ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 9/27/2006
2. CONTRACT NO. (if any): HSBP1006A01355
3. ORDER NO.:
4. REQUISITION/REFERENCE NO.: 0020020519
5. ISSUING OFFICE (Address correspondence to):
Department of Homeland Security
Customs and Border Protection
1300 Pennsylvania Ave NW
NP 1310
Washington DC 20229

6. SHIP TO:
a. NAME OF CONSIGNEE: See Attached Delivery Schedule
b. STREET ADDRESS:
c. CITY:
d. STATE:
e. ZIP CODE:
f. SHIP VIA:

7. TO:
a. NAME OF CONTRACTOR: NORTEL GOVERNMENT SOLUTIONS INC
b. COMPANY NAME:
c. STREET ADDRESS: 12730 FAIR LAKES CIR
d. CITY: FAIRFAX
e. STATE: VA
f. ZIP CODE: 22033-4901

8. TYPE OF ORDER
[X] 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.
[ ] 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.

9. ACCOUNTING AND APPROPRIATION DATA

CONTRACTOR TIN: (b) (3); (b) (4)

10. REQUISITIONING OFFICE
(b) (6)

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[ ] a. SMALL
[X] b. OTHER THAN SMALL
[ ] c. DISADVANTAGED
[ ] d. WOMEN-OWNED
[ ] e. HUBZone
[ ] f. EMERGING SMALL BUSINESS
[ ] g. SERVICE-DISABLED VETERAN-OWNED

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION:
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B POINT ON OR BEFORE (Date): 09/18/2012

16. DISCOUNT TERMS:

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QTY Accpt (g)
00010	Contract Support	1.00	AU			
00010-001	Contract Support	1.00	AU	$1.00	$1.00	

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT:
19. GROSS SHIPPING WEIGHT:
20. INVOICE NO.:

21. MAIL INVOICE TO:
a. NAME: DHS - Customs & Border Protection National Finance Center
b. STREET ADDRESS (or P.O. Box): PO Box 68908
c. CITY: Indianapolis
d. STATE: IN
e. ZIP CODE: 46268

17(h) TOT. (Cont. pages): $0.00

17(i) GRAND TOTAL: $1.00

(b) (6)

23. NAME (Typed): Thomas L. Thompson
TITLE: CONTRACTING/ORDERING OFFICER

Previous edition not usable

OPTIONAL FORM 347 (REV. 3/2005)
Prescribed by GSA/FAR 48 CFR 53.213 (e)

DATE OF ORDER	CONTRACT NO. (if any)	ORDER NO.	PAGE OF PAGES
9/27/2006	HSBP1006A01355		2 2

Federal Tax Exempt ID: 72-0408780

NOTES:

The Government hereby establishes a five (5) year Blanket Purchase Agreement (BPA) in accordance with the terms and conditions of the General Services Administration (GSA) contract GS-10F-0114J and the Statement of Work.

This multiple award Blanket Purchase Agreement (BPA) with a General Services Administration (GSA), Federal Supply Schedule (FSS) with a Mission Oriented and Business Integrated Services (MOBIS). This is for Group 874, Consulting, Facilitating, Survey, Training, Support Products, Competitive Sourcing Support, Program Integration and Project Management. The following Special Item Numbers (SIN) apply to this requirement: SIN 874-1: Consulting Services; SIN 874-2: Facilitation Services; SIN 874-3: Survey Services; SIN 874-4: Training; SIN 874-5: Support Products; SIN 874-7 Program Integration and Project Management Services and SIN-874-99: New Services.

Task Orders issued hereunder shall be generally priced with the rates in GSA Contract GS-10F-0114J and specifically priced utilizing the rates in Attachment B, subject to discounts as the Contractor deems appropriate.

STATEMENT OF WORK
BLANKET PURCHASE AGREEMENT HSBP1006A1355
PROFESSIONAL SERVICES

1.0 Background

Under the authority of Title I, Sec. 101 Homeland Security Act of 2002 as amended, the Department of Homeland Security (DHS) was established to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism; and minimize the damage, and assist in the recovery, from terrorist attacks that do occur within the United States.

2.0 Overview

The Customs and Border Protection (CBP), Office of Asset Management (AM) is responsible for the coordination of all real and personal property management functions within CBP. This includes fleet and personal property acquisition and disposal, construction management, energy management, architectural and engineering design services, establishment of facility standards, historic preservation, and the planning and coordination of repairs and alterations to CBP occupied facilities. In addition, AM is also responsible for all aspects of financial management and budgeting, logistical support, building management services, investment planning, life cycle management of both real and personal property and providing shared services to the bureaus of Immigration and Customs Enforcement (ICE) and U.S. Citizenship and Immigration Services (CIS).

The following are reasons for the additional staffing requirement:

2.1 Compromise of recruiting the best-qualified candidates because of the timely background investigation process

2.2 Complexity of the work performed by AM employees requires new employees to be trained in order to carry out mission critical tasks; there is no time to train new personnel.

23 Staffing levels are not growing at the same rate as the workload and mission requirements.

3.0 Scope of Work

Contractor personnel assigned to this Blanket Purchase Agreement (BPA) will perform a variety of duties based on the labor category they are assigned to. The number and type of labor category required will be identified by the Task Monitor as required based on funding availability. The following provides a brief overview of the duties to be performed by the various labor categories for Asset Management:

3.1 **Project Manager – Construction/Leasing/NEPA:** Project Managers will be assigned one or more major construction and/or leasing projects to manage from cradle to grave. Duties and responsibilities include, but are not limited to:

3.1.1 Responsible for the overall management, control, coordination and execution of assigned projects involving complex and long-term leasing, space acquisition, and/or construction management projects. Projects include architectural and structural phases of construction plans, specifications, and estimates concerned with facility/building utilization throughout CBP.

3.1.2 Serves as a project manager, technical expert, and coordinator in facility requirements planning, the translation of general space layout requirements to specific operational requirements, and manages the project until occupancy of the facility. Translate user defined operational needs into facility requirements and lead facility construction projects that required extensive and intense planning efforts.

3.1.3 Reviews CBP-wide requests for facility/leasing/building construction, alteration, and restoration. Coordinates the planning, design, cost engineering, construction, and environmental considerations with CBP-wide management. Projects are complicated by multiple customers, major technical issues, and conflicting interests of the government and business and industry groups.

3.1.4 Prepares preliminary and working drawings and diagrammatic sketches which translate facility requirements into plans, elevations, sections, and details showing the design, location, and dimensions of the various elements of the structure and the quantity and kinds of material to be used. Prepare and review floor plans submitted to determine adequacy of layout and workflow, budgetary impact, conformance with accepted business practices and techniques or the need for deviation from standard practices because of unusual functions or unique conditions. Also, prepares the government costs estimates associated with project.

3.1.5 Controls and manages project milestones and budget from planning through construction and initial operations ensuring projects remain on schedule and within budget. Reviews project progress, measuring performance and taking necessary corrective actions to maintain agreed upon schedule and cost.

3.1.6 Makes frequent trips to facility sites during the various phases to check the progress of alterations, construction, quality of work and materials, and conformity with project drawings, specifications, and good practices. Provides written reports and/or makes oral presentations that recommend solutions for specific problems that arise during such visits.

3.2 **Environmental Specialists:** Environment Specialists will be assigned to the Portfolio Management Branch in Washington, DC. Duties and responsibilities include, but are not limited to:

3.2.1 Serve as an environmental expert representing the CBP in program matters related to environmental quality and pollution abatement.

3.2.2 Serve as technical expert on Government regulations pertaining to environmental quality and pollution abatement issues and ensure CBP is in compliance with all environmental management initiatives, directives, and mandates, and all legislative requirements.

3.2.3 Assist in developing and implementing an environmental management program for CBP.

3.2.3 3.2.4 Provide technical advice and recommendations on environmental quality issues such as asbestos abatement, ventilation deficiencies, carbon monoxide levels under inspection canopies at border stations, and lead levels in indoor firing ranges.

3.2.4 3.2.5 Assist in developing Statement of Work for obtaining professional services for studies and surveys, determine review process and project schedule. Review results of studies and surveys for completeness, technical quality, and compliance with project requirements and appropriate policies and criteria.

3.3 **Energy Manager/Specialists:** Energy Managers/Specialists will be assigned to the Construction Center for Excellence in Indianapolis, Indiana. Duties and responsibilities include, but are not limited to:

3.3.1 Serves as an energy expert.

3.3.2 Assist in developing and implementing an energy management program for CBP.

3.3.3 Ensure CBP is in compliance with all DHS energy management initiatives, directives, and mandates, and all other legislative requirements.

3.3.4 Oversees facility energy, water, and fuel conservation efforts and studies energy conservation proposals by making site surveys, evaluating needs, estimating costs, and amortization factors, and recommending alternate solutions to develop the most economical solution.

3.3.5 Monitors energy consumption of CBP-operated facilities, prepares quarterly and annual energy reports, and investigates unexplained increases in energy reports, and investigates unexplained increases in energy usage.

3.4 **Architects/Engineers:**

3.4.1 **Architects:** Architects will be assigned to the Construction Center for Excellence (CCE) in Indianapolis, Indiana. Duties and responsibilities include, but are not limited to Assisting CCE with various architectural design and engineering support services in planning, design, and construction of CBP facilities and infrastructure nationwide. Provides recommendations and advice on special projects, future projects, and budgetary estimates. Personnel assigned to this category will provide advice to management, program office, and professional colleagues on technical and economic feasibility of processes, systems, and equipment utilized in the design and construction of a wide range of facility types

including inspection, enforcement, detention, vehicle maintenance aircraft maintenance, and border security infrastructure.

3.4.2 **Engineers – Civil, Electrical, Mechanical, Structural** - Engineers specializing in various engineering fields will be required. The engineering specialty required will be coordinated by the Task Monitor on an as needed basis. Engineers will be assigned to the Construction Center for Excellence (CCE) in Indianapolis, Indiana. Duties and responsibilities include, but are not limited to, Provides advice and consulting services on a variety of engineering areas, such as civil, electrical, mechanical, and structural components, in support of CBP facilities and infrastructure. Assists CBP personnel with planning, designing, and coordinating the alteration, renovation, and construction of plumbing, heating, and other various systems. Assists CBP personnel with conducting and reviewing studies and scopes of work, surveys in the field to determine design requirements, evaluate design objectives, and identify the most economical and efficient procedures and systems for project design and performance.

3.4.2 3.5 **Program Analysts**: Program Analysts will be assigned to several organizations within Asset Management. Duties and responsibilities include, but are not limited to:

3.5.1 Serve as a senior analyst and/or advisor on a range of complex program activities requiring application of a wide range of qualitative and or quantitative methods for assessment of complex management processes, systems and mission support programs. Those may include, but are not limited to: budget methodology and control; statistical research and performance measurement; information systems; management techniques and theories; organizational structure; planning and control systems; and-or public and congressional liaison, policy and other programs, impacting the total CBP.

3.4.3 3.5.2 Plans and conducts special studies, personally or through team members, provides advice, and develops and evaluates policies in assigned areas of responsibility. Plans, conducts or participates in special studies on task forces, provides assistance to headquarters and field offices. Develops and evaluates policies in assigned program areas, takes or recommends actions to achieve organizational objectives, and recommends future program objectives and improvements.

3.6 **Data Entry Specialists/Technicians:** Data Entry Specialists/Technicians will be assigned to several organizations within Asset Management. Duties and responsibilities include, but are not limited to:

3.6.1 Data entry input into SAP and other CBP systems – This work requires excellent typing skills and ability to work with numbers. Produce charts and graphs; develop spreadsheets and reports from CBP systems or data as provided.

3.7 **Administrative Support:** Administrative Support personnel will be assigned to several organizations within Asset Management. Duties and responsibilities include, but are not limited to:

3.7.1 Provides administrative support and assistance to the organization by completing a variety of clerical and administrative support tasks and procedures as required, including answering phones, typing, filing, preparing correspondence, developing and maintain correspondence logs and filing systems, performing data entry into various CBP systems, maintaining tracking systems of transactions, coordinating requests for services from users and completing necessary forms, procuring routine equipment and services, maintaining office files and records, and preparing recurring reports.

3.8 **Mail Clerk:** Mail Clerks will be assigned to several organizations within Asset Management. Duties and responsibilities include, but are not limited to:

3.8.1 Provide and implement a mail management program at the location they are assigned to. Dispatch, sort and distribute all incoming and outgoing mail by general subject matter to delivery points within the organization. Sort incoming APO mail by box number and distribute to mail receptacles. Responsible for recording and controlling incoming and outgoing insured and certified mail and completing associated forms.

3.9 Place and Period of Performance

If the BPA holder fails to perform in a manner satisfactory to the Contracting Officer (CO), this BPA may be cancelled with 30 days written notice to the BPA Holder by the CO.

Contractor employees will be assigned to a duty station as their place of performance. The number and labor category required at each duty station shall be determined as needed and based on funding availability. There are four (4) duty stations with several organizations within the Office of Asset Management at each location:

Dallas, TX
Logistics Center Dallas
7701 N. Stemmons Freeway
Dallas, TX 75247

Indianapolis, IN - Various Organizations
6650 Telecom Drive, Suite 210
Indianapolis, IN 46278

Laguna Niguel, CA
Logistics Center Laguna
24000 Avila Road
Laguna Niguel, CA 92607

Washington, DC – Various Organizations
1300 Pennsylvania Ave, NW
Washington, DC 20229

4.0 Definitions

4.1 Contracting Officer (CO): The only person authorized to approve changes in any of the requirements of this BPA. The CO is the only individual authorized to accept nonconforming work, waive any requirement of the BPA, or to modify any term or condition of the BPA. The CO is the only individual who can legally obligate Government funds.

5.1 4..2 Contracting Officer's Technical Representative (COTR): Performs functions under the BPA such as review or inspection and acceptance of supplies, services, including construction, and other funds of a technical nature.

4.3 Contractor: A person who contracts to furnish supplies or perform services at a specified price or rate.

4.4 Designated Official: The government representative to whom the contractor employee is assigned. Typically, the designated official is the immediate Branch Chief of the section the contractor employee is assigned to. In the absence of a Branch Chief, the Division Director is the designated official.

4.5 Duty Station: Physical location to which contractor employee is assigned.

5.24.6 Task Monitor: The task monitor is responsible for the following tasks:

4.6.1 Certification of invoices and submitting approved invoices to the COTR who will forward them to the CO

4.6.2 Defining work completion requirements

4.6.3 Monitoring contractor performance

4.6.3.1 Meeting with Program Managers on a monthly basis to discuss status, schedule and performance issues

4.6.4 Providing copies of the above meeting minutes to the COTR and CO with the status reports.

5.0 Labor Category Requirements

The contractor shall provide qualified individuals in the fields listed below. This number may increase in subsequent years. The number of personnel required may increase or decrease based on the need and funding availability. The following labor category requirements are the minimum that must be met to satisfy the government's labor requirement. Labor category requirements under this BPA include, but are not limited to:

5.1 Project Managers (Construction Management): Individuals must have experience managing large, complex construction projects from design to completion of construction, which includes knowledge of professional architectural or engineering

principles, concepts and practices applicable to a full range of design, layout, construction, repair, and/or alterations to public structures.

5.2 Project Managers (Leasing Management): Individuals must have experience managing large, complex leasing projects from development to moving into facility, which includes knowledge of professional architectural or engineering principles, concepts and practices applicable to a full range of design, layout, repairs, and/or alterations to public structures.

5.3 Project Managers – NEPA Experience: Individuals must have experience in the field of project management with NEPA experience. Individuals must possess the knowledge and skills to design and/or evaluate technical blueprints or project objectives, prepare or evaluate cost projections for work, to monitor work in progress and to evaluate completed products for compliance with cost or project requirements.

5.4 Energy Manager/Environmental Compliance Specialists: Individuals applying for this position, must have minimum of a 4-year degree from an accredited college or university, be able to work both independently and as part of a team. Individuals must have experience in developing, implementing, monitoring, reviewing, and evaluating fuel conservation efforts and programs. Individuals must be knowledgeable about all Executive Orders, Public Laws, and other policy that govern the area of energy management such as but not limited to: Public Law 102-486 and Public Law 95-619.

5.5 Program Analysts: Individuals must possess strong financial, analytical and written skills to perform the specified work requirements. Individuals shall have extensive knowledge in preparation of budget documentation and demonstrated experience in analysis of budget execution data. Individuals must have experience analyzing processes and workflows, formulating process improvement recommendations, analyzing technical/programmatic information and preparing high-level presentations. Individuals must have or demonstrate a basic understanding of accountability and reporting of financial data so that all receipts and expenditures can be summarized and reported periodically to managers and customers. Individuals selected for this position should have a minimum of two (2) years experience performing the duties specified above.

5.6 Architects: Individuals must possess a minimum of a 4-year degree from an accredited college or university in Architecture. The requirement to be licensed in the state the individual is working at is strongly recommended but not required. Individuals must possess knowledge of professional architectural principles, concepts and practices applicable to a full range of design, layout, construction, repair, and/or alterations to public structures. Knowledge and skills to design and/or evaluate technical blueprints or project objectives, prepare or evaluate cost projections for work, monitor work in progress and evaluate completed products for compliance with cost or project requirements. Individuals hired for this position must be proficient in AutoCAD 2005.

5.7 Engineers – Civil, Structural, Mechanical, and Electrical: Individuals must possess state the individual is working at is strongly recommended but not required. Individuals structural, mechanical, or electrical engineering. The requirement to be certified in the must possess a minimum of a 4-year degree from an accredited college or university in the field of civil, knowledge of professional engineering principles, concepts and practices applicable to a full range of design, layout, construction, repair, and/or alterations to public structures.

5.8 Data Entry Specialists/Technicians: Individuals must be proficient in the use of personal computers and keyboarding. Contractor personnel must be able to type at least 45 wpm with 98 percent accuracy. Personnel must possess a thorough, proficient working knowledge of Microsoft Office version 2000 or later software products, with a strong emphasis on Microsoft Word and Excel. Individuals shall also produce charts and graphs, develop spreadsheets, and generate systems and ad hoc reports from data of various CBP mainframe systems. Knowledge of SAP is strongly recommended but not required.

5.9 Administrative Support: Individuals must possess strong written and oral communication skills, strong phone etiquette skills, be customer-service oriented, detail-oriented, be able to multi-task, able to work independently and as part of a team. Individuals must be proficient in Microsoft Office 2000 or later with particular emphasis on Microsoft Word, Excel and PowerPoint.

5.10 Mail Clerk: Personnel shall have experience working in a mailroom setting, dealing with customer service, and be aware of any U.S. Postal Service regulations that pertain to mail management.

6.0 Other Knowledge and Standard Skill Sets:

Individuals selected under this BPA must show a solid background and experience in similar work for that being selected. Other knowledge and skills highly valued in preparation for the work required by this Statement of Work are:

6.1 Ability to plan, organize, and execute major projects from cradle to grave (construction, leasing).

6.2 Basic understanding of accountability and reporting of financial data so that all receipts and expenditures can be summarized and reported periodically to managers and customers.

6.3 Strong written and oral communication skills - personnel must possess strong writing skills, in both technical level documents and in common English narration.

6.4 Ability to multi-task and manage multiple projects

6.5 Ability to work under pressure and tight deadlines

6.6 Ability to work independently

6.7 Ability to work in a team environment

7.56.8 Knowledge and experience with Systems, Applications and Products (SAP) is strongly recommended but not required

6.9 Proficient in Microsoft Office 2000 or later with particular emphasis on Microsoft Word, Excel, and PowerPoint

7.0 Key Personnel

The following labor categories are listed below in order of importance based on the number of personnel needed for each category:

Project Managers - Construction/Leasing
Architects
Engineers
Energy Managers
Environmental Specialists
Project Manager – NEPA
Program Analysts

8.0 Selection and Termination of Contractor Personnel

The contractor shall provide only qualified candidates as indicated under this SOW for each labor category.

8.1 The Government shall not exercise any supervision or control over contractor personnel performing under this SOW. The government will provide work assignments, monitor and evaluate work performance, and terminate services as required. It should be noted contractor employees selected under this BPA are employees of the contractor; they are not government employees.

8.2 Should the need arise to replace an individual selected under this BPA, the contractor shall notify the Contracting Officer immediately and submit all required resumes of potential individuals to the CO at least fourteen days in advance of the substitution. All resumes submitted for the proposed substitution must have qualifications equal to or greater than that of the person being replaced to perform the work under this BPA.

8.2 Contractor employees selected under this BPA may be terminated at any time without cause. The CO, COTR, Government's Task Monitor, and/or Designated Official may direct the contractor to remove any employee from assignment to perform services under this BPA for reasons of misconduct, security violations, and/or inability to perform assigned functions. These reasons will be uncontested (Is this the right word). In such cases whereas a contractor employee is released, the task monitor or COTR must ensure CBP Form 242 is completed and returned to the appropriate office.

9.0 Timeliness

Upon award of contract, the Task Monitor will advise the Contractor of the number of individuals required by labor category by location. The contractor must have a pool of candidates ready to be interviewed by designated officials within 5 working days of being notified by the Task Monitor of the number and type of labor category required. In addition, contract individuals must report to work within 14 working days from the time the contractor is notified of a selection.

10.0 Clearance of Personnel

Contractor shall comply with the CBP administrative, physical, and technical security controls to ensure the federal government's security requirements are met. During the course of this BPA, the contractor shall not use, disclose, or reproduce data that bears a restrictive legend, other than as required in the performance of this task.

10.1 Contractors hired for work within the United States or its territories and possessions, and who require access to the Department of Homeland Security (DHS) owned or controlled facilities, information systems, security items, or products and/or sensitive but unclassified information shall be U.S. Citizens and shall live within the United States or its territories.

10.2 The contractor must run a preliminary criminal background check on candidates prior to being referred for interviewing. Only candidates who pass the preliminary criminal background check performed by the contractor will be referred for interviewing. All contractors hired for work must pass a criminal background check, which will be performed by CBP, Security Programs Division prior to being allowed full access to government systems. Failure to pass a criminal background check or a thorough CBP background investigation completed by the CBP, Security Programs Division is ground for dismissal.

11.0 Security Procedures

11.1 Controls. The Contractor shall comply with the Bureau of Customs and Border Protection (CBP) administrative, physical and technical security controls to ensure that the Government's security requirements are met.

11.2 Identification Badges. All Contractor employees shall be required to wear identification badges when working in Government Facilities.

11.3 Security Background Date. A contractor employee shall not begin working under the contract until the entire background investigation (BI is completed with approval from CBP, Security Programs Division. Exceptions to this requirement will be handled on a case-by-case basis, and access to facilities, systems, data, etc. will be limited until the individual is cleared.

Contractor employee personnel hired to work within the United States or its territories and possessions that require access to CBP facilities, information

systems, security items and products, and/or sensitive but unclassified information shall either be U.S. citizens or have lawful permanent resident status.

The following security screening requirements apply to both U.S. citizens and lawful permanent residents who are hired as Contractor personnel. All personnel employed by the Contractor or responsible to the Contractor for the performance of work hereunder shall either currently possess or be able to favorably pass a background investigation. The Contractor shall submit within ten (10) working days after award of this contract, a list containing the full name, social security number, and date of birth of these people who claim to have successfully passed a background investigation by the CBP, or submit such information and documentation as may be required by the Government to have a BI performed for all personnel. The information must be correct and be reviewed by a Customs Official for completeness. Normally, this shall consist of SF-85P, "Questionnaire for Public Trust Positions;" FD-258, "Fingerprint Chart;" and a Financial Statement. Failure of any Contractor personnel to pass a BI means that the Contractor has failed to satisfy the BPA's requirement to provide cleared personnel. The continuing failure to meet the requirement to provide cleared personnel. Is grounds for termination of the BPA, unless cleared personnel are timely provided as replacements. The Contractor must provide a qualified replacement capable of passing a BI for any person who fails to successfully pass a BI. This policy applies to any personnel hired as replacements during the term of the BPA. The Contracting Officer must approve all personnel replacements.

Estimated completion of the investigation is approximately ninety (90) to one-hundred twenty (120) days from the date the completed forms are received in the Security Programs Division.

11.4 Notification of Personnel Changes. The Contractor shall notify the Contracting Officer's Technical Representative and Contracting Officer via phone, FAX, or electronic transmission, no later than one workday after any personnel changes occur. Written confirmation is required for phone notification. This includes, but is not limited to, name changes, resignations, termination, and reassignments (i.e., to another contract.) The Contractor shall notify the OIT Information Systems Security Branch (ISSB) of any change in access requirements for its employees no later than one day after any personnel changes occur. This includes name changes, resignations, terminations, and transfers to other Contractors. The Contractor shall provide the following information to OIT ISSB at TEL: (703) 921-6116 and FAX (703) 92106570: full name, social security number, effective date, and reason for change.

11.5 Separation Procedures. In accordance with Customs Directive No. 51715-006, "Separation Procedures for Contractor Employees," the Contractor is responsible for ensuring that all separating employees complete relevant portions of the Contractor Employee Separation Clearance, Customs Form 242. This requirement covers all Contractor employees who depart while a contract is still active (including resignation, termination, etc.) or upon final BPA completion. Failure of a Contractor to properly comply with these requirements shall be documented and considered when completing Contractor Performance Reports.

11.6 General Security Responsibilities During Performance. The Contractor shall ensure that its employees follow the general procedures governing physical, environmental, and information security described in the various CBP regulations, pertaining thereto, good business practices, and the specifications, directives and manuals for conducting work to generate the products as required by this BPA. Personnel will be responsible for the physical security of their area and government furnished equipment (GFE) issued to them under the provisions of this BPA.

11.7 Non-Disclosure Agreements. When determined to be appropriate, Contractor employees may be required to execute a non-disclosure agreement as a condition to access of sensitive but unclassified information.

12.0 Work Hours

Standard Work hours are defined as 8:00 a.m. to 4:30 p.m. Monday through Friday with a one-half hour for lunch on a daily basis. Each week is based on a 40-hour work week excluding holidays and/or personal time off which is not covered by CBP. Deviation from these scheduled hours must be approved in advance and in writing by the Contracting Officer Technical Representative (COTR).

12.1 No work is expected to be performed on government observed holidays or when the government building/facility is closed.

12.2 There are no provisions for overtime pay or any other form of compensation in this BPA.

13.0 Travel

Frequent travel is required in the performance of this contract and in some cases there may be less than 24 hours notice. Travel expenses will be reimbursed in accordance with Federal Travel Regulations (FTR) and Federal Government rules and regulations. Contracting Officer Technical Representative (COTR) must authorize and approve all travel in advance.

14.0 Invoices

The Contractor shall submit invoices under this BPA on a monthly basis no later than the 10th of each month. Invoices shall group contractor employees by designated officials so that each designated official receives an invoice showing only those contractor employees assigned to them. Invoices shall be prepared only for billable hours with copies of approved timesheets for each individual contractor employee attached. At a minimum, invoices must include a detailed breakdown by employee of the total number of hours being billed by day, the hourly rate being charged, and the cumulative invoice for the BPA. Invoices are to be submitted to the COTR at the individual's duty location. The invoices and monthly reports may be compared against the sign-in/sign-out log. Contractor must be submitted with the

invoices for substantiation and validation. What if there are no time cards? Aren't timesheets the same?

15.0 Monthly Reports

The contractor shall submit monthly status reports to the COTR of progress made during the respective reporting period in performance of the work requirement identified in the project plan. The reports shall address work completed during the current period, planned activities for the next period, problems/issues with recommended solutions, anticipated delays, and resources expended. The reports shall be in sufficient detail to provide an ongoing record of all support efforts.

The reports shall be submitted by the 10th of the month unless it is a non-work day in which case the report shall be submitted on the first work day following the 10th.

The report shall be delivered in one hard copy and one electronically provided (email) soft copy in a format to be agreed upon with the COTR.

16.0 Deliverables

The contractor shall submit all deliverables on their respective due dates which are considered to be significant in the performance of this contract, in accordance with the following:

Item	Deliverable	Due Date After Award
1.	Status Report	10th of each month
2.	Invoices	10th of each month

17.0 Points of Contact

Contracting Officer (CO):

April Jennings
1300 Pennsylvania Avenue, N.W.
Room [redacted] NP
Washington, DC 20229
202-[redacted]
[redacted]@dhs.gov

Contract Specialist:

[redacted]
1300 Pennsylvania Avenue, N.W.
Room [redacted] NP
Washington, D.C. 20229
(202) [redacted]
[redacted]@customs.treas.gov

Contracting Officer's Technical Representative: (COTR)	(b) (6) [redacted] 6650 Telecom Drive, Suite (b) (6) [redacted] Indianapolis, IN 46278 (317) (b) (6) [redacted] (b) (6) [redacted] @dhs.gov
Task Monitor:	(b) (6) [redacted] 6650 Telecon Drive, Suite (b) (6) [redacted] Indianapolis, IN 46278 (317) (b) (6) [redacted] (b) (6) [redacted] @dhs.gov