Manager  
Datatrac Information Services, Inc.

9/3/2003

ATTACHMENT II

Request for Quotation Number COW-3-Q-0028  
Integrated Card Production System (ICPS)

Mapping Matrix		
ICPS Functional Skill Category	GSA Labor Category	Description
		Project Manager
		Project Manager
		ADP Advanced Discipline Specialist
		ADP Advanced Discipline Specialist
		Management Analyst
		ADP Advanced Discipline Specialist
		Network Engineer
		Comp/Comm/Network Specialist
		Software Engineer
		Senior Comp/Comm/Network Specialist
		Senior Comp/Comm/Network Specialist
		Senior Comp/Comm/Network Specialist
		Senior Comp/Comm/Network Specialist
		Comp/Comm/Network Analyst
		Senior Network Technician
		Network Technician
		Administrative Assistant
		Acquisition Support Technician
		Acquisition Support Technician
		Technical Writer

b4

b4



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1   1	
2. AMENDMENT/MODIFICATION NO. 8		3. EFF. DATE 8-27-03		4. REQUISITION/PURCHASE REQ. NO. PRO-3-1111	
6. ISSUED BY US Department of Homeland Security Bur of Immigr & Customs Enforcement 425 I Street N.W. Room 2208 Washington DC 20536		7. ADMINISTERED BY (if other than item 6) Bur of Immigr & Customs Enforcement Headquarters Procurement Div. 425 I Street N.W. Room 2208 Washington DC 20536		6. PROJECT NO. (if applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) Datatrac Information Services Inc 14120 Newbrook Drive Suite 200 Chantilly VA 20151				9A. AMENDMENT OF SOLICITATION NO.	
CODE				9B. DATED (SEE ITEM 11)	
FACILITY CODE				10A. MODIFICATION OF CONTRACT/ORDER NO. X --COW-3-A-0085 / --	
				10B. DATED (SEE ITEM 13)	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or so amended, by one of the following methods:

(a) By completing items 6 and 15, and returning \_\_\_\_\_ copies of the amendment (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

NET CHANGES: 30.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (a).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: BILATERAL AGREEMENT
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not  is required to sign this document and return 3 copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification hereby serves as an amendment to the ICPS BPA No. cited above in block 10A, the "Summary of changes to the ICPS BPA" to accommodate the requirement for mailroom procedures is incorporated by reference with the same force and effect as if included in their entirety.

-END-

Based as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Kathi Yeager, President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joseph E. Sweeney	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 9-4-03
<input type="checkbox"/> Vendor Receiving	<input type="checkbox"/> Official G104 Obeg.	<input type="checkbox"/> Requester	<input type="checkbox"/> Other

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

JC  
85

Addendum to the Technical Proposal to accommodate the requirement for mailroom procedures for COW-3-A-0085

**Bureau of Citizenship and Immigration Services (BCIS) Requirement****Mailroom Requirement for Tasks 1 and 4 of BPA COW-3-A-0085**

The Contractor shall prepare all mailable cards for mailing. The Government will provide two Pitney Bowes Meters (model E-105) and two Pitney Bowes Paragon Processors (Model UF60 and UF61) or similar equipment, for use in sealing and applying postage to the envelopes into which the mailable cards are inserted in the ICPS production process. The Contractor shall process the mailable cards through the mail handling equipment and prepare the sealed and metered envelopes for pickup by the United States Postal Service. The Contractor shall ensure daily delivery of mailable cards to the Card Production Facility's mail pickup point.

**Mailroom Requirement for Task 5 of BPA COW-3-A-0085**

When this task is moved to the Corbin Production Facility, the Contractor shall prepare all mailable travel documents for mailing. The Contractor shall prepare all mailable cards for mailing. The Government will provide two Pitney Bowes Meters (model E-105) and two Pitney Bowes Paragon Processors (Model UF60 and UF61) or similar equipment, for use in sealing and applying postage to the envelopes into which the mailable cards are inserted in the ICPS production process. The Contractor shall process the mailable cards through the mail handling equipment and prepare the sealed and metered envelopes for pickup by the United States Postal Service. The Contractor shall ensure daily delivery of mailable cards to the Card Production Facility's mail pickup point.

***Datatrak Response:***

Datatrak understands and will provide continuity of the required services as stated above. The responsibility of the mailroom staff part of the Datatrak

b4

b4

Cost Proposal for Tasks 1, 4 and 5 (Base Year and 9 Options\*)

ICPS Functional Skill Category	GSA Labor Category	GSA Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Inventory Control Analyst/ Mailroom Technician	Acquisition Support Technician	\$		b4		

(\*) The GSA Rate for the Option Years will be the GSA Schedule Price that is in effect at the date of the renewal of the option years.

b4

**Determination of Price Reasonableness  
Mailroom Operations-Corbin Production Facility (CPF)**

**Background**

Datatrak Information Services (Datatrak) performed mailroom operations at the Corbin Production Facility (CPF) under the previous BPA (COW-8-A-0076) in support of the Integrated Card Production Services (ICPS). Although the requirement for mailroom operations at CPF was not included in the initial call under COW-8-A-0076, Datatrak performed these required mailroom activities under a no-cost modification to the BPA.

The BPA award for the re-compete of ICPS services was issued to Datatrak on July 21, 2003. The Statement of Work (SOW) for the re-compete, however, inadvertently excluded the requirement for mailroom operations at CPF. This omission was not noticed until the post-award conference on August 7, 2003. After discussions with the Contract Specialist, Datatrak submitted a proposal including cost for this additional requirement.

**Overview**

A price analysis was conducted in accordance with FAR 15.404-1(b) to determine whether the proposed price for mailroom operations under BPA COW-3-A-0085 is fair and reasonable and required to perform the services. The following sources were considered in the examination and evaluation of the price proposal.

- Statement of Work
- Historical data
  - ICPS Production Reports
  - Mailroom logs
- Contractor's GSA Schedule Contract

**Price Analysis**

Datatrak proposed the following price and assumptions for mailroom operations at the Corbin Production Facility:

**Tasks 1, 4 and 5 (Base Year and 9 Options\*)**

ICPS Functional Skill Category	GSA Labor Category	GSA Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Inventory Control Analyst	Acquisition Support Technician			b4		

**(\*) The GSA Rate for the Option Years will be the GSA Schedule Price that is in effect at the date of the renewal of the option years.**

**There is no escalation represented in the labor hour pricing of the mailroom operations, as all escalations will be based on approved GSA rate increases. Therefore, the price for the option years will be based on the GSA-approved labor rate as of the date of renewal of the option years.**

The Contractor provided no further rationale for the proposed labor category and labor hours.

To determine the reasonableness of the price to perform the mailroom operations, the following factors were examined:

- Proposed labor hours
- Proposed labor category
- Proposed labor rate

The evaluation of the price involved an analysis of the mailroom task under full Guaranteed Production Level (GPL), as stated in the SOW. This approach resulted in the findings described herein as Analysis I and Analysis II. Details of the analysis are outlined in Attachment I.

#### **Analysis I – Operations Based on Guaranteed Production Levels (GPLs)**

To determine the maximum labor hours required to perform mail operations at GPL (Tasks 1, 4, and 5), recent production workload data was used to extrapolate what GPL production would have been during a given period of time based on ICPS Program Office records.

##### Labor Hours at Current Card Demand

To determine the current level of labor hours to perform the mailroom operations, the mailroom logs (See Exhibit I) were examined. The current procedure requires 2 people to be present at all times in the mailroom. These 2 people must sign a log upon entering and leaving. The entries in this log contain the amount of time spent in the mailroom and provide the basis for the labor hour assumptions.

The weekly production reports over an eight-week period (July 6, 2003 – August 11, 2003) were reviewed along with the time logged in for the mailroom over the same period. The results of the review are summarized in the following:

<u>SOW Requirements</u>	<u>Total Mailable Cards Produced</u>
Task 1 – Permanent Resident Cards	212,190
Task 4 – Employment Authorization Documents	191,072
Task 5 – Travel Documents	36,960 (**)

(\*\*) Total mailable cards for Travel Documents are based on GPL because data on actual production is not available for the eight-week period of this analysis.

The mailroom log during this eight-week period indicates that an average of 1.62 hours daily was spent in the mailroom. Since this log does not provide data on individual activities, it was assumed that all required tasks for mailroom operations were performed.

The average 1.62 hours for conducting daily mailroom functions, stated above, does not include Task 5 because travel documents are not yet produced at that site. Therefore, an average of 0.38 hours was added to the average daily mailroom hours to cover mailing of travel documents. Accordingly, it was determined that it would take approximately two (2) hours per day to perform mailroom operations for Tasks 1, 4 and 5.

It should be noted that capacity of the two mail handling machines was not a factor in this analysis. The throughput capacity of the machines far exceeds the amount of cards produced on an hourly basis. Each mail handling machine can meter, stamp and seal 12,000 cards per hour.

The following concludes the labor hours to perform mailroom operations, at current card demand levels:

<b>2 persons X 303*** days per year X 2 hours per day = 1, 212 annual hours</b>
---

#### Labor Hours at Full GPL

The next step in this analysis was to determine the required labor hours at full GPL. This was accomplished by adjusting the labor hours at current demand proportionally by the weekly GPL.

The following states what card production would be over an eight-week period, at full GPL. A ratio of: (a) current card demand, (b) current average daily mailroom hours, and (c) GPL card production levels was calculated to determine the average daily mailroom hours at GPL\*\*\*\*. The following reflects GPL production over an eight-week period:

<u>SOW Requirements</u>	<u>Total Mailable Cards Based on Weekly GPL</u>
Task 1 – Permanent Resident Cards	552,000
Task 4 – Employment Authorization Documents	320,000
Task 5 – Travel Documents	36,960

\*\*\* = See Attachment I, item #1.

\*\*\*\* = See Attachment I, item #8.

After adjusting the daily mailroom hours based on current demand, it was determined that four (4) hours per day would be required to handle mail based on GPL. The following assumptions were used to calculate the labor hours:

**2 persons X 303 days per year X 4 hours per day = 2, 424 annual hours**

Labor Category

Datatrak proposed two Inventory Control Analysts which were mapped to their GSA Schedule labor category of Acquisition Support Technician. The knowledge, skills and abilities (KSA) of an Acquisition Support Technician as described in their GSA Schedule exceed the required KSA to perform the mailroom operations, as stated in the proposed change to the SOW. The duties associated with the mailroom do not require a background in acquisition or familiarity with contracting regulations and documentation. After reviewing the GSA Schedule labor category descriptions, it was concluded that an Administrative Assistant or the ICPS functional labor category of Administration would be a more suitable labor category.

Labor Rate

Datatrak proposed a GSA Schedule rate of \$43.23 for an Acquisition Support Technician and offered an 8% discount for a proposed BPA rate of \$39.74. It was determined that the rate was fair and reasonable during the source selection process.

As discussed in the "Labor Category" section above our analysis indicates that a more appropriate labor rate should be considered for this requirement. The GSA Schedule Contract contains a \$32.04 rate for the category of Administrative Assistant for which Datatrak offered a 5% discount for a proposed BPA rate of \$30.44. This labor category is included in the BPA and the labor rate has already been determined to be fair and reasonable during the source selection process.

Analysis I – Conclusion

As a result of Analysis I, the following is recommended for the labor category, labor rate and labor hours required to perform mailroom operations at full GPL:

**Tasks 1, 4 and 5 (Base Year and 9 Options\*)**

ICPS Functional Skill Category	GSA Labor Category	GSA Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Administration	Administrative Assistant			b4		



**Analysis II – Retain Proposed Labor Category**

This analysis considered the results of Analysis I for the required labor hours to perform mailroom operations at full GPL, however, the proposed ICPS functional labor category of Inventory Control Analysis was retained, to provide the Contracting Officer additional flexibility during negotiation.

Analysis II - Conclusion

The following is recommended as a maximum negotiation objective for the Contracting Officer's discussions with Datatrac.

**Tasks 1, 4 and 5 (Base Year and 9 Options\*)**

ICPS Functional Skill Category	GSA Labor Category	GSA Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Inventory Control Analyst	Acquisition Support Technician			b4		

Proposed Negotiation Position

Based on Analysis I, the following is recommended as the negotiation objective for the Contracting Officer's discussions with Datatrac.

**Tasks 1, 4 and 5 (Base Year and 9 Options\*)**

ICPS Functional Skill Category	GSA Labor Category	GSA Rate	Discount %	Proposed Rate	Labor Hours (Annual)	Extension
Administration	Administrative Assistant			b4		

**Attachment I**  
**Mailroom Operations at Corbin Production Facility (CPF)**  
**Supporting Documentation – Price Reasonableness**

**Data Sources**

1. Mailroom Log (June 22, 2003 – August 11, 2003) – Exhibit I
2. Weekly ICPS Production Detail (June 22, 2003 – August 10, 2003) – Exhibit II
3. Statement of Work (Modification 1 – Mailroom Operations)
4. Datatrac GSA Schedule Contract (GSA-35-4513G)

**Analysis I – Operations Based on Guaranteed Production Levels (GPLs)**

1. Days of Operations – Sundays, 10 Federal holidays are excluded = 303 days per year.
2. Mailroom log (Exhibit I) over an eight-week period indicates that it takes on an average 1.62 hours or 97 minutes per day to perform mailroom operations for PRCs and EADs.
3. Since data for the travel documents are not available for the eight-week period, the time per day for mailroom operations was based on the weekly GPL. Travel Documents proportionally would take 0.15 or 8 minutes and 44 seconds.
4. Weekly production report (Exhibit II) shows the total number of mailable cards over an actual eight-week period for PRCs (219,190) and EADs (191,092). The GPL for Travel Documents is 36,960. The total number for card production over the eight-week period = 447,220.
5. Total daily average time to perform mailroom operations for PRCs, EADs and Travel Documents at current production level = approximately 2 hours per day.
6. Total daily average time to perform mailroom operations at full GPL: PRCs = 552,000; EADs = 320,000 and Travel Documents = 240,240. The total number for card production over the eight-week period = 908,960.
7. Total daily average time to perform mailroom operations for PRCs, EADs and Travel Documents = approximately 4 hours per day, at full GPL.
8.  $\frac{447,220}{2} :: \frac{908,960}{X} = 4$

**Analysis II – Retain Proposed Labor Category**

1. Analysis I assumptions for labor hours are applied to this analysis.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1 2
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2. AMENDMENT/MODIFICATION NO. A002	3. EFF. DATE 01/13/2004	4. REQUISITION/PURCHASE REQ. NO. PRO-0001	5. PROJECT NO. (If applicable)
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6. ISSUED BY CODE Department of Homeland Security Immigration and Customs Enforce. 425 I Street, N.W. Washington, D.C. 20536	7. ADMINISTERED BY (If other than Item 6) CODE Immigration and Customs Enforcement HQPRO 425 I Street, N.W. Washington, D.C. 20536
---	---

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) Datatrac Information Services Inc. 14120 Newbrook Drive Chantilly VA 20151	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. X COW-3-A-0085 / --
	10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

NET CHANGES: \$0.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

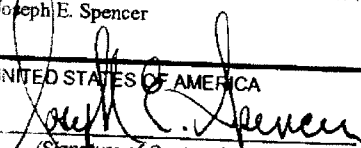
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to transfer contract number COW-3-A-0085 and pertinent file documentation to the U. S. Citizenship and Immigration Services (CIS) Procurement Office located in Burlington, VT.

All correspondence should be directed to the following address:

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joseph E. Spencer
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)
	16C. DATE SIGNED 1-13-04

Vendor Receiving  Official G104 Oblig.  Requestor Other

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT - Continuation</b>			1. CONTRACT ID CODE	
2. AMENDMENT/MODIFICATION NO. A002	3. EFF. DATE 01/13/2004	4. REQUISITION/PURCHASE REQ. NO. PRO-0001	PAGE OF	PAGES
14. DESCRIPTION OF AMENDMENT/MODIFICATION <i>(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</i>			2	2

DHS/CIS  
70 Kimbell Avenue  
South Burlington, VT. 05403-68134  
Attn: Ms. Laura Zuchowski  
Telephone: b2Low