

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 9

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

1. DATE OF ORDER 07/10/2012	2. CONTRACT NO. (if any) GS-02F-0174N	6. SHIP TO:		
3. ORDER NO. HSBP1012F00230		4. REQUISITION/REFERENCE NO. 0020069461		
5. ISSUING OFFICE (Address correspondence to) DHS - Customs & Border Protection Department of Homeland Security 150 Westpark Way, Suite 200 Trade Fac. & Mission Spt. - West Eules TX 76040-3721		a. NAME OF CONSIGNEE See Attached Delivery Schedule		
		b. STREET ADDRESS		
		c. CITY	d. STATE	e. ZIP CODE
		f. SHIP VIA		
7. TO:		8. TYPE OF ORDER		
a. NAME OF CONTRACTOR LEXIS NEXIS MATTHEW BENDER		<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.	<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.	
b. COMPANY NAME (b) (4), (b) (6)				
c. STREET ADDRESS 1275 BROADWAY FEDERAL GOVERNMENT SALES				
d. CITY ALBANY	e. STATE NY	f. ZIP CODE 12204-2628		
9. ACCOUNTING AND APPROPRIATION DATA SEE ATTACHED DELIVERY SCHEDULE		10. REQUISITIONING OFFICE (b) (6) 312-(b) (6) (b) (6)@cbp.dhs.gov		

11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT
<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	Destination
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN- OWNED SMALL BUSINESS PROGRAM	<input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN- OWNED SMALL BUSINESS (EDWOSB)			
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B POINT ON OR BEFORE (Date) 08/02/2012	16. DISCOUNT TERMS Net 30	
a. INSPECTION DESTINATION	b. ACCEPTANCE DESTINATION				

17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	Acctpt
10	Pros Def Forf	(b) (4)	EA	(b) (4)	(b) (4)	
20	Admin Law		EA			
30	Moore's Fed Prac		EA			
40	Hndl Fed Tort Clms		EA			
50	Customs Law HB 2012		EA			
60	Imm Law HB		EA			
70	Customs Law HB 2012		EA			

SEE BILLING INSTRUCTIONS REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		\$1,379.90	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) PO Box 68908					\$6,098.08	17(i) GRAND TOTAL
c. CITY Indianapolis		d. STATE IN	e. ZIP CODE 46268				

22. UNITED STATES OF AMERICA BY (Signature) (b) (6)	23. NAME (Typed) Lloyd A. Burton TITLE: CONTRACTING/ORDERING OFFICER
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AUTHORIZED FOR LOCAL REF  
Previous edition not usable

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

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

1. DATE OF ORDER  
07/10/2012

2. CONTRACT NO. (if any)  
GS-02F-0174N

3. ORDER NO.  
HSBP1012F00230

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	Acpt
80	Imm Law HB	(b) (4)	EA	(b) (4)	(b) (4)	
90	Customs Law HB 2012	[REDACTED]	EA	[REDACTED]	[REDACTED]	
100	Imm Law HB	[REDACTED]	EA	[REDACTED]	[REDACTED]	
110	Customs Law HB 2012	[REDACTED]	EA	[REDACTED]	[REDACTED]	
120	Imm Law HB	[REDACTED]	EA	[REDACTED]	[REDACTED]	
130	NY State Penal & Crim Proc 2012	[REDACTED]	EA	[REDACTED]	[REDACTED]	

DATE OF ORDER 07/10/2012	CONTRACT NO. (if any) GS-02F-0174N	ORDER NO. HSBP1012F00230	PAGE OF PAGES 3 9
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**Federal Tax Exempt ID: 72-0408780**

**Emailing Invoices to CBP.** As an alternative to mailing invoices to the National Finance Center as shown on page one of this award you may email invoices to: [cbpinvoices@dhs.gov](mailto:cbpinvoices@dhs.gov).

**NOTES:**

Shipping Locations:

U. S. Customs and Border Protection  
Office of Associate Chief Counsel (Chicago)  
610 South Canal Street Room 767  
Chicago, IL 60607  
Attn: (b) (6), Mission Support Specialist

U.S. Customs and Border Protection  
Office of Assistant Chief Counsel (Detroit)  
211 West Fort Street Suite 1150  
Detroit, MI 48226  
Attn: (b) (6)

U.S. Customs and Border Protection  
Office of Assistant Chief Counsel (Seattle)  
1000 Second Avenue, Suite 2550  
Seattle, WA 98104  
Attn: (b) (6)

U.S. Customs and Border Protection  
Office of Assistant Chief Counsel (Buffalo)  
726 Exchange Street, Suite 406  
Buffalo, NY 14210  
Attn: (b) (6)

**Contractor's Acknowledgement of Receipt of Delivery/Task Order:**

The Contractor is requested to acknowledge receipt of this order (#HSBP1012F00230) by signing in the space below and returning a signed copy of this page to the Contracting Officer via fax at #817-545-1288 (or via Email), within five (5) calendar days after the date of receipt of order. Upon acknowledgement of receipt of the order, the Contractor is encouraged to commence performance in accordance with the terms of the order.

In the event that the Contractor does not agree to accept the order and perform/deliver the ordered services/items in accordance with its terms and conditions and those of the Contract under which this order is placed, the Contractor is urged to contact the Contracting Officer to discuss and resolve any issues (see name, address, phone number, and Email address in the text that follows).

Contractor's Signature or Signature of Authorized Official:

\_\_\_\_\_

Name and Title of Official Signing/Acknowledging this Order:

\_\_\_\_\_

Date Signed: \_\_\_\_\_

Phone #: \_\_\_\_\_

DATE OF ORDER 07/10/2012	CONTRACT NO. (if any) GS-02F-0174N	ORDER NO. HSBP1012F00230	PAGE OF PAGES 4 9
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**NOTES:**

Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ITEMS AND PRICES, DELIVERY SCHEDULE AND ACCOUNTING DATA  
FOR  
DELIVERY ORDER: HSBP1012F00230**

**I.1 SCHEDULE OF SUPPLIES/SERVICES**

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT. PRICE
10	Pros Def Forf	(b) (4)	EA	(b) (4)	(b) (4)
10 cont.	Prosecution & Defense of Forfeiture Cases				
20	Admin Law		EA		
20 cont.	Administrative Law				
30	Moore's Fed Prac		EA		
30 cont.	Moore's Federal Practice				
40	Hndl Fed Tort Clms		EA		
40 cont.	Handling Federal Tort Claims				
50	Customs Law HB 2012		EA		
50 cont.	Customs Law Handbook 2012 Edition w/CD				
60	Imm Law HB		EA		
60 cont.	Immigration Law Handbook 2012 Ed w/CD				
70	Customs Law HB 2012		EA		
70 cont.	Customs Law Handbook 2012 Edition w/CD				
80	Imm Law HB		EA		
80 cont.	Immigration Law Handbook 2012 Ed w/CD				
90	Customs Law HB 2012		EA		
90 cont.	Customs Law Handbook 2012 Edition w/CD				
100	Imm Law HB		EA		
100 cont.	Immigration Law Handbook 2012 Ed w/CD				
110	Customs Law HB 2012		EA		
110 cont.	Customs Law Handbook 2012 Edition w/CD				
120	Imm Law HB		EA		
120 cont.	Immigration Law Handbook 2012 Ed w/CD				
130	NY State Penal & Crim Proc 2012		EA		
130 cont.	NY State Penal & Criminal Procedure 2012 updates				

**Total Funded Value of Award:**

**\$6,098.08**

**I.2 ACCOUNTING and APPROPRIATION DATA**

ITEM #	ACCOUNTING and APPROPRIATION DATA	AMOUNT
10	6100.319EUSCSGLCS0900013000Z00012400HQ0106020100 30053319E	(b) (4)
20	6100.319EUSCSGLCS0900013000Z00012400HQ0106020100 30053319E	
30	6100.319EUSCSGLCS0900013000Z00012400HQ0106020100 30053319E	
40	6100.319EUSCSGLCS0900013000Z00012400HQ0106020100 30053319E	
50	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	
60	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	
70	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	
80	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	

ITEM #	ACCOUNTING and APPROPRIATION DATA	AMOUNT
90	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	(b) (4)
100	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	(b) (4)
110	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	(b) (4)
120	6100.2612USCSGLCS0900013000Z00012400HQ0106020100 300532612	(b) (4)
130	6100.319EUSCSGLCS0900013000Z00012400HQ0106020100 30053319E	(b) (4)

**I.3 DELIVERY SCHEDULE**

DELIVER TO:	ITEM #	QTY	DELIVERY DATE
DHS - Customs and Border Protection Office of Associate Chief Counsel 610 South Canal Street, Suite 767 Chicago, IL 60607		(b) (4)	
	10		08/02/2012
	20		08/02/2012
	30		08/02/2012
	40		08/02/2012
	50		08/02/2012
Office of Assistant Chief Counsel West Fort Street, Suite 1150 Detroit, MI 48226	60		08/02/2012
	70		08/02/2012
Office of Assistant Chief Counsel Second Avenue, Suite 2550 Seattle, WA 98104	80		08/02/2012
	90		08/02/2012
Office of Assistant Chief Counsel Exchange Street, Suite 406 Buffalo, NY 14210	100		08/02/2012
	110		08/02/2012
	120		08/02/2012
	130		08/02/2012

**I.4 PAYMENT AND INVOICE INSTRUCTIONS (FEB 2012)**

In order to request contract payment, the contractor shall submit a proper invoice, as defined by Federal Acquisition Regulation (FAR) 2.101 for payment in the manner and format described below.

**SUBMISSION OF INVOICES**

(a) The contractor shall submit an original invoice/voucher, via postal mail or electronic mail (email), simultaneously to the following:

(1) National Finance Center (NFC)

DHS/U.S. Customs and Border Protection  
National Finance Center/Commercial Accounts  
PO Box 68908  
Indianapolis, Indiana 46268

OR email: [cbpinvoices@dhs.gov](mailto:cbpinvoices@dhs.gov)

**NOTE: For invoices with payment terms less than net 30, the subject line for all emailed invoices to the NFC must include the following text: "Per CBP, Net [state # days] Invoice".**

(2) Contracting Officer or Contract Administrator (CO or CA) *[fill in at time of award]*

DHS/U.S. Customs and Border Protection  
Attention: LLOYD A. BURTON  
DHS/CUSTOMS AND BORDER PROTECTION  
TRADE FACILITATION AND MISSION SUPPORT CONTRACTING DIVISION -WEST  
150 WESTPARK WAY, SUITE 200

EULESS, TX 76040-3721

OR email (b) (6) @DHS.GOV

(3) Contracting Officer's Representative (COR) *[fill in at time of award]*

DHS/U.S. Customs and Border Protection  
Attention: (b) (6)  
CBP/ OFFICE OF ASSOCIATE CHIEF COUNSEL  
610 S. CANAL STREET, ROOM 767  
CHICAGO, IL 60607-4523

OR email: (b) (6) @CBP.DHS.GOV

- (b) The contractor shall submit a copy of the original invoice/voucher for all DHS cost-reimbursement and time and material/labor hour contracts and delivery orders to the branch manager/resident auditor of the cognizant Defense Contract Audit Agency (DCAA) Field Audit Office. Copies may be sent to DCAA, via postal mail or email and must be sent at the same time the invoice/voucher is sent to the NFC, CO and COR. The CO shall provide the following information:

DCAA Field Office  
Attention:

Phone:

Email:

- (c) In accordance with FAR 32.904(b), the CO, in conjunction with the COR and NFC, will determine whether the invoice is proper or improper within seven (7) days of receipt. Improper invoices will be returned to the contractor within seven (7) days of receipt.

#### **INVOICE REVIEW AND APPROVAL REQUIREMENTS**

- (a) To constitute a proper invoice, invoices shall include, at a minimum, all the items required in FAR 32.905.

(1) The minimum requirements are:

- i. Name and address of the contractor.
- ii. Invoice date and invoice number.
- iii. Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).
- iv. Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
- v. Shipping and payment terms (e.g. shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.
- vi. Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).
- vii. Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
- viii. Taxpayer identification number (TIN).
- ix. Electronic funds transfer (EFT) banking information.
- x. Any other information or documentation required by the contract (e.g. evidence of shipment).

- (2) For cost reimbursement or time and material contracts (other than a contract for a commercial item), the contractor shall bill and maintain a record of indirect costs in accordance with FAR 52.216-7(d).

- (b) Supplemental documentation required for review and approval of invoices, at the written direction of the contracting officer, may be submitted directly to either the contracting officer, or the contracting officer's representative. Contractors shall submit all supplemental invoice documentation along with the original invoice.
- (c) Invoices that fail to provide the information required by the Prompt Payment clause (FAR 52.232-25) may be rejected by the Government and returned to the contractor.

#### **ADDITIONAL INVOICE REQUIREMENTS**

In addition to the invoice requirements contained in FAR 32.905 and FAR 52.216-7, the following also applies:

- (1) Invoices must include the following information to support all costs claimed:
  - i. Period of performance for the costs claimed;
  - ii. Current amounts for each CLIN, if applicable;
  - iii. Current direct and indirect incurred costs, including fee;
  - iv. Cumulative amounts for each CLIN; and
  - v. Statement signed by an authorized company representative certifying that the costs in the invoice are accurate and complete.
- (2) The Government reserves the right to make invoice adjustments if associated costs are determined to be unallowable.

[End of Clause]

#### **I.5 SPECIAL SECURITY REQUIREMENT - CONTRACTOR PRE-SCREENING (SEP 2011)**

- 1. Contractors requiring recurring access to Government facilities or access to sensitive but unclassified information and/or logical access to Information Technology (IT) resources shall verify minimal fitness requirements for all persons/candidates designated for employment under any Department of Security (DHS) contract by pre-screening the person /candidate prior to submitting the name for consideration to work on the contract. Pre-screening the candidate ensures that minimum fitness requirements are considered and mitigates the burden of DHS having to conduct background investigations on objectionable candidates. The Contractor shall submit only those candidates that have not had a felony conviction within the past 36 months or illegal drug use within the past 12 months from the date of submission of their name as a candidate to perform work under this contract. Contractors are required to flow this requirement down to subcontractors. Pre-screening involves contractors and subcontractors reviewing:
  - a. Felony convictions within the past 36 months. An acceptable means of obtaining information on felony convictions is from public records, free of charge, or from the National Crime Information Center (NCIC).
  - b. Illegal drug use within the past 12 months. An acceptable means of obtaining information related to drug use is through employee self certification, by public records check; or if the contractor or subcontractor already has drug testing in place. There is no requirement for contractors and/or subcontractors to initiate a drug testing program if they do not have one already in place.
  - c. Misconduct such as criminal activity on the job relating to fraud or theft within the past 12 months. An acceptable means of obtaining information related to misconduct is through employee self certification, by public records check, or other reference checks conducted in the normal course of business.
- 2. Pre-screening shall be conducted within 15 business days after contract award. This requirement shall be placed in all subcontracts if the subcontractor requires routine physical access, access to sensitive but unclassified information, and/or logical access to IT resources. Failure to comply with the pre-screening requirement will result in the Contracting Officer taking the appropriate remedy.

Definition: *Logical Access* means providing an authorized user the ability to access one or more computer system resources such as a workstation, network, application, or database through automated tools. A logical access control system (LACS) requires validation of an individual identity through some mechanism such as a personal identification number (PIN), card, username and password, biometric, or other token. The system has the capability to assign different access privileges to different persons depending on their roles and responsibilities in an organization.

[End of Clause]



LEXISNEXIS MATTHEW BENDER  
ANNUAL SERVICE RENEWAL NOTICE

SHIP TO ACCOUNT: 0099402725

BILL TO ACCOUNT:

US CUSTOMS & BORDER PROTECTION  
OFF OF ASST CHIEF COUNSEL

(b) (6)  
1000 SECOND AVE STE 2550  
SEATTLE  
WA 98104

FED ID # 14-0499170  
GSA # GS-02F-0174N  
DUNS # 00207-3997

PO# <u>Renewal Contract</u>
<u>We accept all major credit cards</u>
Net 30___ (w/purchase order)
AMEX___ MC___ VISA ___ DISC ___
Card # _____
Expire Date: _____
Card Holder: _____

RETURN THIS NOTICE WITH  
YOUR PURCHASE ORDER TO:

LEXISNEXIS MATTHEW BENDER  
FEDERAL GOVERNMENT RENEWALS  
1275 BROADWAY  
ALBANY, NY 12204-2694  
ATTN: (b) (4), (b) (6)

\*\*\* EACH PUBLICATION LISTED BELOW COVERS THE SERVICE PERIOD THROUGH THE END DATE SHOWN BELOW\*\*\*\*

Pub #	ISBN #	Description	START DATE	END DATE	Renew Price	Price	QTY	# MOS	EXTENDED PRICE
69130	9781422482353	IMMIGRATION LAW HANDBOOK 2012 Ed				(b) (4)			(b) (4)
29169	9781422487457	CUSTOMS LAW HANDBOOK 2012 Ed				(b) (4)			(b) (4)

TOTALS

(b) (4)

\$ 618.45

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LEXISNEXIS MATTHEW BENDER  
ANNUAL SERVICE RENEWAL NOTICE

SHIP TO ACCOUNT: 0099402696

BILL TO ACCOUNT:

U S CUSTOMS & BORDER PROTECT  
OFFICE ASST CHIEF COUNSEL

(b) (6)  
726 EXCHANGE ST STE 406  
BUFFALO  
NY 14210

FED ID # 14-0499170  
GSA # GS-02F-0174N  
DUNS # 00207-3997

PO# <u>Renewal Contract</u>
<u>We accept all major credit cards</u>
Net 30___ (w/purchase order)
AMEX___ MC___ VISA ___ DISC ___
Card # _____
Expire Date: _____
Card Holder: _____

RETURN THIS NOTICE WITH  
YOUR PURCHASE ORDER TO:

LEXISNEXIS MATTHEW BENDER  
FEDERAL GOVERNMENT RENEWALS  
1275 BROADWAY  
ALBANY, NY 12204-2694  
ATTN: (b) (6)

\*\*\* EACH PUBLICATION LISTED BELOW COVERS THE SERVICE PERIOD THROUGH THE END DATE SHOWN BELOW\*\*\*\*

Pub #	ISBN #	Description	START DATE	END DATE	Renew Price	Price	QTY	# MOS	EXTENDED PRICE
36068	9780769847672	NY STATE PENAL & CRIM PROC 2012 Ed				(b) (4)	(4)		(b) (4)
69130	9781422482353	IMMIGRATION LAW HANDBOOK 2012 Ed				(b) (4)	(4)		(b) (4)
29169	9781422487457	CUSTOMS LAW HANDBOOK 2012 Ed				(b) (4)	(4)		(b) (4)

TOTALS

(b) (4)

\$ 470.75

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LEXISNEXIS MATTHEW BENDER  
ANNUAL SERVICE RENEWAL NOTICE

SHIP TO ACCOUNT: 0098450030

BILL TO ACCOUNT:

U S CUSTOMS SERVICE  
(b) (6)  
OFF OF ASSOCIATE CHIEF COUNSEL  
610 SOUTH CANAL ST RM 767  
CHICAGO IL 60607

PO# <u>Renewal Contract</u>
<u>We accept all major credit cards</u>
Net 30___ (w/purchase order)
AMEX___ MC___ VISA ___ DISC ___
Card # _____
Expire Date: _____
Card Holder: _____

RETURN THIS NOTICE WITH  
YOUR PURCHASE ORDER TO:

LEXISNEXIS MATTHEW BENDER  
FEDERAL GOVERNMENT RENEWALS  
1275 BROADWAY  
ALBANY, NY 12204-2694  
ATTN: (b) (6)

FED ID # 14-0499170  
GSA # GS-02F-0174N  
DUNS # 00207-3997

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69130	9781422482353	IMMIGRATION LAW HANDBOOK 2012 Ed				(b) (4)	(b) (4)		(b) (4)
29169	9781422487457	CUSTOMS LAW HANDBOOK 2012 Ed							
099	9780820510996	PROSECUTION & DEFENSE OF FORFEITURE CASES	4-12	3-13	(b) (4)	-		12	
301	9780820513010	ADMINISTRATIVE LAW	5-12	3-13		-		11	
410	9780820514109	MOORES FEDERAL PRACTICE	7-12	3-13		-		9	
342	9780820513423	HANDLING FEDERAL TORT CLAIMS	7-12	3-13		-		9	

TOTALS

(b) (4)

\$ 4,467.38

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LEXISNEXIS MATTHEW BENDER  
ANNUAL SERVICE RENEWAL NOTICE

SHIP TO ACCOUNT: 0099402709

BILL TO ACCOUNT:

US CUSTOMS & BORDER PROTECTION  
OFFICE ASST CHIEF COUNSEL  
(b) (6)  
211 W FORT ST STE 1150  
DETROIT  
MI 48226

FED ID # 14-0499170  
GSA # GS-02F-0174N  
DUNS # 00207-3997

PO# <u>Renewal Contract</u>
<u>We accept all major credit cards</u>
Net 30___ (w/purchase order)
AMEX___ MC___ VISA ___ DISC ___
Card # _____
Expire Date: _____
Card Holder: _____

RETURN THIS NOTICE WITH  
YOUR PURCHASE ORDER TO:

LEXISNEXIS MATTHEW BENDER  
FEDERAL GOVERNMENT RENEWALS  
1275 BROADWAY  
ALBANY, NY 12204-2694  
ATTN: (b) (4), (b) (6)

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29169	9781422487457	CUSTOMS LAW HANDBOOK 2012 Ed				(b) (4)			(b) (4)

<b>TOTALS</b>
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		(b) (4)
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\$ 530.10
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