

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

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

| | | | |
|--|--|---|-------------|
| 1. DATE OF ORDER 09/24/2007 | 2. CONTRACT NO. (if any) HSHQDC06D00036 | 6. SHIP TO: | |
| 3. ORDER NO. HSBP1007J17675 | | 4. REQUISITION/REFERENCE NO. 0020027393 | |
| 5. ISSUING OFFICE (Address correspondence to) Department of Homeland Security Customs & Border Protection 1300 Pennsylvania Ave. NW NP 1310 Washington DC 20229 | | a. NAME OF CONSIGNEE See Attached Delivery Schedule | |
| | | b. STREET ADDRESS | |
| | | c. CITY | e. ZIP CODE |
| | | f. SHIP VIA | |
| 7. TO: | | 8. TYPE OF ORDER | |
| a. NAME OF CONTRACTOR KFORCE GOVERNMENT SOLUTIONS | | <input 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. | |
| b. COMPANY NAME | | <input checked="" 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. | |
| c. STREET ADDRESS 2750 PROSPERITY AVE | | 10. REQUISITIONING OFFICE (b) (6) | |
| d. CITY FAIRFAX | e. STATE VA | f. ZIP CODE 22031-4312 | |
| 9. ACCOUNTING AND APPROPRIATION DATA See Notes section of this document | | 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) | |
| CONTRACTOR TIN: (b)(3); (b)(4) | | <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED | |
| 12. F.O.B. POINT Destination | | 14. GOVERNMENT B/L NO. | |
| 13. PLACE OF | | 15. DELIVER TO F.O.B POINT ON OR BEFORE (Date) 07/24/2008 | |
| a. INSPECTION Destination | b. ACCEPTANCE Destination | 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) | QTY Accept (g) |
|-----------------|--|-------------------------|-------------|-------------------|----------------|-------------------|
| 00010 | Base Period Contract Audit Liaison-Labor | 1.00 | AU | | (b) (4) | |
| 00020 | Base Period Contract Audit Liaison-Labor | 1.00 | AU | | | |
| 00030 | Base Period Contract Audit Liaison-Labor | 1.00 | AU | | | |
| 00040 | Base Period Contract Audit Liaison-Labor | 1.00 | AU | | | |
| 00050 | Base Period Travel | 1.00 | AU | | | |

| | | | |
|--|---------------------------|-------------------------------------|--|
| 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) | | P.O. Box 68908 | |
| c. CITY | d. STATE IN | e. ZIP CODE 46268 | |
| 22. UNITED STATES OF AMERICA | | 23. NAME (Typed) Linda Krough | |
| BY (Signature) (b) (6) | | TITLE: CONTRACTING/ORDERING OFFICER | |
| | | \$2,197,445.08 | |
| | | 17(h) TOT. (Cont. pages) | |
| | | 17(i) GRAND TOTAL | |

| | | | |
|-----------------------------|---|-----------------------------|----------------------|
| DATE OF ORDER 09/24/2007 | CONTRACT NO. (if any) HSHQDC06D00036 | ORDER NO. HSBP1007J17675 | PAGE OF PAGES 2 3 |
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Federal Tax Exempt ID: 72-0408780

NOTES:

This is a labor hour type task order issued against the Department of Homeland Security's (DHS) Enterprise Acquisition Gateway for Leading-Edge Solutions (EAGLE) contract, under Kforce Government Solutions (KGS) EAGLE contract number HSHQDC-06-00036. All terms and conditions of the EAGLE contract are in full force and effect.

This task order is issued for the Office of Information Technology, Audit Liaison Support and Quality Assurance Services, in accordance with the attached Statement of Work (SOW) and KGS's Price Proposal dated August 30, 2007.

The SOW and Price Proposal are hereby incorporated into this task order.

The base Period of Performance for this task order is a ten (10) month period of September 24, 2007- July 24, 2008.

Lines 10-40 in the total amount of (b) (4) are for labor.

Line 50 is for travel in the not to exceed amount of (b) (4). This is a cost reimbursable type line item. All travel shall be billed in accordance with the Federal Travel Regulations.

All labor rates are fixed unit prices.

The total value of the Base period is \$2,197,445.08.

Base Period:

Optional labor in the amount of (b) (4)

Option Period I:

July 25, 2008- July 24, 2009 in the amount of (b) (4) ((b) (4) is for labor and (b) (4) is for travel).

Optional labor in the amount of (b) (4).

Option Period II:

July 25, 2009- July 24, 2010 in the amount of (b) (4) ((b) (4) is for labor and (b) (4) is for travel).

Optional labor in the amount of (b) (4).

Option Period III:

July 25, 2010- July 24, 2011 in the amount of (b) (4) ((b) (4) is for labor and (b) (4) is for travel).

Optional labor in the amount of (b) (4).

| | | | |
|-----------------------------|---|-----------------------------|----------------------|
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|-----------------------------|---|-----------------------------|----------------------|

NOTES:

Option Period IV:

July 25, 2011- July 24, 2012 in the amount of (b) (4) (b) (4) is for labor and (b) (4) is for travel).

Optional labor in the amount of (b) (4).

The total estimated ceiling amount of this task order NOT including Optional labor is (b) (4). The total estimated ceiling amount of this task order including optional labor is (b) (4).

(b) (6) is the designated Contracting Officer's Technical Representative (COTR) for this Task order.

Please send a copy of all of the invoices to:

(b) (6)

OIT Audit Liaison

7451-A Boston Blvd, (b) (6)

Springfield, VA 22153

Attachments:

-SOW entitled, "CBP Office of Information and Technology

Accounting Data:

Item: 00010

6100.2525USCSGLCS0923020000Z00007164HQ01 IR1042525

Amount: (b) (4)

Item: 00020

6100.2525USCSGLCS0923030300Z00007164HQ01 IR2302525

Amount: (b) (4)

Item: 00030

6100.2525USCSGLCS0923030300Z00007165HQ01 IS6062525

Amount: (b) (4)

Item: 00040

6100.2525USCSGLCS0923030000Z00007400HQ01 IR2012525

Amount: (b) (4)

Item: 00050

6100.2525USCSGLCS0923030000Z00007400HQ01 IR2012525

Amount: (b) (4)

Statement of Work (SOW)

(1) PROJECT TITLE:

CBP Office of Information and Technology Audit Liaison Support and Quality Assurance Services

(2) BACKGROUND:

The Office of Information and Technology (OIT), Bureau of Customs and Border Protection (CBP) mission is to enforce the laws of more than 40 agencies and to protect the revenue of the United States while facilitating trade. OIT is responsible for the operation and maintenance of the information technology systems required to support DHS and CBPs missions. In this role, OIT is subject to oversight by the General Accountability Office (GAO) and the Department of Homeland Security Office of the Inspector General (OIG); the Office of Management and Budget. In the past fiscal year OIT was involved in over 34 external audits and reviews. By law, OIT is mandated to respond promptly, completely, and accurately to OIG or GAO initiated audits. OIT is seeking ongoing audit liaison support services and quality assurance services to ensure the timeliness, accuracy and efficiency in responding to the Auditor request demands and to be proactive in executing a quality management program.

(3) SCOPE:

The Contractor shall work collaboratively with the Chief, Audit Liaison for the Office of Information Technology in coordinating external assessments and in monitoring progress of Corrective Action Plans to remedy weaknesses identified during external assessments.

The Contractor shall also work collaboratively with OIT Program Office or Division Task Monitors for the Office of Information Technology in conducting internal quality assurance assessments and in monitoring progress of Corrective Action Plans to remedy weaknesses identified during internal assessments.

(4) APPLICABLE DOCUMENTS:

DHS Management Directive 0810.1 The Office of Inspector General
DHS Reference Pamphlet "Safeguarding Classified & Sensitive Unclassified Information"
Inspector General Act of 1978 as amended, 5U.S.C. app. (2000)
Chief Financial Officers act of 1990 (Public Law 101-156)
Government Management Report Act of 1994 (Public Law 103-356)
Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
Policy for OIT Plan of Actions and Milestones (POAM) Process, OIT QM 2.03

(5) SPECIFIC TASKS:

Task 1 Audit Liaison/Coordination Support

The Contractor shall assist in the coordination of external assessments (audits, reviews and surveys) by the General Accounting Office, the DHS Office of the Inspector General and other oversight organizations. The Contractor shall also assist in evaluating the results from external assessments (findings and recommendations), developing corrective action plans and monitoring progress on corrective action plans of the OIT operations for CBP. Specific tasks include:

- Interacting effectively with personnel across OIT, within other CBP offices, and with external audit organizations to ensure that ongoing audits progress smoothly and to facilitate the timely resolution of outstanding audit issues.
- Maintaining the web based audit and reviews tracking database and develop reports and queries to help present the status of audit information in an easily readable way for management review.
- Analyzing findings and recommendations identified during audits and reviews to ensure accuracy, validity and that they translate into actionable plans to resolve identified weaknesses.
- Facilitating development of corrective action plans by CBP personnel and assess whether proposed actions or completed actions adequately address recommendations.
- Reviewing supporting documentation to ensure it is adequate to support recommendations.
- Researching audit and risk management issues to develop proposals to improve OIT's internal control environment.

Task 2 Quality Assurance Services

The purpose of this task is to provide ongoing support in executing OIT's Division/Program Office Quality Management Program on an as needed basis. The Contractor shall assist in the coordination of internal assessments (audits, reviews and surveys). The Contractor shall also assist OIT personnel and management in evaluating the results from internal assessments, assist OIT staff in developing corrective action plans and monitoring progress on corrective action plans of the OIT operations for CBP. OIT Divisions or Program Offices will establish separate task orders for Quality Assurance Services. The Contractor shall participate in the OIT QA activities, as directed by the COTR or Task Monitor. Specific tasks may include:

- Defining quality goals and measures.

- Developing and maintaining a QA Plan, QA Metrics Plan, QA Processes and Procedures, QA templates, and QA Audits Criteria for QA Processes and Procedures.
- Developing and maintaining a QA Internal Audit Schedule.
- Schedule, preparing, and executing QA audits as needed within the Office of Information and Technology. These audits are to include, but are not limited to, division/branch/project level audits, pre-stage exit audits, and OIT level audits.
- Assisting in post audit follow-up activities to ensure that audit findings (on both internal and external reviews and assessments) are addressed.
- Participating in any outside audits (e.g. GAO, IG, OMB, etc.) conducted on OIT.
- Assisting in the review of the OIT's QA function on a periodic basis to monitor the effectiveness of the QA Program by coordinating and participating in an independent quality audits.
- Develop and maintain data in review and assessment tracking and control tools (which includes data and meeting requests, action items, plan of actions and milestones, risks, findings, trends, etc.).

(6) DELIVERABLES AND DELIVERY SCHEDULE:

Task 1 and Task 2

Deliverable Title: Weekly Activity Report to address work completed during the current period, planned activities for the next period and any related problems or issues.

Delivery Date: Weekly, no later than 12:00PM, each Thursday. Should be submitted as one soft copy to the COTR via email.

Deliverable Title: Monthly task order Status Report. Labor hours expended to date on the task order. The reports shall be in sufficient detail to provide an ongoing record of all support efforts. The Monthly Status Report should be as one soft copy submitted to the COTR via email.

Task 2

Deliverable Title: At the onset of each new QA Task; the Task Monitor will define specific deliverables and due dates. The Contractor shall prepare QA reports and briefings, prepare and conduct QA training, and prepare newsletters, articles, and other forms of QA communications, as directed by Division/Program Office Task Monitors. Deliverables and Schedules, for new QA tasks may include, but are not limited to the following:

- Maintenance of OIT QA processes/procedures, OIT QA Plan, OIT QA Metric Plan, OIT CM Plan QA Section and OIT QA templates

- Production of QA Reports
- Production of QA Training and Briefings
- Proposed Newsletter articles and other forms of communication
- Participate in Process Improvement activities and assessments
Participate in Process Improvement and OIT QA activities
Update/change and documentation of QA Databases Maintenance of
QA Audit Schedule and QA Internal Schedule
- Maintain the QA PAL (to include the Corrective Action Database)
Prepare and Conduct QA Audits to include metric collection, trend
analysis, and follow-up

General acceptance criteria

The general quality measures as set forth below will be applied to each Work Product received from the Contractor under this Task Order.

Accuracy – Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.

Clarity – Work Products shall be clear and concise; engineering terms shall be used, as appropriate. All diagrams shall be easy to understand and relevant to the supporting narrative.

Specifications Validity – All Work Products must satisfy the requirements of the Government as specified herein.

File Editing – All text and diagrammatic files shall be editable by the Government.

Timeliness – Work Products shall be submitted on or before the due date specified in this Purchase Order or other negotiated delivery schedule.

(7) GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION:

7.1 GOVERNMENT-FURNISHED EQUIPMENT

The Government will provide, for all contractor Government-site personnel, on-site facilities to perform any work required under this task order. The Government-site facilities will consist of a desk, chair, telephone, computer equipment with LAN/WAN interface, document file cabinets, access to copiers and fax machines and consumable supplies for personnel working directly on this contract. All work shall occur on government provided equipment. The Contractor will be provided access to Government information as needed in the performance of the task.

7.2 Government Furnished Information

OMB Circular A-11

DHS Management Directive 1400 (Currently in draft. Latest version will be provided.)

CBP Pre-Select Process Document (Currently in draft, awaiting approval)

U.S. CBP Security Policies and Procedures Handbook CIS HB 1400-05B

DHS Life-Cycle CPIC Guidance

The above documents are basic to the IMP at CBP. The Contractor may require other documents during the course of work with various projects. Such documentation will be provided as needed, and may include, but are not limited to, such documents as:

DHS Guidance on the Privacy Impact Assessment

DHS Mission Needs Statement template and instructions

DHS Program Management Plan

DHS Management Directive 1330 Planning, Programming, Budget and Execution

FEA Reference Models

CBP Systems Development Life Cycle Handbook

Customs Directive No. 51715-006 Separation Procedures for Contractor Employees (CF-242)

(8) PLACE OF PERFORMANCE:

The Contractor will be allowed limited access to the Government's facilities, as specified below:

Customs and Border Protection (Bostons)

7375 Boston Boulevard

Springfield, VA 22153

Customs and Border Protection National Data Center (NDC4 & 5)

7451 and 7435 Boston Boulevard

Springfield, VA 22153

Customs and Border Protection National Data Center (NDC3)

7400 Fullerton Road

Springfield, VA 22153

Customs and Border Protection National Data Center (NDC2)

7501 Boston Boulevard

Springfield, VA 22153

Customs and Border Protection (Beauregard)

1801 N Beauregard Street

Alexandria, VA 22311

Customs and Border Protection National Data Center (NDC1)

7681 Boston Boulevard
Springfield, VA 22153

Customs and Border Protection Headquarters (RRB)
1300 Pennsylvania Ave., NW
Washington, D.C. 20229

Customs and Border Protection Headquarters (Kingstowne)
597 Kingstowne Village Dr.
Alexandria, VA 22315

Customs and Border Protection Headquarters (Tysons)
8020 Towers Crescent Dr
Vienna, VA 22182

The Contractor shall provide support, as directed, during core working hours (9:00 AM – 4:00 PM), Monday through Friday, excluding Government holidays. Full time employees working on this task order shall work a standard average 40-hour workweek. The contract staff shall generally work an eight-hour schedule each day, starting no earlier than 7:00 AM nor working later than 6:00 PM. A standard work day consists of an eight hour workday plus a half hour (non-compensated) lunch break (for example: 8:30 AM to 5:00 PM). The COTR or assigned Task Monitors may approve alternate work schedules such as five days at nine hours followed by three days at nine hours, one day at eight hours, and one day off or four 10 hour days a week with one day off. The Contractor's Program Manager shall verify with the COTR the standard work schedules for the contract staff and any changes to the schedules.

Assigned Task Monitors (TM's) will have the authority (delegated by the COTR) to approve requests for deviations from the defined work schedule (to include overtime hours billed as noted below). Requests for deviations from the defined work schedule must be submitted for prior approval in writing (e-mail preferred) by the contractor's team member to their TM. TM's will provide e-mail notification of approved requests to the COTR and contractors Project Manager. Urgent verbal requests and approvals must be subsequently documented in writing. Billing rates for overtime work will be the same as the standard billing rate for the individual under this contract. (However, for individuals classified as non-exempt under the Fair Labor Standards Act, billing rates for hours worked in excess of 40 hours a week will be one-and-a-half times the standard billing rate for the individual under this contract).

Travel, in accordance with the Federal Travel Regulation (FTR), not to exceed (b) (4) per year may be required for this effort. While the majority of travel is expected to be within the local Washington DC Metro Area on occasion contractor may be asked to travel nationally to any CBP field sites.

Transition Planning

Beginning of Task Order: Since the government has an extensive background investigation requirement, which makes it impossible for the contractor to immediately provide cleared contract staff immediately after the contract award date, OIT will allow for a two month transition period. During this period the Contractor Project Manager will work with OIT's incumbent Contractor to ramp up, learn the current process and recruit and hire staff. Only the Project Manager may bill time during the transition period. This will ensure a smooth transition and ensure that OIT does not lose continuity of a critical service.

End of Task Order: Initial transition planning may be required at the time of this contract's expiration. The successful Contractor under this contract will be required to agree to:

- Furnish phase-in training
- Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor
- Furnish phase-in, phase-out services for up to 30 days after the task order expires
- Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required
- Allow as many current personnel as practicable to help the continuity and consistency of the services required by this contract

(8a) ESTIMATED LEVEL OF EFFORT: Government Labor Categories and estimated hours:

Tasks 1 and 2 Combined - Audit Liaison and Quality Assurance Task Order
Base Period and Option Years

| Labor Categories | Number of Personnel | Not To Exceed "X" Number of Hours | | | | |
|------------------|---------------------|-----------------------------------|-------------|-------------|-------------|-------------|
| | | Base Period | Option Yr 1 | Option Yr 2 | Option Yr 3 | Option Yr 4 |
| (b) (4) | | | | | | |
| TOTAL | | (b) (4) | | | | |

Tasks 1 and 2 Combined- Audit Liaison and Quality Assurance Task Order
Optionals

| Labor Categories | Number of Personnel | Not To Exceed "X" Number of Hours | | | | |
|------------------|---------------------|-----------------------------------|---------------|---------------|---------------|---------------|
| | | Base Period Optional | Optional Yr 1 | Optional Yr 2 | Optional Yr 3 | Optional Yr 4 |
| (b) (4) | | | | | | |
| TOTAL | | (b) (4) | | | | |

Task 1 - Audit Liaison/Coordination Task Order
Base Period and Option Years

| Labor Categories | Number of Personnel | Not To Exceed "X" Number of Hours | | | | |
|------------------|---------------------|-----------------------------------|-------------|-------------|-------------|-------------|
| | | Base Period | Option Yr 1 | Option Yr 2 | Option Yr 3 | Option Yr 4 |
| (b) (4) | | | | | | |
| TOTAL | | (b) (4) | | | | |

Task 1 Audit Liaison/Coordination Task Order
Optionals

| Labor Categories | Number of Personnel | Not To Exceed "X" Number of Hours | | | | |
|------------------|---------------------|-----------------------------------|---------------|---------------|---------------|---------------|
| | | Base Period Optional | Optional Yr 1 | Optional Yr 2 | Optional Yr 3 | Optional Yr 4 |
| (b) (4) | | | | | | |
| TOTAL | | (b) (4) | | | | |

Task 2- Quality Assurance Task Order
Base Period and Option Years

| Labor Categories | Number of Personnel | Not To Exceed "X" Number of Hours | | | | |
|------------------|---------------------|-----------------------------------|-------------|-------------|-------------|-------------|
| | | Base Period | Option Yr 1 | Option Yr 2 | Option Yr 3 | Option Yr 4 |
| (b) (4) | | | | | | |
| TOTAL | | (b) (4) | | | | |

Task 2- Quality Assurance Task Order
Optionals

| Labor Categories | Number of Personnel | Not To Exceed "X" Number of Hours | | | | |
|------------------|---------------------|-----------------------------------|---------------|---------------|---------------|---------------|
| | | Base Period Optional | Optional Yr 1 | Optional Yr 2 | Optional Yr 3 | Optional Yr 4 |
| (b) (4) | | | | | | |
| TOTAL | | (b) (4) | | | | |

(9) PERIOD OF PERFORMANCE:

This task order will consist of a 10 month base period and four (4) one year option periods. The base period of performance for this task order shall be for 10 months from date of award. Each option year shall run for twelve months thereafter.

10) SECURITY:

The Contractor shall comply with the Customs administrative, physical and technical security controls to ensure that the Government's security requirements are met. During the course of this Task Order, the Contractor shall not use, disclose, or reproduce data, which bears a restrictive legend, other than as required in the performance of this Order.

Personnel Security

The Contractor shall comply with the CBP administrative, physical and technical security controls to ensure that the Government's security requirements are met.

Personnel Security Background Data

All personnel employed by the contractor or responsible to the contractor for work performed hereunder shall either currently possess or be able to favorably pass a full-field five (5) year background investigation (BI) required by CBP policies and procedures for employment prior to beginning work with CBP. This policy applies to any new personnel hired as replacement(s) during the term of this contract. Due to CBPs Mission and the ever changing Information and Technology security environment there may be a future requirement that all contract personnel obtain additional security clearances. Clearance levels may range from Secret up through Top Secret. COTR will notify the contractor of this requirement and will provide details as to which personnel need to obtain them, the level clearance required and the time frame for obtaining them. The cost shall be borne by the contractor.

The contractor shall submit within ten (10) working days after award: A list containing the full name, social security number, and date of birth of those people who shall require background investigation by CBP, and submit such information and documentation as may be required by the Government to have a BI performed.

The information must be correct and reviewed by the designated CBP Security Official for completeness. Normally, information requested for a background investigation consists of SF-85P, "Questionnaire for Public Trust Positions" or SF-86, "Questionnaire for Sensitive Positions (For National Security)" TDF 67-32.5 "U.S. USCS Authorization for Release of Information", FD-258, "Fingerprint Chart" and a Financial Statement. Failure of any contract personnel to successfully pass a background investigation shall be cause for the candidate's dismissal from the project and replacement by a similar and equally qualified candidate as determined and approved by the Contracting Officer/COTR. This policy also applies to any personnel hired as replacements during the term of the contract order.

Upon award and when applicable, the CBP assigned COTR of record shall be responsible for processing the "Department of Defense, Contract Security Classification Specification (DD254)" on behalf of the Contractor. The DD254 will authorize the Contractor to conduct additional background investigations for assigned contract personnel required to access SCI facilities and/or classified National Security information and applies to any and all personnel hired as replacements during the term of the contract order.

All background investigation forms must be accepted by CBP with verbal approval from a representative from CBP Office of Management Inspection and Integrity Assurance, Security Program Division (MIIA-SPD) before contract personnel can begin work under this order. MIIA-SPD estimates these procedures will take approximately ten (10) days from the time they receive the packet. Currently, completion of background investigations is taking approximately six (6) months from initial acceptance of the package.

The contractor shall notify the COTR and CBP Office of Information and Technology (OIT) Workforce Management Group (WMG), BI Coordinator of any changes in access requirements for its personnel no later than one day after any personnel changes occur. This includes name changes, resignations, terminations, and reassignments including those to another contract. The Contractor/Project Manager is responsible for the completion and timely submission to the COTR of the CF-242 for all departing contract personnel. The Contractor shall provide OIT/WMG/BI Coordinator the following information on behalf of their contract personnel to telephone number 703-921-6237 or fax the below information to 703-921-6780:

The contractor shall notify the CBP OIT Workforce Management Group of any change in access requirements for its employees no later than one day after any personnel changes occur. This includes name changes, resignations, and terminations. The contractor shall provide the following information to OIT WMG at Tel. (703) 921-6237 and FAX (703) 921-6780:

FULL NAME
SOCIAL SECURITY NUMBER
EFFECTIVE DATE
REASON FOR CHANGE

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

Identification Badges

All Contractor employees shall be required to wear CBP identification badges at all times when working in Government facilities.

Additional Personnel Security Data

The Contractor shall ensure that their personnel use the following format signature on all official e-mails generated by CBP computers;

[Name]
[Position or Professional Title]
[Company Name]
Supporting the XXX Division/Office.
Bureau of Customs and Border Protection
[Phone]
[FAX]

[Other contract information as desired]

Non-Disclosure of Information

Any information made available to the Contractor by the Government shall be used only for the purpose of carrying out the provisions of this SOW. The information shall not be divulged or made known in any manner to any persons except as may be necessary in the performance of this order on an Official Use Only or need to know basis.

(11) Invoice Requirements:

Period of Invoice

Monthly invoices shall be submitted for all costs accrued during the monthly reporting period. The monthly reporting period may be a calendar month or any other period used by the contractor as a billing cycle, provided that this billing cycle has no fewer than 28 and no more than 31 days in it.

Invoices shall separately identify costs for each task order or modification. Invoices shall include copies of all contractor time sheets. Time sheets may be submitted to the COTR prior to invoicing, but must be submitted no later than accompanying the relevant invoice. Invoices will be rejected if not supported by contractor time sheets.

Invoices for the cost of any subcontractor shall be submitted separately if there is any delayed billing for the hours worked by the subcontractor. Invoices for subcontractor hours shall reflect the actual dates the subcontractors performed their work and shall not be consolidated into the Contractor's invoices with differing periods of performance.

Invoice Submission Method

Invoices shall be submitted in hard copy (only) to:

U.S. Customs and Border Protection
Accounts Payable Invoice Team
6650 Telecom Drive, Suite 100
Indianapolis, IN 46278

Invoices shall also be submitted to the COTR, either in hard copy or electronically by email. When submitting electronically, the Alternate COTR shall be copied on the message.

Copies of time sheets should be submitted to the COTR with the invoices. The Accounts Payable Invoice Team does not need the time sheets. If available, time sheets should be submitted electronically. If not available electronically, hard copies of the time sheets must be submitted to arrive no later than receipt of the electronic invoice.

Timeliness

Invoices shall be submitted within ten working days of the end of the vendor's accounting cycle.

Invoice Detail

Invoices shall contain:

- Company name and address
- Name and address of person to whom payment is to sent, including EFT information, if applicable
- Name, title, and phone number of person to notify in the event of defective invoices
- The period being invoiced. This must include the beginning and end dates (dd/mm/yyyy format) of the calendar month or billing cycle period being invoiced.
- Contract Number
- Task Order Number (or Task Order Modification Number)
- Total Value of Task Order (or Task Order Modification Value)
- Task Order Period of Performance
- Monthly Tabulation as follows:
 1. Monthly hours by labor category, and, broken out within each labor category, monthly hours by individual employee.
 2. Labor Category Rates
 3. Total cost by labor category
- Summary Tabulation as follows:
 1. Summary hours, to date, by labor category
 2. Labor Category Rate
 3. Total cost, to date, by labor category
- Certification by a competent company official that the invoice contains all accrued costs for the month to the best of the official's knowledge.