

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

1. DATE OF ORDER 04/01/2007	2. CONTRACT NO. (if any) HSHQDC-06-D-00026	6. SHIP TO:			
3. ORDER NO. HSBP1007J15463	4. REQUISITION/REFERENCE NO. 0020027093	a. NAME OF CONSIGNEE See Attached Delivery Schedule			
5. ISSUING OFFICE (Address correspondence to) Department of Homeland Security Customs & Border Protection 1300 Pennsylvania Ave. NW NP 1310 Washington DC 20229		b. STREET ADDRESS			
		c. CITY	d. STATE	e. ZIP CODE	
		f. SHIP VIA			
7. TO:		8. TYPE OF ORDER			
a. NAME OF CONTRACTOR SCIENCE APPLICATIONS INT'L CORP		<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 10260 CAMPUS POINT DR		10. REQUISITIONING OFFICE			
d. CITY SAN DIEGO	e. STATE CA	f. ZIP CODE 92121-1152		(b) (6)	
9. ACCOUNTING AND APPROPRIATION DATA See Attached		11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
CONTRACTOR TIN: (b) (3); (b) (4)		<input type="checkbox"/> a. SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		<input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> f. EMERGING SMALL BUSINESS	
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.		16. DISCOUNT TERMS	
a. INSPECTION	b. ACCEPTANCE	15. DELIVER TO F.O.B POINT ON OR BEFORE (Date) 11/30/2007			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QTY Acctpt (g)
00010	Base Period- Investment Mgmt Sppt	1.00	AU	\$1,054,793.42	\$1,054,793.42	
00020	Option Year I- Investment Mgmt Sppt	0.00			\$0.00	
00030	Option Year II- Investment Mgmt Sppt	0.00			\$0.00	
00040	Option Year III- Investment Mgmt Sppt	0.00			\$0.00	
00050	Option Year IV- Investment Mgmt Sppt	0.00			\$0.00	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		\$0.00	17(h) TOT. (Cont. pages)	
	21. MAIL INVOICE TO:						
	a. NAME DHS - Customs & Border Protection		National Finance Center				
	b. STREET ADDRESS (or P.O. Box) Indianapolis		P.O. Box 68908				
	c. CITY	d. STATE	e. ZIP CODE		\$1,054,793.42	17(i) GRAND TOTAL	
		IN	46268				
22. UNITED STATES OF AMERICA BY (Signature) (b) (6)			23. NAME (Typed) Linda Krough TITLE: CONTRACTING/ORDERING OFFICER				

DATE OF ORDER 04/01/2007	CONTRACT NO. (if any) HSHQDC-06-D-00026	ORDER NO. HSBP1007J15463	PAGE OF PAGES 2 3
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Federal Tax Exempt ID: 72-0408780

NOTES:

This Firm-Fixed Price, Level of Effort type task order (HSBP1007J15463) is issued against the Department of Homeland Security's (DHS) Enterprise Acquisition Gateway for Leading-Edge Solutions (EAGLE) contract, contract number HSHQDC-06-D-00026. All terms and conditions of both the Customs and Border Protection (CBP) task order and the DHS EAGLE contract are in full force and effect.

This task order is issued for Investment Management Support Services for the Office of Information and Technology, in accordance with the attached Statement of Work (SOW) and SAIC's Price Proposal dated February 23, 2007.

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

The Base Period of Performance for this task order is April 1, 2007 through November 30, 2007.

The Ceiling Price for the Base Period is \$1,054,793.42.

All labor rates are fixed unit prices.

Option Year I Period of Performance:
December 1, 2007 through November 30, 2008
Estimate: \$ (b) (4)

Option Year II Period of Performance:
December 1, 2008 through November 30, 2009
Estimate: \$ (b) (4)

Option Year III Period of Performance:
December 1, 2009 through November 30, 2010
Estimate: \$ (b) (4)

Option Year IV Period of Performance:
December 1, 2010 through November 30, 2011
Estimate: \$ (b) (4)

The total ceiling amount of this task order is (b) (4) (Base Period plus 4 Option Years).

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

Please submit all invoices to each of the following:

U.S. Customs and Border Protection

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NOTES:

Attention: (b) (6)
7451 Boston Blvd
NDC4 Room (b) (6)
Springfield, VA 22153

DHS- Customs and Border Protection
National Finance Center
(Address in Section 17 of this task order).

ITEMS AND PRICES, DELIVERY SCHEDULE AND ACCOUNTING DATA
FOR
DELIVERY ORDER: HSBP1007J15463

SCHEDULE OF SUPPLIES/SERVICES

Item Number:	00010	Line Item (Priced/Information/Option):	P		
Supplies/Services:	Base Period- Investment Mgmt Sppt				
	Qty	Unit	Unit Price		Ext. Price
	1	AU	\$1,054,793.4200		\$1,054,793.4200
Item Number:	00020	Line Item (Priced/Information/Option):	O		
Supplies/Services:	Option Year I- Investment Mgmt Sppt				
	Qty	Unit	Unit Price		Ext. Price
	0				\$0.0000
Item Number:	00030	Line Item (Priced/Information/Option):	O		
Supplies/Services:	Option Year II- Investment Mgmt Sppt				
	Qty	Unit	Unit Price		Ext. Price
	0				\$0.0000
Item Number:	00040	Line Item (Priced/Information/Option):	O		
Supplies/Services:	Option Year III- Investment Mgmt Sppt				
	Qty	Unit	Unit Price		Ext. Price
	0				\$0.0000
Item Number:	00050	Line Item (Priced/Information/Option):	O		
Supplies/Services:	Option Year IV- Investment Mgmt Sppt				
	Qty	Unit	Unit Price		Ext. Price
	0				\$0.0000
Total Funded Contract Value:					<u>\$1,054,793.4200</u>

ACCOUNTING AND APPROPRIATION INFORMATION

Item: 00010 6100.2525USCSGLCS0923030100Z00007400HQ01 IR2302525 Amount \$1,054,793.4200

DELIVERY SCHEDULE

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Deliver To: Customs and Border Protection

 7681 Boston Blvd
 VA95 Bus Pk
 Springfield VA 22153

Instructions: Item	Quantity	Delivery Date	Recipient	Unloading PT.
00010	1	04/01/2007		

**STATEMENT OF WORK
FOR THE**

**Investment Management Team
Planning & Financial Management Branch
Program Integration Division
Office of Information and Technology
Investment Management Support**

Investment Management Support

2007

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1. Background/Overview

The U.S. Customs and Border Protection (CBP), a component of the Department of Homeland Security (DHS), has an investment-driven approach to managing Information Technology (IT) and non-IT capital investments. This approach, which is consistent with the DHS Capital Planning and Investment Control (CPIC) policy and procedures and with the policies of the Office of Management and Budget (OMB) contained in such documents as OMB Circular A-11, enables CBP to invest its funds more effectively and to monitor its investments at all stages of development and deployment. This CBP Investment Management Process (IMP) aligns investments to the enterprise architecture, as required, and to the requirements of the individual business offices' processes and strategy.

The IMP is a formalized, business-driven approach to selecting, controlling and evaluating investments with specific project evaluation criteria regarding risk management, strategic alignment, mission effectiveness, and cost-benefit analysis. This structured process provides a systematic method for minimizing risks while maximizing return on investments.

The IMP, while formalized and structured, is also a dynamic process capable of changing to meet the needs and requirements of the CBP, DHS, and OMB. Prior to becoming a component of DHS, the U.S. Customs Service had an investment management process in place. With the creation of DHS, and the requisite changes to Customs, the process evolved to meet the CBP needs while remaining an investment-driven process. As the DHS CPIC process has matured, CBP has adjusted its IMP to meet the needs of DHS. Further, CBP has modified and strengthened its process to accommodate changes required by OMB and by the enactment of laws such as Clinger-Cohen and the Federal Information Security Management Act (FISMA). Through all of these changes the CBP IMP has remained a strong investment-driven process.

The CBP IMP has four investment phases. These are: Pre-Select, when an initial judgment is made on a project's value; Select, when a project is planned and initiated; Control, when a project's plans are completed and the project is deployed; and Evaluate, when the deployed project is operationally maintained.

The Pre-Select Phase uses a CBP-specific Needs Analysis Document as the primary documentation for project review by the Office of Policy and Planning (OPP), the Architecture Review Board (ARB), and the Investment Review Board (IRB). Upon approval by the IRB, a funded project moves to the Select Phase and, if it meets the DHS definition of a Major project, must prepare an OMB Exhibit 300. The OMB Exhibit 300 is part of the DHS budget submission and must meet specific scoring criteria to be accepted by OMB for this submission. Projects moving through the Select Phase to the Control and Evaluate Phases are also subject to review by various DHS groups/bodies, including the DHS Joint Requirements Council (JRC) and the DHS Investment Review Board. DHS requires a substantial amount of additional documentation for projects being reviewed by the JRC or IRB.

2. Organization

The U.S Customs and Border Protection was formed from parts of the Customs Service, the Immigration and Naturalization Service (INS) and the USDA Animal & Plant Health Inspection Service (APHIS). CBP is responsible for the entry and exit of people and goods at the U.S. borders. The Office of Information and Technology (OIT) handles all IT needs for CBP. The Investment Management Team, a part of OIT, is responsible for coordinating the CBP Investment Management Process for both IT and non-IT capital investments. This includes assisting the various offices through the process and the investment phases, from Needs Analysis Document (NAD) review and presentation to the Investment Review Board (for CBP review and approval) to development of the OMB Exhibit 300 for major projects. The Investment Team also coordinates the IMP with the DHS CPIC process and coordinates documentation for the various reviews required by DHS.

3. Objective

CBP has the objective of acquiring a full range of investment management support for its IMP, CPIC coordination and OMB Exhibit 300 formulation, review and submission.

4. Scope of Work

The Scope of Work includes a full range of contractor services for IT and non-IT investment management. This will include full technical and administrative support to the CBP Investment Management Team, and other CBP Offices, as needed, for management of the CBP Investment Management Process, and by extension the DHS CPIC process, for both IT and non-IT investments at all levels. Management of the CBP IMP will include, but is not limited to, such tasks as assistance to individual projects with the preparation and submission of their OMB 300, preparation and submission of the OMB Exhibit 53, administration and use of the electronic DHS Investment Management System, through which OMB documentation is submitted, assistance with the requirements of the DHS Investment Review Process (IRP), and the preparation and submission of all documentation required for project review by the IMP, IRP, and CPIC processes.

5. GENERAL REQUIREMENTS

5.1 Task 1: Investment Management Process Coordination

The Contractor shall analyze and review IT and non-IT initiatives through all phases of the CBP IMP and the DHS IRP/CPIC processes by coordinating the efforts byof Government and Contractor personnel to consolidate final documentation and presentations, facilitate information sharing, and ensure consistency and accuracy of documentation. The Contractor shall also ensure proper documentation and record keeping, review investment process documentation, maintain the CBP IT and non-IT investment data in IMS, review cost-benefit analysis and

performance measures, and coordinate the documentation requirements of the various CBP IMP and DHS IRP/CPIC management bodies.

These activities will provide the necessary products for the approving Boards/Committees and other governing bodies to make informed investment decisions. To achieve that result, the Contractor shall facilitate information sharing and ensure that documentation is internally accurate and consistent with other IMP/IRP/CPIC documentation. In conducting the above activities, the Contractor shall also manage a record keeping system (currently an Access database), review and prepare investment process documentation, and coordinate the technical functions of the various participants and organizations.

5.2 Task 2: Business Case Support

The Contractor shall assist in the preparation of business cases (OMB Exhibit 300s) for both IT and non-IT initiatives. This shall include assistance to projects in explaining within the Exhibit 300 their project planning, alternatives analysis, cost-benefit analysis, risk management plan, system architecture, security and privacy, acquisition strategy, performance measurement baseline, and full life cycle requirements. This assistance may require full completion, from start to finish, of the Exhibit 300 by the contractor, with information provided by the program/project manager or program office staff.

The Contractor shall review and analyze business cases (OMB Exhibit 300s) to ensure that all sections are complete, accurate and contain sufficient relevant information to enable CBP management to make decisions that are directly tied to business goals.

The Contractor shall provide enterprise analysis that ensures consistency in documentation and presentation across projects. The Contractor shall coordinate all required documentation to provide the approving Boards/Committees with accurate and timely decision-making information.

The Contractor shall assist Government projects in collecting project measurement and performance information in advance of actual business case development. This may involve collecting project metrics, results and measurement information.

The Contractor shall provide personnel who have a complementary suite of systems and financial analysis experience to support CBP in business case (OMB Exhibit 300) development, review and analysis. The Exhibit 300s shall be developed as required by law, regulation and policy, and shall be edited/validated for correctness. In addition to the required experience, the Contractor shall ensure that assigned personnel are skilled in the use of Microsoft Access, Excel, Word, and PowerPoint.

5.3 Task 3: IMS Administration

The Contractor shall function as CBP IMS Administrator. The DHS Investment Management System is a ProSight-based system. The CBP IMS Administrator is a key personnel position. The Contractor in this position shall have direct experience working with ProSight.

The CBP IMS Administrator shall coordinate all IMS issues with the DHS IMS Administrator. The CBP IMS Administrator shall review and forward to DHS all requests for user access to the system. The IMS Administrator shall set up initial business case templates for use by new projects in completing the Exhibit 300 not later than 2 days after the request for the template is received. The IMS Administrator shall maintain an in-depth knowledge of the IMS/ProSight system and shall be a resource and champion for all CBP IMS users. The IMS Administrator shall answer users' questions, shall work with the user and DHS to resolve IMS access and use problems, and shall keep users informed of system requirements and problems.

The IMS Administrator shall be responsible for at least three submissions of Exhibit 300s.

- The first submission shall be to DHS, following preliminary scoring by CBP. Exhibit 300s which fail initial DHS scoring shall need to be resubmitted after revisions by the project office.
- There are two required submissions to OMB. The first is the initial submission. The second, final submission follows the OMB pass back. Submission to OMB is done by DHS, and the IMS Administrator shall work with DHS to ensure that the Exhibit 300s are complete and ready for transmission.

Timely submission of the Exhibit 300s shall include, but is not limited to, a review of each document for completeness, including coordination with the project office if needed, and sufficiency for transmission to OMB by their chosen electronic method (currently XML). The schedule for Exhibit 300 submissions to DHS and OMB is published annually by DHS.

The IMS Administrator shall be responsible for timely submission of the CBP Exhibit 53, which is the OMB requirement for a full list and descriptions of CBP's IT investments. The schedule for the submission of the Exhibit 53 is published annually by DHS.

6. DELIVERABLES AND REPORTING REQUIREMENTS

6.1 Monthly Status Report

The Contractor shall submit a monthly status report to the CO and COTR on the seventh workday of each month. The monthly status report shall address the functional accomplishments of each individual assigned to particular projects or work efforts, issues, unresolved problems and a plan of action for resolving any problems identified. This report shall contain the following information:

- A cover letter with the Contractor's name and address, the contract number, the date of the report, and the period covered by the report;
- Significant changes, if any, to the Contractor's organization or method of operation;
- Description of significant events occurring during the reporting period;
- Status of the projects and other work efforts assigned to the Contractor staff, broken out by individual and related to the project or work effort to which they are assigned;
- Problem areas affecting technical, schedule, or cost elements of the contract, including background, impact and recommendations for resolution;
- All safety information regarding violations, injuries and resolution of previous safety issues using approved CBP forms;
- Results related to previously identified problem areas with conclusions and recommendations;
- If applicable, trip reports and significant results;
- Name and telephone number of the preparer of the report;
- Planned work assignments and desired results for the next reporting period;
- For each task area the Contractor shall provide a budget including cumulative expenditures and balance remaining, hours utilized by employee name and labor category for the month and cumulative hours utilized by employee name and labor category for the period of performance of the contract; and
- Identified problems with proposed solutions.

6.2 Ad Hoc Reports.

The Contractor shall submit Ad Hoc reports, in the Contractor's choice of document layout, no later than five days after all meetings attended by the Contractor as well as when requested by the Government. These Ad Hoc reports can cover, but are not limited to such areas as:

- If applicable, trip reports (no travel is anticipated)
- Meeting agenda reports
- Meeting minutes

6.3 Report Formats.

All reports shall be delivered in hardcopy and in softcopy electronic format. Softcopies shall be delivered utilizing Microsoft Office 2000 (or later version) file format. The Contractor shall submit all reports electronically via CBP electronic mail system. In the event the system is unavailable or not accessible due to a system malfunction, the Contractor shall submit all reports in printa typewritten format to be followed simultaneously with an electronically transmitted copy as soon as the electronic mail system becomes available.

6.4 Reporting Requirements.

SOW REFERENCE	DELIVERABLE TITLE	DELIVERY DATE
SOW Section 6.0	Monthly Task Order Status Report.	By the 7 th workday of each month.
SOW Section 5.0	Attend Investment Team Meetings (Tasks 1,2,3)	As required
SOW Section 5.0	Attend Project Meetings which involve IMP and Exhibit 300 issues	As required
SOW Section 6.0	Provide an ad hoc report of all meetings attended	As required, but no later than 5 workdays after the date of the meeting

6.5 Deliverables Requirements.

SOW REFERENCE	DELIVERABLE TITLE	DELIVERY DATE
SOW Section 5.0	Provide hands-on support and expertise to individual projects members in matters related to the Exhibit 300 and the IMP	As required
SOW Section 5.0	Prepare initial templates for new projects in IMS	As required, but no later than two business days after request for the template is submitted
SOW Section 5.0	Submit Exhibit 300s to DHS through the IMS	As required by the annually published schedule, with review by the COTR prior to submission
SOW Section 5.0	Submit Exhibit 53 to DHS through the IMS	As required by the annually published schedule, with review by the COTR prior to submission

7. Estimated Staffing, Labor Category Descriptions and Key Personnel

7.1 Estimated Staffing Requirements:

Period of performance: Base Period
April 1, 2007 – November 30, 2007

Labor Category	Hours
Tasks 1,2 On-Site Project Manager/Senior IT Analyst	1,280
Tasks 1,2 Senior IT Analyst	5,120
Tasks 1,2,3 Senior Administrative Assistant	1,280
Task 3 IMS Administrator (Key Personnel)	1,280
Total Tasks 1,2,3	8,960

Period of performance: 12 Months from Award Each Ensuing Option Year

Labor Category	Hours
Tasks 1,2 On-Site Project Manager/Senior IT Analyst	1,920
Tasks 1,2 Senior IT Analyst	7,680
Tasks 1,2,3 Senior Administrative Assistant	1,920
Task 3 IMS Administrator (Key Personnel)	1,920
Total Tasks 1,2,3	13,440

7.2 Labor Categories

The below labor categories are the government's interpretation of labor requirements under this Task Order. The Contractor is not obligated to offer labor categories with the same titles and may substitute appropriate labor categories of their own that provide the same functionality as the labor categories below.

On-Site Project Manager/Senior IT Analyst

The On-Site Project Manager shall be the liaison between contract staff and the COTR. All contract staff shall report to the On-Site Project Manager. The On-Site Project Manager shall be an individual who is knowledgeable in all aspects of project management, and who has a minimum of two years experience managing a project of similar size and complexity to this order. The On-Site Project Manager shall be responsible for the work assignments of all Contract staff. The On-Site Project Manager shall meet on a regular, scheduled basis with the COTR to report on, discuss and plan upcoming work and work assignments. The On-Site Project Manager shall be responsible for submission to the COTR of the Monthly Status Report and all ad hoc reports prepared by Contract Staff.

The On-Site Project Manager shall also perform the duties of Senior IT Analyst, as described below.

The Senior IT Analyst shall be an individual who is very knowledgeable in all aspects of Information Technology and who has a minimum of two years experience with Investment Management and CPIC processes, and with the reporting requirements in OMB Circular A-11. The Senior IT Analyst shall have the ability to apply IT knowledge and CPIC principles to non-IT project reporting as part of an enterprise investment management process. The Senior IT Analyst shall demonstrate very good oral and written communications skill.

The Senior IT Analyst shall have at least one year of specialized experience working with the OMB Exhibit 300 and Exhibit 53 reporting requirements. This experience shall include hands-on experience with writing the Exhibit 300. Substitution of equivalent levels of experience with systems or financial analysis may be allowed if such experience indicates an ability to work with the requirements of the Exhibit 300.

The Senior IT Analyst shall have broad general skills in Microsoft Word, Excel, PowerPoint, and Access, with some experience using Microsoft Project.

The Senior IT Analyst shall provide highly technical and specialized guidance on developing successful Exhibit 300s for both IT and non-IT projects. This guidance shall include mentoring,

coaching, and, where required, composition of suggested language to be used in the various sections of the Exhibit 300.

The Senior IT Analyst shall have the knowledge and experience necessary to guide program offices and individual projects through all aspects of the CBP Investment Management Process (IMP), including development and submission of Needs Analysis Documents, and the DHS Capital Planning and Investment Control (IRP and CPIC), including development and submission of required documentation.

Senior IT Analyst

The Senior IT Analyst shall be an individual who is very knowledgeable in all aspects of Information Technology and who has a minimum of two years experience with Investment Management and the reporting requirements in OMB Circular A-11. The Senior IT Analyst shall have the ability to apply IT knowledge to non-IT project reporting as part of an enterprise investment management process. The Senior IT Analyst shall demonstrate very good oral and written communications skill.

The Senior IT Analyst shall have at least one year of specialized experience working with the OMB Exhibit 300 and Exhibit 53 reporting requirements. This experience shall include hands-on experience with writing the Exhibit 300. Substitution of equivalent levels of experience with systems or financial analysis may be allowed if such experience indicates an ability to work with the requirements of the Exhibit 300.

The Senior IT Analyst shall have broad general skills in Microsoft Word, Excel, PowerPoint, and Access, with some experience using Microsoft Project.

The Senior IT Analyst shall provide highly technical and specialized guidance on developing successful Exhibit 300s for both IT and non-IT projects. This guidance shall include mentoring, coaching, and, where required, composition of suggested language to be used in the various sections of the Exhibit 300.

The Senior IT Analyst shall guide program offices and individual projects through all aspects of the CBP IMP, including development and submission of Needs Analysis Documents, and the DHS IRP and CPIC, including development and submission of required documentation.

Senior Administrative Assistant

The Senior Administrative Assistant shall be an individual very knowledgeable in computer-based documentation and presentation techniques, technical writing, technical proofreading and technical editing. The Senior Administrative Assistant shall demonstrate excellent command and articulation of the English language, including superior grammatical skills.

The Senior Administrative Assistant shall have at least two years of experience in technical writing, editing, and document preparation.

The Senior Administrative Assistant shall provide administrative support such as technical writing, proofreading, and technical editing. The Senior Administrative Assistant works as part of a team, and shall perform functions such as scheduling, data entry, and document filing, when required.

IMS Administrator

The IMS Administrator shall be an individual very knowledgeable in all aspects of Information Technology, including a minimum of two years experience with Investment Management and the reporting requirements in OMB Circular A-11. The IMS Administrator shall have the ability to apply IT knowledge to non-IT project reporting as part of an enterprise investment management process. The IMS Administrator shall demonstrate very good oral and written communications skill.

The IMS Administrator shall have at least one year of specialized experience dealing with the OMB Exhibit 300 reporting requirements. This experience shall include hands-on experience with writing the Exhibit 300.

The IMS Administrator shall have at least one year of direct, hands-on experience working with the ProSight software program in an administrative capacity. The IMS Administrator shall have a demonstrated knowledge of the full ProSight capabilities.

The primary duties of the IMS Administrator shall be to administer the set-up, development, review and submission of CBP's Exhibit 300s and Exhibit 53 to DHS through the DHS Investment Management System. The IMS Administrator shall also act as a source of IMS/ProSight system knowledge for all CBP users, and shall be the conduit for all interaction with the DHS IMS staff. The IMS Administrator may be called upon to perform other investment management duties, and so shall have a general knowledge of the CBP investment management requirements.

The IMS Administrator is a Key Personnel position.

7.3 Key Personnel.

Key personnel are considered to be essential to the work being performed there under. Prior to changing any of the specified individuals to other programs for whatever reason, the Contactor shall notify the Contracting Officer within thirty days, and shall submit a detailed explanation of the circumstances necessitating the proposed substitutions, a complete resume for each proposed substitute and any other information requested by the Contracting Officer, to permit evaluation of the impact on the program. The Contracting Officer will evaluate such requests and promptly notify the Contractor whether the proposed substitution has been approved or disapproved. No diversion shall be made by the Contractor without the written consent of the Contracting Officer; provided that the Contracting Officer may confirm in writing such diversion and such confirmation will constitute the consent of the Contracting Officer. The key personnel identified

in the Contractor's proposal for award of this contract, Task Order shall be assigned to the first Task Order(s) awarded under this contract for the area in which they were proposed. As appropriate, the list of key personnel may be modified during the term of the contract Task Order to either add or delete personnel.

The Contractor agrees to assign to the Task Orders those persons who are necessary to fill the requirements of the Task Order whose resumes are submitted with its proposal and who are specifically defined as key personnel. No substitutions shall be made except in accordance with this section of the SOW.

8. Travel and Other Direct Costs.

8.1 Travel.

Any travel, if required, shall be in accordance with the Federal Travel Regulations (for travel in 48 contiguous states), the Joint Travel Regulations, DoD Civilian Personnel, Volume 2, Appendix A (for travel to Alaska, Hawaii, Puerto Rico, and U.S. territories and possessions), and if required by the SOW, the Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" (for travel not covered in the Federal Travel Regulations or Joint Travel Regulations).

The following is an estimate of travel plans for performance of Sub-tasks that may be issued under this Task Order. Each Work Request will specify any required travel. Therefore, for any trip to be authorized, the Work Request must reflect such travel.

8.1.1 Contractor personnel working at a government site for any length of time will not normally be paid local travel costs. Local travel costs may, in some cases, be allowed if an advance request is made to the COTR and written consent for the local travel is received prior to the travel.

8.1.2 There is no anticipated non-local travel

8.2 Other Direct Costs.

There are no Other Direct Costs anticipated, as this will be a Firm-Fixed Price Level of Effort Award.

9. Government Furnished Equipment and Information

9.1 Government Furnished Equipment.

The Government shall supply all required computer equipment, furniture and office space required to perform these requirements. All work shall occur on government provided equipment.

9.2 Government Furnished Information

OMB Circular A-11

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

CBP PreSelect 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)

10. Access to Government Property and Facilities/Place of Performance

10.1 The primary location for work is:

Bureau of Customs and Border Protection

7451 Boston Boulevard, NDC-4

Springfield, VA 22153

10.2 Other locations where work may be required are:

Bureau of Customs and Border Protection

7681 Boston Boulevard, NDC-1

Springfield, VA 22153

Bureau of Customs and Border Protection

7501 Boston Boulevard, NDC-2

Springfield, VA 22153

Bureau of Customs and Border Protection
7400 Fullerton Road, NDC-3
Springfield, VA 22153

Bureau of Customs and Border Protection
7435 Boston Boulevard, NDC-5
Springfield, VA 22153

Bureau of Customs and Border Protection
2850 Eisenhower Avenue
Alexandria, VA 22314

Bureau of Customs and Border Protection
1801 N. Beauregard Boulevard
Alexandria, VA 22311

Bureau of Customs and Border Protection
7375 Boston Boulevard, Boston's
Springfield, VA 22153

Bureau of Customs and Border Protection
7971 Kingstown Village Parkway, Suite 500
Springfield, VA 22315

Bureau of Customs and Border Protection Headquarters
1300 Pennsylvania Ave., NW
Washington, DC 20229

Bureau of Customs and Border Protection
1331 Pennsylvania Ave., NW, (National Place)
Washington, DC 20229

11. Security

11.1 Personnel Security

11.1.1 Security Requirements

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

11.1.2 Personnel Security Background Data

All personnel employed by the Contractor and/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 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.

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 will require background investigation by CBP and,
- Submit such information and documentation as may be required by the Government to have a background investigation 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 immediately notify the Project Manager/COTR/Contracting Officer of any personnel changes. Written approval and confirmation is required for phone notification. This includes, but is not limited to, resignations, terminations, and reassignments.

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 Contract employees who depart while the contract is still active (including resignation,

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.

The Contractor shall notify the COTR and CBP Office of Information & Technology (OIT) Security and Technology Policy Branch (Program Integration Division) 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 transfers 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/ISSB the following information on behalf of their contract personnel to telephone number (703) 921-6116 or fax the below information to (703) 921-6570:

Full Name
Social Security Number
Effective Date
Reason for Change

11.1.3 Identification Badges

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

11.2 General Security

All Government furnished information must be protected to the degree and extent required by local rules, regulations, and procedures. The Contractor shall conform to all security policies contained in the U.S. Customs and Border Protection Security Policies and Procedures Handbook, CIS HB 1400-05B.

12. Acceptance Criteria.

The general quality measures, as set forth below will be applied to each deliverable or work product received from the Contractor under this contract.

Accuracy - Deliverables shall be accurate in presentation, technical content, and adherence to accepted elements of style. All deliverables shall conform to the appropriate CBP or DHS Directives or OMB circulars.

Clarity - Deliverables 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 Deliverables shall satisfy the requirements of the Government as specified herein.

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

Timeliness - Deliverables shall be submitted on or before the due date specified in this contract.

Format – Microsoft Office 2000 file format.

13. Personnel and Work Hours

13.1 Service Coverage

The standard workday shall be a nominal eight-hour day, worked between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday. Exceptions to the eight-hour workday may be allowed, with consent from the COTR. Any exception must be consistent with the CBP's site-specific practices regarding "flex-time" and compressed schedules.

13.2 Overtime.

Hours of performance by an individual shall not exceed eighty (80) hours per two-week pay period, except where additional hours are approved by the COTR. Prior written approval from the COTR is required for any additional hours worked in excess of 80 hours in a two-week pay period. Any additional hours requested and worked in a given period will be at the straight labor rate. No overtime premium will be allowed.

13.3 Contractor Employee Conduct.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for their employee's performance or the quality of their services.

13.4 Holidays and Administrative Leave.

Bureau of Customs and Border Protection (CBP) personnel observe the following days as holidays:

New Year's Day,
Martin Luther King's Birthday,
Presidents' Day,
Memorial Day,
Independence Day,

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

PROCUREMENT SENSITIVE

Any other day designated by Federal statute, by Executive Order or by the President's proclamation.

When any such day falls on a Saturday the preceding Friday is observed. When any such day falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for an extension to the delivery schedule or period of performance or adjustment to the price, except as set forth in the contract.

Except for designated around-the-clock or emergency operations, or when authorized by the COTR, contractor personnel will not be able to perform on site under this contract with CBP on those holidays set forth above. The Contractor will not charge any holiday as a direct charge to the contract. In the event Contractor personnel work during any holiday, other than those whether or not listed above, above, no form of holiday or other premium compensation will be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work.

In the event CBP grants administrative leave to its Government employees, at the site, on-site Contractor personnel shall also be dismissed if the site is being closed, however, the Contractor shall continue to provide sufficient personnel to perform around-the-clock requirements of critical efforts already in progress or scheduled and shall be guided by the instructions issued by the Contracting Officer or her/his duly appointed representative. In each instance when the site is closed to Contractor personnel as a result of inclement weather, potentially hazardous conditions, explosions, or other special circumstances; the Contractor shall direct its staff as necessary to take actions such as reporting to its own site(s) or taking appropriate leave consistent with its policies. The cost of salaries and wages to the Contractor for the period of any such site closure are a reimbursable item of direct cost under the contract for employees whose regular time is normally a direct charge if they continue to perform contract work; otherwise, costs incurred because of site closure are reimbursable as direct costs in accordance with the Contractor's established accounting policy.

13.5 Additional Contractor Personnel Requirements.

The Contractor shall ensure that its employees will identify themselves as employees of their respective company while working on CBP contracts. For example, Contractor personnel shall introduce themselves and sign attendance logs as employees of their respective companies, not as CBP employees.

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]

14. 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 task and shall not be divulged or made known in any manner to any persons except as may be necessary in the performance of the task. Contractors will be requested to sign Non-Disclosure statements

15. Limitation of Future Contracting

The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest, or may provide one or more offerors with the potential to attain an unfair competitive advantage. Accordingly, the attention of prospective offerors is invited to FAR Subpart 9.5 – Organizational Conflicts of Interest. The nature of this conflict is: Deliverable documents required under this Task Order may contain acquisition sensitive and source selection information. The OMB 300 reports contain an Acquisition Strategy section that may contain acquisition sensitive information that will be incorporated into Statements of Work. Access to this Statement of Work information constitutes an Organizational Conflict of Interest relative to the program acquisition for which the OMB 300 report was developed.

The limitations on future contracting are as follows:

1.(a) If, an actual, potential or perceived Organizational Conflict of Interest may arise through the performance of tasks pursuant to this contract, such as developing or accessing specifications or statements of work or source selection information that are to be incorporated into a solicitation, then award to the Contractor will be governed by the requirements in paragraphs (b), (c), (d), (e), and (f) of this provision.

(b) If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include the appropriate provisions to mitigate or avoid such conflict in the contract awarded. After discussion with the offeror, the Contracting Officer may determine that the actual conflict of interest cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government, and the offeror may be found ineligible for award.

(c) Disclosure: The offeror hereby represents, to the best of its knowledge that:

____ (1) It is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, or

____ (2) It has included information in its proposal, providing all current information bearing on the existence of an actual or potential organizational conflict of interest, and has included the mitigation plan in accordance with paragraph (d) of this provision.

(d) Mitigation/Waiver. If an offeror with a potential or actual conflict of interest or unfair competitive advantage believes it can be mitigated, neutralized, or avoided, the offeror shall submit a mitigation plan to the Government for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan. If a mitigation plan is approved, the restrictions of this provision do not apply to the extent defined in the mitigation plan. If not defined, then this provision applies fully.

(e) Other Relevant Information. In addition to the mitigation plan, the Contracting Officer may require further relevant information from the offeror. The Contracting Officer will use all information submitted by the offeror, and any other relevant information known to DHS, to determine whether an award to the offeror may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

(f) Corporation Change. The successful offeror shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divestitures that may affect this provision.

16. Contracting Officer's Technical Representative (COTR) / Contracting Officer:

16.1 Contracting Officer:

Linda Krough
CBP, Office of Procurement
PH: 703 (b) (6)
(b) (6) @dhs.gov
(b) (6)

16.2 COTR:

(b) (6)
Office of Information Technology / Program Integration Division
7681451 Boston Blvd. (NDC4 – Room (b) (6))
Springfield, VA 22153
(703) (b) (6)
(b) (6) @dhs.gov

16.3 Alternate COTR:

(b) (6)

Office of Information Technology / Program Integration Division
7681451 Boston Blvd. (NDC4 – Room (b) (6))
Springfield, VA 22153
703 (b) (6)
(b) (6)@dhs.gov

17. Invoice Requirements

17.1 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.

17.2 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.

17.3 Timeliness

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

17.4 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.

18. Appendix A: ACRONYMS

APHIS: Animal and Plant Health Inspection Service
ARB: Architecture Review Board (CBP)
CBP: U.S. Customs and Border Protection
CO: Contracting Officer
COTR: Contracting Officer's Technical Representative
CPIC: Capital Planning & Investment Control
CTTP: Consolidated Trusted Traveler Program (CBP)
DHS: Department of Homeland Security
FISMA: Federal Information Security Management Act
IMP: Investment Management Process (CBP)
IMS: Investment Management System (DHS)
INS: Immigration and Naturalization Service
IRB: Investment Review Board
IT: Information Technology
JRC: Joint Requirements Council (DHS)
NAD: Needs Analysis Document (CBP)
NDC: National Data Center (CBP)
OEM: Original Equipment Manufacturer
OIT: Office of Information and Technology (CBP)
OMB: Office of Management and Budget
OPP: Office of Policy and Planning (CBP)
PAL: Process Asset Library
SOW: Statement of Work