

Company Name:  
STG International

Contract Number:  
COW-2-A-0095 (COW2A0095)

Order Number:  
HSCEOP-07-FCL0177 (HSCEOP07FCL0177)

Requisition/Reference Number:  
TRR-7M-0017 (TRR7M0017)

Latest Modification Processed:  
N/A

Period of Performance:  
8/9/2007 through 8/8/2008

Services Provided:  
Provide ICE Office of Training and Development (OTD) staff with a range of training, career development, travel office management, financial and budgetary oversight, office management, procurement and financial input of data, administrative, oversight of procedures, technical expertise, and management development functions.

**ORDER FOR SUPPLIES OR SERVICES**

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

1. DATE OF ORDER 06/15/2007		2. CONTRACT NO. (If any) COW-2-A-0095		6. SHIP TO:	
3. ORDER NO. HSCEOP-07-FCL0177		4. REQUISITION/REFERENCE NO. TRR-7M-0017		a. NAME OF CONSIGNEE DHS/ICE/OTD	
5. ISSUING OFFICE (Address correspondence to) ICE/Mission Support/OAQ Dallas Immigration and Customs Enforcement Office of Acquisition Management 7701 N. Stemmons Freeway, Suite 300 Dallas TX 75247				b. STREET ADDRESS 800 K Street NW Suite 201	
c. CITY Washington		d. STATE DC	e. ZIP CODE 20536		
7. TO: a. NAME OF CONTRACTOR STG INTERNATIONAL INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 4900 SEMINARY ROAD SUITE 1100				a. PURCHASE REFERENCE YOUR:	
d. CITY ALEXANDRIA				e. STATE VA	f. ZIP CODE 223111811
9. ACCOUNTING AND APPROPRIATION DATA SEE ATTACHMENT A				10. REQUISITIONING OFFICE Immigration and Customs Enforcement	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone				c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS	g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/>
13. PLACE OF				12. F.O.B. POINT Destination	
a. INSPECTION Destination		b. ACCEPTANCE Destination		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 30 Days After Award	16. DISCOUNT TERMS Net 30

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS-35F-5873H Tax ID Number: <span style="background-color: black; color: black;">b2High</span> DUNS Number: 179570403 Period of Performance: 08/09/2007 to 08/08/2008  Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME Dallas Finance Center						\$1,118,206.00
b. STREET ADDRESS (or P.O. Box) P.O. Box 561567 Attn: Bolton/Sheffield						
c. CITY Dallas		d. STATE TX	e. ZIP CODE 75356-1567		\$1,118,206.00	17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA  
BY (Signature)

*Julian Stephens*

23. NAME (Typed)  
Julian Stephens  
TITLE: CONTRACTING/ORDERING OFFICER

**FFMS OBLIGATED**

**6/26/07**

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0001	<p>This BPA call is to extend the period of performance for Contract Support under BPA COW-2-A-0095. The new period of performance is August 9, 2007 through August 8, 2008.</p> <p>This BPA also incorporates the revised and final price list.</p> <p>The attached Statement of Work does not include all tasks that may be required under this Call as modifications to Call HSCEOP-07-FCL00177 will be initiated when appropriate and deemed necessary.</p> <p>STG CONTRACT SUPPORT UNDER BPA COW-2-A-0095. PERIOD OF PERFORMANCE 08/09/2007 - 8/08/2008.</p> <p>STATEMENT OF WORK-BPA</p> <p>1.1 TITLE OF PROJECT:</p> <p>U.S. Department of Homeland Security, Immigration Customs and Enforcement, (ICE). Office of Training and Development requires support to meet the mission of training ICE employees.</p> <p>1.2 PERIOD OF PERFORMANCE:</p> <p>The Effective date of this new Blanket Purchase Agreement Call is August 9, 2007 to August 8, 2008.</p> <p>1.3 BACKGROUND</p> <p>The Immigration and Customs Enforcement Office (ICE), office of Training and Development (OTD), has a mission to ensure ICE personnel are properly trained and equipped with the knowledge, skills, and abilities to conduct their assigned tasks in support of the ICE national security and law enforcement mission. The OTD provides Continued ...</p>	1	EA	1,118,206.00	1,118,206.00	

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	<p>general training oversight across the various component offices of ICE, establishes and maintains standards for ICE training programs and curricula, promotes the integration of training programs across the agency. The OTD, inc cooperation with each ICE operational office, develops and delivers agency-specific training at: the ICE Academy, Glynco, GA, the ICE Leadership Development Center, Dallas, TX, and at both ICE and non-ICE venues through-out the U.S. ICE training programs are delivered to ICE personnel, as well as officials from other Federal, state, local, and foreign law enforcement agencies and other organizations.</p> <p>A well-trained workforce is critical to ICE's success. The OTD plays an essential role in supporting ICE's national security and law enforcement mission. In order to carry out the mission of the ICE's need to train the workforce, OTD needs support services in order to carry out its responsibilities. OTD requires contractor support to perform, management, administrative, technical, and financial and information travel, and training services which will encompass, but are not limited to the following:</p> <p>The mission of the OTD is to ensure ICE personnel are properly trained and equipped with the knowledge, skills, and abilities to conduct their assigned tasks in support of the ICE national security and law enforcement mission. The OTD also provides general training oversight across the various component offices of ICE, establishes and maintains standards for ICE training programs and curricula, promotes the integration of training programs across the agency to create economies of scale, and ensures the overall efficient and effective use of limited training resources and assets.</p> <p>Continued ...</p>					

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	<p>The OTD is committed to ensuring ICE basic, advanced, and specialized training programs maintain ICE as the preeminent Federal law enforcement organization. The OTD is dedicated to ensuring ICE officers are prepared to maximize the resources and authorities vested in ICE to detect, interdict, and investigate threats that arise from the movement of people and goods into and out of the United States.</p> <p>The officer-in-charge of the ICE Academy is the Deputy Director, Training Operations (DDTO). The DDTO's office is located in the ICE Academy, Building 68, at the Federal Law Enforcement Training Center (FLETC) in Glynco (Brunswick), Georgia.</p> <p>The ICE Academy is comprised of 5 distinct divisions that represent the organizational elements within ICE. They are: Detention and Removal Operations Training, Federal Protective Service Training, Intelligence Training, Investigations Training and Professional Responsibility Training.</p> <p>The ICE Academy also includes a Mission Support Division that provides administrative and operational assistance to the personnel assigned to each of the 5 training divisions and to ICE personnel enrolled in ICE training programs delivered at the ICE Academy. Embedded within the Mission Support Division are the ICE National Badge and Credential Program.</p> <p>SECTION II</p> <p>2.1 SCOPE OF WORK:</p> <p>The establishment of the Department of Homeland Security (DHS), the functions, expertise, resources and jurisdictions of several once- -fragmented border and security agencies were merged and Continued ...</p>					

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	<p>reconstituted into Immigration and Customs Enforcement (ICE). The DHS's largest investigative bureau. In order to meet the mission of providing the highest quality training to the ICE personnel, the OTD must integrate various training methodology, techniques, and delivery of training to the mass of ICE personnel locally and statewide. The scope of this effort is for ICE/OTD to procure a qualified contractor work force to assist in administering the various training, administrative and management development programs.</p> <p>The scope of this effort is to acquire services to supplement the OTD staff with a range of training, career development, travel office management, financial and budgetary oversight, office management, procurement and financial input of data, administrative, oversight of procedures, technical expertise, and management development functions.</p> <p>The training mission for the OTD requires that we train personnel in the following areas:</p> <ul style="list-style-type: none"> <li>Legal Training</li> <li>Investigations</li> <li>Intelligence</li> <li>Office of Professional Responsibility</li> <li>Federal Protective Services</li> <li>National Firearms Training Unit</li> <li>Leadership Development Training</li> <li>Management Development Training</li> </ul> <p>The mission of OTD is to provide ICE employees with the training they need to develop the knowledge and skills required to perform their work and the ability to progress in the law enforcement arena, and development career. As such its success is critical to the functioning of the entire organization.</p> <p>Continued ...</p>					

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	<p>REQUIREMENTS: Contractor support to meet these emergent requirements, the following task areas is required:</p> <ol style="list-style-type: none"> <li>1. Program/Project Management Support</li> <li>2. Administrative- Mission Support</li> <li>3. Training and Travel Support</li> <li>4. Financial - Budget Support</li> <li>5. Consultant and Advisory Support</li> </ol> <p>The following sections define a set of services to be provided and describe the functions required:</p> <p>Program-Project Management Support</p> <p>ICE will continue to promote a Management Development Program, and this program is required to develop and train leaders and managers to ensure ICE's future success in meeting the challenges of our mission. In support of this objective, the Management Development Program helps to prepare ICE employees to serve as leaders through various developmental activities and experiences including assignment in visible Headquarters positions. Additionally, the program will expose the MDP Candidates to a greater understanding of ICE's organizational culture, structure, and dynamics.</p> <p>Highly qualified candidates will have the opportunity to develop core leadership and management skills and competencies in communication, performance management, group dynamics, team building, workplace ethics, negotiations, and collaboration. The MDP focuses on the development of skills related to the ICE Core Competencies including:</p> <p>Integrity Continual Learning Risk Management Continued ...</p>					

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	<p>Communication Conflict Management Performance Management Change Readiness</p> <p>The contractor support shall possess significant experience in course instruction. To include presenting in-house courses (public, tailored, or homegrown) in such areas as leadership development, results-based management, problem solving, ;train-the-trainer; workshops, and numerous other areas of ;soft skills; training.</p> <p>Administrative- Mission Support</p> <p>The Contractor shall furnish a range of clerical, administrative, staff and management support functions, including such services as reception duty, secretarial support, and clerical support to maintain orderly and efficient office operations. Performs staff support work for the administration of an office, to include budgeting, purchasing, supply management, personnel administration, data processing, office and computer security and files management. The position may require assistance in the formulation of the budget; the purchase of supplies, equipment and services through a variety of approved acquisition methods; processes and tracks purchase documents; initiate and completes requests for personnel actions; distributes forms and instructions for annual performance ratings and ensures timely, proper completion; and/or provide direct assistance to specialists by performing a segment of their work.</p> <p>The contractor will perform a variety of recordkeeping, reporting, and informational duties in support of an organization's security program. Maintains and revises office filing systems. Collects program Continued ...</p>					

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	<p>information from technical specialists, enters into electronic or manual information systems and searches for it as requested; schedules use and maintenance of computer equipment; enters and retrieves information from a variety of systems; and helps others to use the various computer systems. Compile and summarize information and data; identify inaccuracies in the information; prepares reports in accordance with procedures and instructions; design detailed charts and graphs; and ensure reports are clear and concise. Requires those all-financial, personnel, supply and other administrative transactions be tracked as the documentation flows through the office in both electronic form and on paper. Advises management on the technical and practical aspects of office administration. Duties may include, but are not limited to, answering telephones and greeting visitors; maintaining office files and records; assisting with travel arrangements; using computer software to prepare memos, presentations, and spreadsheets; support for finance, accounting, and office procedure implementation; and drafting documents for management review.</p> <p>The Contractor shall also provide management support for specific programmatic, administrative, or management needs of the office. These may include special studies and analyses relative to organization and procedural manpower needs, resources, training, and utilization which may be prepared for external or internal use. Services may also include working with individual senior staff members to make recommendations regarding realignment of functions, operating procedures, or better utilization of staff and other resources. The Contractor may also perform reviews of management documents; oversee the preparation of various reports; and</p> <p>Continued ...</p>					

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	<p>participate in conducting management studies.</p> <p>Training and Travel Support</p> <p>Travel/Training Management: The ICE Academy Travel Office serves as the funding authority for all personnel attending ICE basic, advanced and specialized training programs supported by ICE training funds. One full time analyst is assigned to the ICE Academy Travel Office to manage the travel program. The ICE Academy travel office ensures travel authorizations and vouchers citing Academy managed travel funds comply with all applicable provisions of the Federal Travel Regulations and that reimbursements for specific training-related travel expenses are reasonable, necessary and in compliance with all applicable federal rules and regulations, as well as ICE directives and procedures prior to final payment.</p> <p>The Contractor will be required to assign a team of 5 training technicians to the Mission Support Division of the ICE Academy in Glynco, Georgia. The contractor support (TT) will be responsible for supporting the ICE Academy Travel Office and other ICE Academy mission support activities as identified by the Deputy Director, Training Operations and the Director, Mission Support Division.</p> <p>Responsible for or assists in implementing, coordinating, and-or overseeing a variety of management programs or activities impacting organizational activities or operations. Plans and conducts or assists with studies of headquarters and field functions, personally or through team activities, and develops, recommends and-or evaluates policies in assigned areas of responsibility. Plans and conducts Continued ...</p>					

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	<p>or participates in studies on task forces, provides assistance to headquarters and field offices. Supports development and evaluation of policies in assigned program areas, takes or recommends actions to achieve organizational objectives, and recommends future program objectives and improvement</p> <p>Financial ; Budget Support</p> <p>The ICE Academy trains over 4,500 students annually, in the various occupations for the Agency, including ICE, and the other bureaus. The responsibilities for this area will be key in the preparation and execution of fiscal funding for the fiscal year. Use of budgeting policies to plan and coordinate departmental budgets among training divisions within ICE to create a consolidated budget for ICE Academy training. The services of this support are to also provide budget and accounting support to the Headquarters Training Division Staff.</p> <p>The Contractor shall provide financial specialist support to aid the OTD in accomplishing its mission of providing or arranging cost-effective service for recruitment, staffing, retention and management of the human resources in all program areas. Duties may include the following: develop and monitor budgets; develop procedures for financial review of contracts to facilitate the operation of OTD programs; advise OTD staff of new and revised regulations, policies, and procedures affecting procurement matters; conduct operational and financial analyses of fiscal year expenditures to ensure compliance with Department policies; provide information and reports for use in tracking cost performance within OTD; and provide technical analyses and recommendations in matters relating to Continued ...</p>					

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	<p>budgeting, finance, and cost oversight.</p> <p>SECTION III:</p> <p>3.1 DELIVERABLES</p> <p>The deliverables for this contract are the complete range of travel and training processing, class room set-up, input of data using various training software, including the services provided in section III to service the customers in ICE.</p> <p>3.2 SECURITY</p> <p>The contractor will comply with the set guidelines and procedures govern by the facilities. All the administrative, physical, and technical security controls must be followed and met. Any required security clearances and /or signed non-disclosure/security agreements will need to arranged and/or provided and will be coordinated through the Office of Training and Development.</p> <p>3.3 STAFFING REQUIREMENTS</p> <p>The contractors should be experienced in the Federal HRS policies and guidelines, including program management. The TT&amp;S must be efficient in the use of computer hardware, software, access management, Microsoft Word, and customer service management. Customer service should be consistent and must include the task as described in section III.</p> <p>3.4 PLACE OF PERFORMANCE</p> <p>Contractors will be provided workspace at ICE, Headquarters, 800 K, Street, Washington, DC, and support sites in Glynco, GA, and Dallas, TX. The majority of basic, advanced and specialized training delivered by ICE occurs at the ICE Academy Continued ...</p>					

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	<p>in Glynco, Georgia. Additional training, such as the Supervisory and Leadership Development Training Program is delivered at the ICE Leadership Development Center in Dallas, Texas.</p> <p>Contractor-provided TT;s will be assigned to the ICE Academy in Glynco, Georgia, to provide the services required by this contract. TT;s may also be required to travel to Washington, DC and other locations within the United States when necessary to support ICE training operations, to attend administrative meetings for the purpose of program management and oversight, and to receive critical mission-related training. Advance notice of the requirement to travel may be as little as one business week. ICE will place Contractor-provided TT;s on Government travel orders to facilitate their travel. The TT;s will be required to travel by Government-contracted common carriers unless such means of travel are unavailable or other modes of transportation are authorized.</p> <p>SECTION IV</p> <p>4.1 CONTRACTOR WORK SCHEDULES</p> <p>The various offices within the OTD operations on a 7:30 A.M. to 4:30 P.M. schedule with a 1-hour lunch period between 11:30 A.M. and 12:30 P.M. However, start and end times may be adjusted by the Division Director, Deputy Director, Training Operations, or any other manager/supervisor which manages the contractor support, and is required to decide in the best interest of the government to allow a schedule change from the office routine.</p> <p>The administrative workweek is Monday through Friday exclusive of Federal Continued ...</p>					

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	<p>holidays with Saturdays and Sundays as assigned days off duty. However, based upon extraordinary circumstances, it is possible that the contractor support may be required to work on Saturdays, Sundays or holidays.</p> <p>Overtime compensation for contractor-provided support can be authorized, if the task or work assignment can only be completed outside the normal working hours, and the requirement meet the federal overtime guidelines, otherwise overtime will not be authorized.</p> <p>Work schedule including holidays authorized by the Federal Government.</p> <p>Holidays:                      January 1 New Year's Day                      January 15 Birthday of Martin Luther King, Jr.                      February 19* Washington's Birthday                      May 28 Memorial Day                      July 04 Independence Day                      September 03 Labor Day                      October 08 Columbus Day                      November 12 Veterans Day                      November 22 Thanksgiving Day                      December 25 Christmas Day</p> <p>OTHER CONTRACT DETAILS</p> <p>A.GOVERNMENT FURNISHED SUPPLIES, EQUIPMENT, AND DATA SYSTEMS ACCESS</p> <p>ICE will provide Contractor-personnel orientation training, office space, equipment, and supplies normally needed in Continued ...</p>					

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	<p>the workplace to properly support large-scale training operations.</p> <p>1.Orientation training to include OTD and ICE Academy operations with respect to each organizational unit and training-specific processes and systems.</p> <p>2.Access to vehicle parking, buildings, offices, classrooms, and other sites where training and administrative activities supporting training are conducted consistent with the work required by this contract.</p> <p>3.A workspace including a desk or similar work surface, a chair, and limited storage for files, equipment, and supplies.</p> <p>4 A desktop computer or laptop computer with a docking station, if required.</p> <p>5.Consumable office supplies including but not limited to paper, writing instruments, staples, paperclips, binders, and folders.</p> <p>6Access to photocopy machines, facsimile transmission machines, and other office equipment used to facilitate the administrative functions of the training operation.</p> <p>7.Access to applicable policies and regulations relevant to the performance of work under this contract</p> <p>The Contractor and its employees will be responsible for the appropriate use and care of Government furnished property. The Contractor will be liable to repair or replace at the Government's option any Government furnished property damaged by the Contractor or its employees, agents, or representatives through reckless or negligent acts or omissions.</p> <p>Applicable Federal, Agency, ICE regulations, policies, and procedures would govern access to data systems and computer use by Contractor personnel. Individual contract support will be liable for compliance with policies and regulations Continued ...</p>					

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	<p>governing access and use.</p> <p>B.Travel</p> <p>Contractor staff shall be required to travel to domestic locations for the performance of this statement of work. The contractor shall be responsible for ensuring that the support personnel have the travel documentation necessary to perform the work. Any travel will be required to be in accordance with the Joint Travel Regulations (JTR) and approved by ICE. The travel itinerary shall be provided when the travel directive or delivery order is issued.</p> <p>Travel expenses will be reimbursed in accordance with Federal Travel Regulations (FTR) and Federal Government rules and regulations.</p> <p>C.SUBMISSION OF INVOICES</p> <p>The Contractor will bill the Government (ICE) no more frequently than once a month for services provided pursuant to this contract. Invoices will be received by no later than the 15th of the month for the billing period consisting of the entire previous calendar month or part thereof, as applicable.</p> <p>Original invoices will be submitted to the COTR for this contract in triplicate (an original and two copies).</p> <p>PAYMENT</p> <p>The finance office responsible for paying invoices will be:</p> <p>ICE/OTD Attn: Delores Edwards 800 K St. NW, Suite 201 Washington, DC 20536 (202) 732-1303 Continued ...</p>					

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DATE OF ORDER 06/15/2007	CONTRACT NO. COW-2-A-0095	ORDER NO. HSCEOP-07-FCL0177
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>V.CONTRACTING OFFICER;S TECHNICAL REPRESENTATIVE (COTR)</p> <p>The COTR will be responsible for providing direction to the Contractor that clarifies the contract effort (contractual Scope of Work), evaluating the Contractor;s performance, and certifying the Contractor;s invoices for payment prior to forwarding the original invoices to the finance office for payment and copies of invoices to the Contracting Officer.</p> <p>The COTR does not have the authority to alter the Contractor;s obligations under the contract, direct changes that fall within the purview of the General provisions clause entitled ;Changes,; and/or modify any of the expressed terms, the conditions, or the cost of the agreement. If as a result of technical discussions it were desirable to alter or change the contractual obligations of the Scope of Work, the Contracting Officer would issue and sign such changes in writing.</p> <p>The COTR for this contract will be:</p> <p>Delores J. Edwards Management/Program Analyst ( 202 ) 732- [REDACTED] b6</p> <p>CONTRACTING OFFICER</p> <p>Only the Contracting Officer will make changes to the terms, conditions, clauses, provisions, and/or other stipulations of this contract. The Contractor will not accept any instructions issued by any person other than the Contracting Officer or the COTR operating within the limits of Continued ...</p>					

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

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

PAGE OF PAGES

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

DATE OF ORDER  
06/15/2007

CONTRACT NO.  
COW-2-A-0095

ORDER NO.  
HSCEOP-07-FCL0177

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>that person's authority. No changes to this contract will be made or accepted by the Contractor other than written modifications issued and signed by the contracting officer.</p> <p>The Contracting Officer for this contract will be:</p> <p>Julian M. Stephe 7701 N. Stemmons Frwy Dallas, TX 75247 (214) 905- [REDACTED]</p> <p>The total amount of award: \$1,118,206.00. The obligation for this award is shown in box 17(i).</p>					

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