

SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A FEDERAL ACQUISITION REGULATION (FAR) CONTRACT

2. TYPE OF SOLICITATION: UNLIMITED QUANTITY LIMITED QUANTITY

3. DATE ISSUED: 04/24/2009

4. FISCAL YEAR: 2009

5. CONTRACT NUMBER: HSCBN-09-D-00004

6. SOLICITATION NUMBER: HSCBN-09-S-00042

ISSUED BY: OCS/PPS/BAOCS/MSFC

FOR/FR/FA/FAAC/CO/NA/1 Contracts
 Immigration and Customs Enforcement
 Federal Protective Service
 Office of Acquisition Management
 401 Market Street, Suite 4200
 Philadelphia PA 19106

11. ACQUISITION METHOD: OPEN COMPETITION

12. ACQUISITION METHOD: LIMITED SOURCE

13. ACQUISITION METHOD: DIRECT ACQUISITION

14. ACQUISITION METHOD: OTHER

15. ACQUISITION METHOD: OTHER

16. ACQUISITION METHOD: OTHER

17. ACQUISITION METHOD: OTHER

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*Spence Lawton
President & CEO*

7/31/09

7/31/09

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 ACCEL CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The contract is for administrative support services for various Department of Homeland Security (DHS), Immigration Customs & Enforcement (ICE), Federal Protective Service (FPS) Headquarters (HQ) Division Directors in Washington, DC and Alexandria, VA.</p> <p>SBA Acceptance No: 0353-09-904441/01</p> <p>(1) The subject contract is comprised of this award document, Statement of Work and Security Requirements, Terms and Conditions Clauses (FAR and HSAR), ACCEL'S quotation dated June 5, 2009.</p> <p>(2) The subject contract is covered by the following Wage Determination DOL Wage Determination No: 2005-2103, Revision No: 8, dated 05/26/2009. (See Attachment 4)</p> <p>The following DOL Wage Determination Occupation Code Titles are applicable for this award:</p> <p>Contract Labor Category- Administrative Assistant Position applicable DOL Occupation Code - Title: 01312 Secretary II.</p> <p>Contract Labor Category - Executive Assistant Position applicable DOL Occupation Code - Title 01020: Administrative Assistant.</p> <p>(3) All Line Items are hereby accepted at this time. The guaranteed minimum for this contract is \$52,488.32. Line Items 0001 - 2006 will be funded by a separate task order for the performance period July 31, 2009 to July 30, 2012.</p> <p>(4) The labor hours listed under the Line Items are estimates only. The contractor will only be paid for actual hours worked.</p> <p>(5) The Contracting Officer Technical Representative (COTR) for this contract is Denise A. Wright, Mission Support Specialist @</p> <div style="border: 1px solid black; width: fit-content; margin: 5px auto; padding: 2px;">(b)(6)</div> <p>Discount Terms: Net 30</p> <p>Continued ...</p>				

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0001	<p>Admin Office: ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: Cynthia Palmer Philadelphia PA 19106 FOB: Destination Period of Performance: 07/31/2009 to 07/30/2012</p> <p>Base Year: Administrative Assistant (1) Position Period of Performance : 07/31/2009 to 07/30/2010</p> <p>Obligated Amount: \$0.00 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES</p> <p>Delivery Location Code: ICE/FPS/HQ/OPERATION Critical Incident & Response Train Federal Protective Service 800 North Capital Street NW, Suite 500 POC: Division Director, Josh Vayer Washington DC 20002 Accounting Info: FPS0005 P05 PN 40-10-91-000 19-20-0400-00-00-00-00 GE-25-14-00 000000 Funded: \$0.00</p>	1920	HR	(b)(4)	
0002	<p>Base Year: Administrative Assistant (1) Position Period of Performance : 07/31/2009 to 07/30/2010</p> <p>Obligated Amount: \$0.00 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES</p> <p>Delivery Location Code: ICE/FPS/HQ/OPERATION Risk Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC: Division Director, Susan Burrill Washington DC 20002 Accounting Info: FPS0005 P05 PN 40-10-91-000 19-20-0200-00-00-00-00 GE-25-14-00 000000 Funded: (b)(4)</p> <p>Continued ...</p>	1920	HR		

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0003	Base Year: Administrative Assistant (1) Position Period of Performance: 07/31/2009 to 07/30/2010 Obligated Amount: \$0.00 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: VA0868 Consolidated Training Facility National Firearms Unit (CTF/NFU) 6315 Bren Mar Drive POC: Division Director, Ron Libby ALEXANDRIA VA Accounting Info: FPS0005 P05 PN 40-10-91-000 19-20-0200-00-00-00-00 GE-25-14-00 000000 Funded: \$0.00	1920	HR		
0004	Base Year: Administrative Assistant (1) Position Period of Performance: 07/31/2009 to 07/30/2010 Obligated Amount: \$0.00 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Threat Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC: Division Director, Lloyd Coward Washington DC 20002 Accounting Info: FPS0005 P05 PN 40-10-91-000 19-20-0100-00-00-00-00 GE-25-14-00 000000 Funded: \$0.00	1920	HR	(b)(4)	
0005	Base Year: Executive Assistants (3) Positions Period of Performance : 07/31/2009 to 07/30/2010 Obligated Amount: \$0.00 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Front or Other Offices as Needed Continued ...	5760	HR		

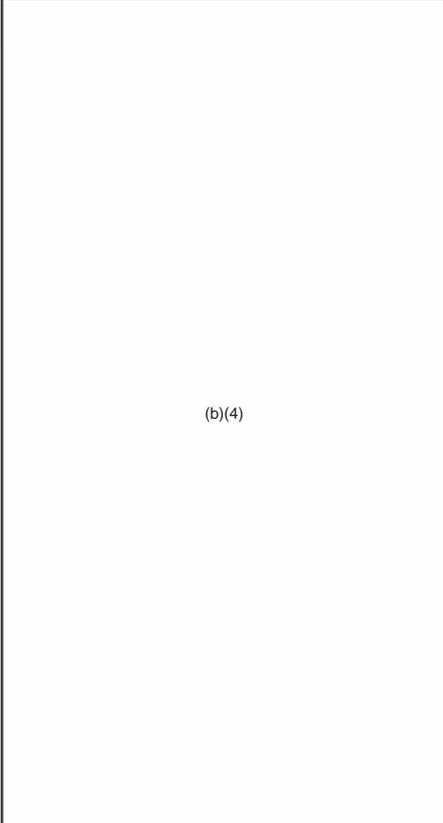
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0006	<p>Federal Protective Service 800 North Capital Street NW Suite 500 POC: Kris Cline Washington DC 20002 Accounting Info: FPS0005 P05 PN 40-10-91-000 19-20-000-00-00-00-00 GE-25-14-00 000000 Funded: \$0.00</p> <p>Base Year:Travel (Not to Exceed Line Item Amount) Period of Performance : 07/31/2009 to 7/30/2010 Obligated Amount: \$0.00 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES</p> <p>Delivery Location Code: ICE/FPS/HQ/OPERATION ICE FPS Headquarters-Operations Immigration and Customs Enforcement Federal Protective Service 800 North Capital Street NW Suite 500 Washington DC 20002 Accounting Info: FPS0005 P05 PN 40-10-91-000 19-20-0000-00-00-00-00-00 GE-25-14-00 000000 Funded: \$0.00</p>	1	LO		
1001	<p>Line Items 1001, 1002, 1003, 1004, 1005 & 1006 are optional line items. The decision to exercise this option is the Government's and shall be done by modification if services are required.</p> <p>Option Period 1: Administrative Assistant (1) Position Performance Period: 07/31/2010 to 07/30/2011 Amount: \$67,276.80 (Option Line Item) 07/13/2010 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES</p> <p>Delivery Location Code: ICE/FPS/HQ/OPERATION Critical Incident & Response Train Federal Protective Service 800 North Capital Street NW Suite 500 POC: Josh Vayer Continued ...</p>	1920	HR		



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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1002	Washington DC 20002 Accounting Info: Funded: \$0.00 Option Period 1: Administrative Assistant (1) Position Performance Period: 07/31/2010 to 07/30/2011 Amount: \$67,276.80 (Option Line Item) 07/31/2010 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Risk/Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC: Division Director, Susan Burrill Washington DC 20002 Accounting Info: Funded: \$0.00	1920	HR		0.00
1003	Option Period 1: Administrative Assistant (1) Position Performance Period: 07/31/2010 to 07/30/2011 Amount: \$67,276.80 (Option Line Item) 07/13/2010 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: VA0868 Consolidated Training Facility National Firearms Unit (CTF/NFU) 6315 BREN MAR DRIVE POC: Divison Director: Ron Libby ALEXANDRIA VA Accounting Info: Funded: \$0.00	1920	HR	(b)(4)	0.00
1004	Option Period 1: Administrative Assistant (1) Position Performance Period: 07/31/2010 to 07/30/2011 Amount: \$67,276.80 (Option Line Item) 07/31/2010 Product/Service Code: R699 Continued ...	1920	HR		0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/SPRT SVCS Threat Managment Division Federal Protective Service 800 North Capital Street NW Suite 500 Washington DC 20002 Accounting Info: Funded: \$0.00				
1005	Option Period 1:Executive Assistants (3) Positions Performance Period: 07/31/2010 to 07/30/2011 Amount: \$279,302.40(OPTION Line Item) 07/31/2010 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Front or other offices as needed Federal Protective Service 800 North Capital Street NW Suite 500 POC: Kris Cline Washington DC 20002 Accounting Info: Funded: \$0.00	5760	HR	(b)(4)	0.00
1006	Option Period 1: Travel (Not To Exceed Line Item Amount) Performance Period: 07/31/2010 to 07/30/2011 Amount: \$20,000.00(OPTION Line Item) 07/31/2010 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Line Items 2001, 2002, 2003, 2004, 2005 & 2006 are optional line items. The decision to exercise this option is the Government and shall be done by a modification if the services are required.	1	LO		0.00
2001	Option Period 2: Administrative Assistant (1) Position Performance Period: 07/31/2011 to 07/30/2012 Amount: \$69,292.80(OPTION Line Item) Continued ...	1920	HR		0.00

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	07/31/2011 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Critical Incident & Response Train Federal Protective Service 800 North Capital Street NW Suite 500 POC: Division Director Josh Vayer Washington DC 20002 Accounting Info: Funded: \$0.00				
2002	Optional Period 2: Administrative Assistant (1) Position Performance Period: 07/31/2011 to 07/30/2012 Amount: \$69,292.80 (Option Line Item) 07/31/2011 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Risk Management Divison Federal Protective Service 800 North Capital Street NW Suite 500 POC: Divison Director, Susan Burrill Washington DC 20002 Accounting Info: Funded: \$0.00	1920	HR	(b)(4)	0.00
2003	Option Period 2: Administrative Assistant (1) Position Performance Period : 07/31/2011 to 07/30/2012 Amount: \$69,292.80 (Option Line Item) 07/13/2011 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: VA0868 Consolidated Training Facility National Firearms Unit 6315 BREN MAR DRIVE POC: Divison Director, Ron Libby Continued ...	1920	HR	(b)(4)	0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2004	ALEXANDRIA VA Accounting Info: Funded: \$0.00 Option Period 2: Administrative Assistant (1) Position Performance Period: 07/31/2011 to 07/30/2012 Amount: \$69,292.80 (Option Line Item) 07/31/2011 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Threat Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC: Division Director Lloyd Coward Washington DC 20002 Accounting Info: Funded: \$0.00	1920	HR		0.00
2005	Option Period 2: Executive Assistants(3) Positions Performance Period: 07/31/2011 to 07/30/2012 Amount: \$287,654.40 (Option Line Item) 07/31/2011 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE SUPPORT SERVICES Delivery Location Code: ICE/FPS/HQ/OPERATION Front or other offices as needed Federal Protective Service 800 North Capital Street NW Suite 500 POC: Kris Cline Washington DC 20002 Accounting Info: Funded: \$0.00	5760	HR	(b)(4)	0.00
2006	Option Period 2 : Travel (Not To Exceed Line Item Amount) Performance Period: 07/31/2011 to 07/30/2012 Amount: \$20,000.00 (Option Line Item) 07/31/2011 Product/Service Code: R699 Product/Service Description: OTHER ADMINISTRATIVE Continued ...	1	LO		0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	SUPPORT SERVICES The total amount of award: \$1,705,689.60. The obligation for this award is shown in box 20.				

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**STATEMENT OF WORK
Federal Protective Service Headquarters
ADMINISTRATIVE SUPPORT SERVICE**

1.0 INTRODUCTION

1.1 Organization

U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Federal Protective Service (FPS) Headquarters in Washington, DC.

1.2 Requirements

The Federal Protective Service (FPS) has identified a need for four (4) Administrative Assistants and three (3) Executive Assistants to provide administrative support services to various FPS Headquarter Operations and Mission Support Division Directors, Deputy Directors and Assistant Directors in Washington, DC and Alexandria, VA.

2.0 Period of Performance

The performance period includes a twelve (12) month base period and two (2) twelve (12) month option periods. The performance periods read as follows:

- Base Period: Date of award through 12 months after award
- Option Year 1: 12 additional months after award
- Option Year 2 : 12 additional months after Option Year 1

3.0 Description of Tasks/Scope

The Contractor shall provide the following positions with minimum qualifications as defined below:

3.1 Administrative Assistants

Duties and Responsibilities

- Serve as the first point of contact for employees and visitors within the assigned FPS Headquarter Divisions.
- Provide general office and research, administrative and clerical support, word processing, document preparation/management and file maintenance as required by FPS.
- Assist the staff in preparation, execution, and submission of standard correspondence formats and forms such as internal and external memorandums.
- Develop a standardized record keeping system for activities.
- Assist as need in handling incoming and outgoing calls.
- Schedule meetings, arrange for conference rooms and audiovisual support.
- Maintain a master division calendar and maintain national databases for training programs, program rosters and status reports.
- Prepare and track documents through various approval processes such as procurement and acquisitions, and policy approval.

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- Responsible for coordinating IT, printer, copier, scanner and fax technical support to Division and arranging repairs in accordance with policy when needed.
- Prepare invoices for payment.
- Order, distribute and maintain office supplies and equipment.

Knowledge and Skills Required

Education Requirements

- Associates degree desirable, but not required.
- Possess 24 semester hours among accounting, business, finance, contracts, purchasing, economics, marketing, organization or management.

Skills

- Motivated contractor employee who seeks new assignments and follows through independently on assignment tasks.
- Proficient skills with Microsoft Office Products (Word, Excel, Access, Power Point).
- Excellent interpersonal and communication skills (both oral and written) for communicating with all levels of individuals.
- Experience with contemporary office machines (i.e. copier, fax machine, scanner, etc)
- Experience in researching and obtaining documents from the internet.
- Experience in project management coordination
- Experience in preparing government- style correspondence and reports.
- Ability to rapidly acquire familiarity with Government policies and regulations in a variety of venues including the Department of Homeland Security.
- Demonstrates excellent judgment, tact and courtesy are required.

3.2 Executive Assistants

Duties and Responsibilities

- Provide general office and research, administrative and clerical support, word processing, document preparation/ management, and file maintenance as required by FPS.
- Maintain activity calendars, schedule meetings, conference rooms and conferences.
- Cancel and / or reschedule commitments as required by higher priority demands or special commitments.
- Assist in preparation editing and execution, of various written correspondence with varying complexity.
- Track documents through various approval processes, within the agency, as it relates to policies, priorities, practices and procedures.
- Process travel arrangements using "Travel Manager" for executive staff members.
- Order, distribute and maintain office supplies and equipment.
- Coordinate with IT staff to provide support services for printers, copiers, scanners and fax machines as required.
- Oversees time and attendance matters and office operations as needed.

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- Interacts with members of the staff and individuals internal and external to the agency ranging from agency directors to the general public.
- Receives phone calls, packages and greets visitors for the agency and refers them to the appropriate individual.
- Attends various meetings as directed by the Chief of Staff.
- Prepares meeting minutes and disseminate to key personnel within the agency.
- Assist in the identification and development of improved administrative practices to promote office efficiency.
- Performs other duties as assigned.

Knowledge and Skills Required

Education Requirements

- Associates degree desirable, but not required.
- Possess 24 semester hours among accounting, business, finance, contracts, purchasing, economics, marketing, organization or management.

Skills

- Motivated contractor employee who seeks new assignments and follows through independently on assignment tasks.
- Ability to perform multiple tasks and be flexible in reordering priorities as emergencies, contingencies and unanticipated events occur.
- Proficient skills with Microsoft Office Products (Word, Excel, Access, Power Point)
- Excellent interpersonal and communication skills (both oral and written) for communicating with all levels of individuals.
- Experience with contemporary office machines (i.e. copier, fax machine , scanner, etc)
- Proficient in researching and obtaining documents from the internet.
- Excellent interpersonal and communication skills (both oral and written) for communicating with all levels of individuals.
- Experience with contemporary office machines (i.e. copier, fax machine , scanner, etc)
- Ability to rapidly acquire familiarity with Government policies and regulations in a variety of venues including the Department of Homeland Security.
- Administrative experience within the Federal government and more specifically within the Federal Protective Service is highly desirable.
- Demonstrates excellent judgment, tact and courtesy are required.

3.0 Work Schedule/ Hours of Operation

The required work schedule will consist of a 40 hour work week, 8 hours per day/ 5 days a week from Monday – Friday. Normal duty hours of operation are 8:00 a.m. – 5:00 P.M. except holidays.

4.0 Deliverables

(A) Monthly Task Order Status Report - The contractor shall provide Monthly Task Order Status Report on the 15th of each month for the services provided during the previous month. Separate reports shall be submitted for each task order. Contractor

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format is acceptable. Reports shall be provided in electronic format to the COTR. Reports shall include as a minimum the following:

- (1) Task order number
- (2) Reporting Period
- (3) Task Description
- (4) Detailed description of work accomplished
- (5) Significant events
- (6) Labor hour Summary
- (7) Workload Statistics (Work requests received, completed)
- (8) Total costs expended for reporting period and cumulative total for contract period.

5.0 Job Performance Criteria

FPS reserves the right to require the Contractor to replace any contract employee who cannot; operate in a Microsoft Windows 2000 or higher environment; work in the automated systems; or maintain productive output as required. The contractor is required to maintain a full complement of all labor categories on this contract. The contractor shall replace any employee(s), within five (5) business days, whether replacement is due to termination, reassignment, or determination by the Government the employee does not meet the requirements, or other causes.

7.0 Government Furnished Space/Equipment

The government will provide workspaces as required for Contractor employees at the FPS locations in Washington, DC and Alexandria, VA locations. The workspaces will be equipped with a desk, computer and telephone and will have convenient access to a printer, fax machine, photocopier and scanner. The government will provide standard office supplies such as paper, pens, etc., required to operate efficiently. The telephones shall be used for FPS official business or for emergency calls only.

The Contractor is prohibited from reconfiguring any software programs on its computer or using them for personal purposes.

7.1 Other Direct Costs

Other direct costs include items such as travel and training that the contractor required to accomplish the work assigned. At the discretion of the CO/COTR, the contractor shall provide supplies necessary to support any activity under this task. No travel or training shall be incurred with out written approval of the Contracting Officer or Contracting Officer Technical Representative,

7.2 Travel

In the performance of contract activities, the contractor may be required to travel to offices outside of Washington, DC and Alexandria, VA offices. All contractor travel shall be approved in advance by the COTR. Travel expenses shall be reimbursed consistent with FAR 31.205-46, the substantive provisions of the Federal Travel Regulation (FTR). The contractor shall not be reimbursed for transpiration expenses assigned personnel for local commuting between their place of residence and their place of work. Federal Travel Regulations may be located and downloaded from www.gpoaccess.gov/cfr or www.gsa.gov/federaltravelregulation.

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7.3 Training

In performance of the contract, the contractor employee will be required to complete the following Mandatory training on-line courses.

- o ICE Computer Security Awareness (CSAT)
- o Securely Handling ICE Sensitive But Unclassified for Official Use Only Information

* Certificates will be submitted to the Contracting Officer and /or COTR.

8.0 Place of Performance

Contractor personnel shall be required to perform these support services at the following locations:

(1) DHS/ Federal Protective Services // Headquarters

800 N. Capital Street, NW

Suite (b)(6)

Washington, DC 20002.

(2) Consolidated Training Facility/ National Firearms Unit (CTF) (NFU)

6315 Bren Mar Drive

Alexandria, VA

The day to day supervision and direct control over the work performed by on-site contractor personnel will be the sole responsibility of the contractor.

9.0 Personnel Security Requirements

The following DHS Security Requirements are required and will be incorporated into the contract. Contractor personnel will be required to sign a non-disclosure agreement before working with the Federal Protective Service (FPS).

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REQUIRED SECURITY CLAUSE
SENSITIVE /UNCLASSIFIED CONTRACTS¹
SECURITY REQUIREMENTS

GENERAL

The Department of Homeland Security (DHS) has determined that performance of the tasks as described in Contract TBD requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following.

SUITABILITY DETERMINATION

DHS shall have and exercise full control over granting, denying, withholding or terminating unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the contract. No employee of the Contractor shall be allowed to EOD and/or access sensitive information or systems without a favorable EOD decision or suitability determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the OPR-PSU. Contract employees assigned to the contract not needing access to sensitive DHS information or recurring access to DHS ' facilities will not be subject to security suitability screening.

BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees with adequate security clearances issued by the Defense Industrial Security Clearance Office (DISCO) may not be required to submit complete security packages, as the clearance issued by DISCO may be accepted. Prospective Contractor employees without adequate security clearances issued by DISCO shall submit the following completed forms to the Personnel Security Unit through the COTR, no less than 5 days before the starting date

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of the contract or 5 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions" Form will be submitted via e-QIP (electronic Questionnaires for Investigation Processing) **(2 copies)**
2. FD Form 258, "Fingerprint Card" **(2 copies)**
3. Foreign National Relatives or Associates Statement
4. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Drug Questionnaire
6. Alcohol Questionnaire

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, DHS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to, development of, or maintenance to any DHS IT system.

CONTINUED ELIGIBILITY

If a prospective employee is found to be ineligible for access to Government facilities or information, the COTR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

The OPR-PSU may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

The OPR-PSU may require reinvestigations when derogatory information is received and/or every 5 years.

DHS reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom DHS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

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The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU through the COTR. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The OPR-PSU must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired DHS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card. The COTR will return the identification cards and building passes to the responsible ID Unit.

EMPLOYMENT ELIGIBILITY

The contractor will agree that each employee working on this contract will successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by USCIS to establish work authorization.

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

SECURITY MANAGEMENT

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the OPR-PSU through the COTR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COTR and the OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract; the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

The following computer security requirements apply to both Department of Homeland Security (DHS) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.

INFORMATION TECHNOLOGY SECURITY CLEARANCE

When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in *DHS IT Security Program Publication DHS MD 4300.Pub. Or its replacement*. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT

All contractor employees using Department automated systems or processing Department sensitive data will be required to receive Security Awareness Training. This training will be provided by the appropriate component agency of DHS.

Contractors, who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).

SPECIAL NOTES

Identification of Contractor Employees

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all

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documents or reports, information or others produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

9.1 Points of Contact

9.1.1 Contracting Officer's Technical Representative (COTR)

Ms. Denise A. Wright
Mission Support Specialist (COTR)
DHS-FPS-Mission Support
800 North Capital Street, Suite (b)(6)
Washington, DC 20002

Office (b)(6)
Cell: (b)(6)
Email: (b)(6)

9.1.2 Contracting Officer (CO)

Federal Protective Service
East Consolidated Contracts Group (ECCG)
701 Market Street, Suite (b)(6)
Philadelphia, PA 19106

Office (b)(6)
Email: (b)(6)

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I. SCHEDULE OF SERVICES

01. DESCRIPTION OF SERVICES

The Contractor shall furnish administrative support services, at the Federal Protective Service Headquarters located in Washington, DC and Alexandria, VA. In furnishing these services, the Contractor shall provide all necessary management, supervision, personnel, materials, supplies and equipment except as otherwise indicated, and shall plan, schedule, coordinate and ensure effective performance of, and conformance to, all aspects of the work statement contained herein.

02. CONTRACT TYPE

The authority to use other than full and open competition is "41 U.S.C. 253 (c) (5) and 15 U.S.C. 637 (a) . The current applicable DOL Wage Determination is DOL Wage Determination No: 2005-2103, Rev No. 8, dated 05/26/2009.

It is the Government's intention to award directly to the ACCEL Corporation 8 (a) firm under an Indefinite Delivery/Indefinite Quantity (IDIQ) contract with fixed labor hourly rates. The base year shall fulfill the minimum order requirements as stated below:

Base Year - 13,440 hrs
Option Year (1) – 13,440 hrs
Option Year (2) – 13,440 hrs

03. ESTIMATED QUANTITIES

The attached line items reflect the estimated recurring and non-recurring coverage for estimating purposes and will be the task order and modification thereto. The contractor will be paid only for services ordered and performed at the established hourly rates. The Government has the unilateral right to add, decrease, cancel, or modify services in each task order issued at the established unit prices, as long as the change is within the scope of the contract and the task order.

04. PRICES

A. Pricing Required for All Services and Performance Periods

Contractors must quote prices for all services required during the Base Year, as well as for each ordering period, in order to be considered for award. Contractors submitting partial pricing information shall be ineligible for award.

B. Unbalanced Pricing

Each contractor is cautioned that its pricing proposal may be rejected as non-responsive to the solicitation requirements if it is materially unbalanced as to prices for the Base Year or any option period. A pricing proposal is considered to be materially unbalanced if

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is based on prices are significantly less than cost for some work and prices that are significantly overstated for other work.

C. Contingency Pricing

Contractor must not include contingency allowances to cover increased costs for which adjustments are provided under Federal Acquisition Regulation (FAR) Clause 52.222-43 Fair Labor Standards Act and Service Contract Act – Price Adjustments (Multiple Year And Option Contracts May 1989).

D. Pricing of Services

a. The hourly prices quoted must be inclusive of all direct costs, indirect costs, and profit. Contractors must include all costs associated with providing the services described herein.

b. The Government shall not be responsible for compensating the Contractor for any costs tied to solicitation requirements but not factored into the proposed prices, either by the Contractor's intention or by mistake.

II. PACKING AND MARKING

01. PAYMENT OF POSTAGE

All postage and fees related to submitting information, including forms, reports, etc., to the Contracting Officer or the Contracting Officer's Technical Representative shall be paid by the Contractor.

02. MARKING

All information submitted to the Contracting Officer or the Contracting Officer's Technical Representative shall clearly indicate the contract number for the contract for which the information is being submitted.

III. INSPECTION AND ACCEPTANCE

01. CONTRACTOR'S RESPONSIBILITY

The Contractor shall provide for all day-to-day supervision, inspection and monitoring of all work performed to ensure compliance with the task order requirements. The results of the inspection shall be documented in an inspection report for submission to the Government. The Contractor shall follow through to assure that all Government and Contractor identified defects or omissions of task order requirements are corrected.

02. FAR 52.246-6 Inspection – Time and Material and Labor- Hour (May 2001)

(a) *Definitions.* As used in this clause—

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"Contractor's managerial personnel" means any of the Contractor's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of—

- (1) All or substantially all of the Contractor's business;
- (2) All or substantially all of the Contractor's operation at any one plant or separate location where the contract is being performed; or
- (3) A separate and complete major industrial operation connected with the performance of this contract.

"Materials" includes data when the contract does not include the Warranty of Data clause.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the material, fabricating methods, work, and services under this contract.

Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all materials furnished and services performed under this contract, to the extent practicable at all places and times, including the period of performance, and in any event before acceptance. The Government may also inspect the plant or plants of the Contractor or any subcontractor engaged in contract performance. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish and shall require subcontractors to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) Unless otherwise specified in the contract, the Government shall accept or reject services and materials at the place of delivery as promptly as practicable after delivery, and they shall be presumed accepted 60 days after the date of delivery, unless accepted earlier.

(f) At any time during contract performance, but not later than 6 months (or such other time as may be specified in the contract) after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. Except as otherwise specified in paragraph (h) of this clause, the cost of replacement or correction shall be determined under the Payments Under Time-and-Materials and Labor-Hour Contracts clause, but the "hourly rate" for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. The Contractor shall not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, shall disclose the corrective action taken.

(g)(1) If the Contractor fails to proceed with reasonable promptness to perform required replacement or correction, and if the replacement or correction can be performed within the ceiling price (or the ceiling price as increased by the Government), the Government may—

(i) By contract or otherwise, perform the replacement or correction, charge to the Contractor any increased cost, or deduct such increased cost from any amounts paid or due under this contract; or

(ii) Terminate this contract for default.

(2) Failure to agree to the amount of increased cost to be charged to the Contractor shall be a dispute.

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(h) Notwithstanding paragraphs (f) and (g) of this clause, the Government may at any time require the Contractor to remedy by correction or replacement, without cost to the Government, any failure by the Contractor to comply with the requirements of this contract, if the failure is due to—

(1) Fraud, lack of good faith, or willful misconduct on the part of the Contractor's managerial personnel; or

(2) The conduct of one or more of the Contractor's employees selected or retained by the Contractor after any of the Contractor's managerial personnel has reasonable grounds to believe that the employee is habitually careless or unqualified.

(i) This clause applies in the same manner and to the same extent to corrected or replacement materials or services as to materials and services originally delivered under this contract.

(j) The Contractor has no obligation or liability under this contract to correct or replace materials and services that at time of delivery do not meet contract requirements, except as provided in this clause or as may be otherwise specified in the contract.

(k) Unless otherwise specified in the contract, the Contractor's obligation to correct or replace Government-furnished property shall be governed by the clause pertaining to Government property. (End of clause)

IV. DELIVERIES OR PERFORMANCE

01. BASE/OPTION PERIODS

After award the Contractor shall be given notice to proceed and shall provide all contractual services, subject to the availability of appropriations if applicable, (see the Clause FAR 52.232-18 – Availability of Funds, contained within the Request for Quotes), commencing on the date specified in the notice to proceed. Work under the contract is expected to commence on or about 31 July 2009. Option periods shall be as follows:

Base Period: July 31, 2009 – July 30, 2010

Option One: July 31, 2010 – July 30, 2011

Option Two: July 31, 2011 – July 30, 2012

02. OPTION TO EXTEND SERVICES

If it is determined by the Government that, for administrative, technical, legal, or other reasons, award of a successor contract cannot be made on a timely basis, the Government shall have the unilateral option of extending the services of this contract. Such notice of intent to extend services shall be given to the Contractor in writing at the earliest possible time, but not less than 30 days prior to the task order expiration date (See FAR Clause 52.217-8, "Option to Extend Services" contained within the contract). It is understood that exercise of this option will be only for sufficient time to complete award and or/ give notice to proceed to the follow-on Contractor and that extension of service shall in no event exceed six months.

V. Contract Administration Data

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01. SUBMISSION OF INVOICES

1. Invoices shall be submitted via one of the following methods:

a. By mail:

DHS, ICE
Burlington Finance Center
P.O Box 1279
Williston, VT 05495-1279
Attn: FPS HQ Invoice

b. By facsimile (fax): (include a cover sheet with point of contact & # of pages)
802-288-7658

c. By e-mail:

Invoice.Consolidation@dhs.gov

Invoices submitted by other than these three methods will be returned. The contractor's Taxpayer Identification Number (TIN) must be registered in the Central Contractor Registration (<http://www.ccr.gov>) prior to award and **shall be** noted on every invoice submitted to FPS to ensure prompt payment provisions are met. The FPS Region shall be notated on every invoice.

2.. In accordance with Section I, Contract Clauses, FAR 52.212-4(G)(1), Contract Terms and Conditions - Commercial Items, or FAR 52.232-25 (a)(3), Prompt Payment, as applicable, the information required with each invoice submission is as follows:

"...An invoice must include -

- (i) Name and address of the Contractor;
- (ii) Invoice date and number;
- (iii) Contract number, contract line item number and, if applicable, the order number;
- (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (vi) Terms of any discount for prompt payment offered;
- (vii) Name and address of official to whom payment is to be sent;
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract. (See paragraph 1 above.)
- (x) Electronic funds transfer (EFT) banking information.
 - (A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

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(B) If EFT banking information is not required to be on the invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-3, Payment by Electronic Funds Transfer - Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer - Other Than Central Contractor Registration), or applicable agency procedures.

Invoices without the above information may be returned for resubmission.

3. All contractors are required to register in the Central Contractor Registration (CCR). This can be performed via the internet at <http://www.ccr.gov>.

4. Invoices shall separately list amounts due for basis and temporary additional services.

02. PAYMENTS

- A. Payment will be made on a calendar month basis in arrears upon submission of an invoice. Payment will be due on the 30th calendar day after receipt of a proper invoice or date of receipt of services, whichever is later. In the event the task order begins or ends during month, payments will be prorated based on the number of calendar days in the respective month.
- B. It is the objective of the Government to obtain complete and satisfactory performance in accordance with the terms of specifications and requirements of this task order. The criteria for deductions and adjustments below will be used by the Government in determining monetary deductions for nonperformance of work. In no event shall contractor invoice FPS be obligated to pay for any hours in excess of the amount identified with a task order (inclusive of all modifications).
- C. The Contractor is responsible for submitting accurate invoices that reflect the actual services provided each month. Where there are invoices between the requirements cited in the task order (s) and the work actually performed, the Contractor shall attach a separate sheet to the invoice detailing each instance of a variance. The contractor shall compute the invoice price to reflect the actual amount owed. Submission of false invoices shall be subject to contractual and legal actions.
- D. To verify the monthly payment for productive man-hours, the CO's designated representative may compare the man-hours required in the task order with the DHS Form 139, Record of time of arrival and departure from Buildings, or other Approved sign-in/sign-out form. The Government may perform a 100% comparison or sampled comparison to verify the accuracy of the contractor's invoice. The Government will only pay for services actually rendered by the Contractor and funded on the contract/task order. If variances are noted between the invoice and the DHS Form 139, the Government will purpose contract deduction. For example, if the task order required that a position is required for 8 hours, and the contractor billed for 8 hours, but the DHS Form 139, or COTR

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reports that position was only filled for 6 hours, the 6 hours will prevail and the Government will deduct the difference

Any inquiries regarding payment shall be directed to the COTR and/or CO.

03. ADJUSTING PAYMENTS FOR CONTRACTOR PERFORMANCE

A. Deductions for Failure to Provide Man- hours

To compute man-hour deductions the Contracting Officer's Representative will compare the man-hours reported by the Contractor with the DHS Form 139, Record of Time of Arrival and Departure from Buildings, or other approved Sign-in/Sign-out forms.

B. Contractor Use of DHS Form 139, or Approved Alternate

The Contractor shall maintain, on a daily basis, all applicable DHS 139's, or approved alternate, to document personnel attendance. The original copy must be maintained at the location accessible to the COTR or designee. The Contractor shall incorporate and certify that the data contained on the approved sign-in form is accurate, complete and in agreement with the hours presented I their invoice. (Facsimile copies of completed DHS Form 139's may not be used for this purpose)

04. THE ROLE OF GOVERNMENT PERSONNEL AND RESPONSIBILITY FOR CONTRACT ADMINISTRATION

A. Contracting Officer (CO)

The CO for this RFQ and resultant award is:

Cynthia Palmer
Department of Homeland Security
Immigration and Customs Enforcement
701 Market Street, Suite (b)(6)
Philadelphia, PA 19106

2. Administrative Contracting Officer will be assigned after award of the contract.
3. The CO has the overall responsibility for the administration of the order. The CO alone is authorized to take action on behalf of the Government to amend, modify or deviate from the order terms and conditions; make final decisions on satisfactory performance; terminate the order for convenience or default; and issue final decisions regarding questions or matters under dispute. The CO may delegate certain other responsibilities to an authorized representative.

B. Contracting Officer's Technical Representative (COTR)

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1. The COTR for the order is:

Ms. Denise A. Wright
Mission Support Specialist (COTR)
Audit Liason, Policy Compliance Unit
DHS-FPS-Mission Support
800 North Capital Street, Suite (b)(6)
Washington, DC 20002

2. The COTR is designated to assist the CO in the discharge of their responsibilities when they are unable to be directly in touch with the task order work. In the event that

the COTR is absent or unavailable, another COTR Alternate will be designated. The responsibilities of the COTR and his/her alternate include, but are not limited to: determining the adequacy of performance by the Contractor in accordance with the terms and conditions of the task order, acting as the Government's representative in charge of work at the site (s) ; ensuring compliance with the task order requirements insofar as the actual performance is concerned; advising with the Contractor of the proposed deductions for non-performance or unsatisfactory performance; and advising the CO of any factors which may cause delay in the performance of work.

3. After award of the task order, the CO will issue a written Delegation of Authority memorandum to the COTR that details the scope of duties the COTR is authorized to perform and manage. The COTR cannot make any decisions regarding the performance of the task order except as outlined in the memorandum. A copy of the memorandum shall be sent to the Contractor.

4. The Contractor shall immediately notify the CO in the event the COTR directs the Contractor to perform work that the Contractor believes is not part of the task order part of the COTR's designated duties as outlined in the memorandum. The CO will then make a determination as to the issue and respond to all affected parties in the most appropriate manner deemed necessary.

VI. Contract Clauses

The following clauses from the Federal Acquisition Regulation (FAR) and Homeland Security Acquisition Regulation (HSAR) are incorporated into this contract.

1. Clauses Incorporated by Reference. The following clauses are incorporated by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

<u>Number</u>	<u>Title</u>	<u>Date</u>
52.202-1	Definitions	
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions on Subcontractor Sales to the Government	JUL 1995

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52.203-7	Anti- Kickback Procedures	JUL 1995
52.204-7	Central Contractor Registration	JUL 2006
52.204-8	Annual Representations and Certifications	FEB 2009
52.204-9	Personal Identity Verification of Contractor Personal	NOV 2006
52.216-30	Time and Materials/ Labor Hour Proposal Requirements	FEB 2007 ✓
	Non-Commercial Item Acquisition Without Adequate Price Competition	
52.222-26	Equal Opportunity	APR 2002
52.223-6	Drug – Free Workplace	MAY 2001
52.228-5	Insurance – Work on a Government Installation	JAN 1997
52.232-18	Availability of Funds	APR 1984
52.233-2	Service of Protest	AUG 1996
52.233-3	Protest after Award	AUG 1996
52.233-4	Applicable Law fro Breach of Contract Claim	OCT 2004
52.237-3	Continuity of Services	JAN 1991
52.243-3	Changes – Time and Materials or Labor-Hours	SEPT 2000
52.245-1	Government Property	JUN 2007
52.245-9	Use and Charges	AUG 2005
52.249.6	Termination Cost Reimbursement (May 2004) (ALT IV)	
52.222-41	Service Contract Act of 1965	JUL 2005
52.222-43	Fair Labor Standards Act and Service Contract Act	May 1989
	Price Adjustment (Multiple Year and Option Contracts)	
52.243-3	Changes – Time and Materials or Labor Hour	SEPT 2000
52.246-6	Inspection Time and Material and Labor Hour	MAY 2001
3052.219-70	Small Business Subcontracting Reporting Program	JUN 2006
3052.222-70	Strikes or Picketing Affecting Timely Completion of the Contract Work	DEC 2003
3052.222-71	Strikes or Picketing Affecting Access to a DHS Facility	DEC 2003
3052.242-72	Dissemination of Contract Information	DEC 2003
3052.242-72	Contracting Officer's Technical Representative	DEC 2003
3052.245-70	Government Property Reports	JUN 2006

2. Clauses Incorporated by Full Text**52.216-18 ORDERING (OCT 1995)**

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from June 2009 through June 2012.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule. (End of clause)

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) *Minimum order.* In accordance with paragraph (b) of the "Indefinite Quantity" clause, the guaranteed minimum amount to be ordered under this contract is

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\$52,488.32 at the contract unit price (s). The contract maximum is the total evaluated price inclusive of all options.

(b) *Maximum order.* The Contractor is not obligated to honor

(1) Any order for a single item in excess of 13,440 hrs

(2) Any order for a combination of items in excess of 40,320 hrs

or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 30 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source. (End of clause)

52.216-22 Indefinite Quantity (Oct 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after July 2012 [*insert date*]. (End of clause)

52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to

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prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months.

The Contracting Officer may exercise the option by written notice to the Contractor at least 30 calendar days before the contract expires.

52.217-9 Option to Extend the Term of the Contract. (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor at least 30 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 (years).

52.219-14 Limitations on Subcontracting. (Dec 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for—

(1) *Services (except construction)*. At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) *Supplies (other than procurement from a nonmanufacturer of such supplies)*. The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) *General construction*. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) *Construction by special trade contractors*. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

(End of clause)

52.219-18 Notification of Competition Limited to Eligible 8(a) Concerns Alternate III (Deviation) (November 2005)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer—

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

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(c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) *Agreement*. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) **The ACCEL Corporation** will notify the Federal Protective Service Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

52.219-71 Section 8(a) Award (Deviation) (November 2005)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Partnership Agreement between the Small Business Administration (SBA) and the Department of Homeland Security (DHS). SBA retains responsibility for 8 (a) certification, 8 (a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

U.S Small Business Administration
Washington Metropolitan Area District Office
740 15th Street, N.W. 3rd Floor
Washington, DC 20005

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract. However, the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with the SBA prior to processing any novation agreement. The contracting activity shall coordinate with the SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.

(c) The contractor agrees:

(1) to notify the Contracting Officer, simultaneously with its notification to SBA (as required by SBA'S 8(a) regulations, when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637 (a) (21), transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership or control.

(2) to adhere to the requirements of FAR 52.219-14, Limitations on Subcontracting.

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(End of Clause)

Insurance Requirement

52.228-5 Insurance - Work on a Government Installation (Jan 1997):

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) The Contractor selected for award shall be required to submit satisfactory evidence of insurance prior to being permitted to commencing work.

The coverage specified below, pursuant to FAR 28.307, Reflects the minimum insurance required. a) *Workers' compensation and employer's liability.* Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(1) General liability.

(1) The contracting officer shall require bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.

(2) Property damage liability insurance shall be required only in special circumstances as determined by the agency.

(c) *Automobile liability.* The contracting officer shall require automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

HSAR 3052.204-71 Contractor Employees Access (JUN 2006)

(a) *Sensitive Information*, as used in this Chapter, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States

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Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the

following categories of information:

(1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, in subordination, incompetence, or security concerns.

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(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those contractor employees authorized access to sensitive information, the contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

HSAR 3052.209-70 PROHIBITION ON CONTRACTS WITH CORPORATE EXPATRIATES (JUN 2006)

(a) Prohibitions. Section 835 of the Homeland Security Act, 6 U.S.C. 395, prohibits the Department of Homeland Security from entering into any contract with a foreign incorporated entity which is treated as an inverted domestic corporation as defined in this clause, or with any subsidiary of such an entity. The Secretary shall waive the prohibition with respect to any specific contract if the Secretary determines that the waiver is required in the interest of national security.

(b) Definitions. As used in this clause:

Expanded Affiliated Group means an affiliated group as defined in section 1504(a) of the Internal Revenue Code of 1986 (without regard to section 1504(b) of such Code), except that section 1504 of such Code shall be applied by substituting 'more than 50 percent' for 'at least 80 percent' each place it appears.

Foreign Incorporated Entity means any entity which is, or but for subsection (b) of section 835 of the Homeland Security Act, 6 U.S.C. 395, would be, treated as a foreign corporation for purposes of the Internal Revenue Code of 1986.

Inverted Domestic Corporation. A foreign incorporated entity shall be treated as an inverted domestic corporation if, pursuant to a plan (or a series of related transactions)—

(1) The entity completes the direct or indirect acquisition of substantially all of the properties held directly or indirectly by a domestic corporation or substantially all of the properties constituting a trade or business of a domestic partnership;

(2) After the acquisition at least 80 percent of the stock (by vote or value) of the entity is held—

(i) In the case of an acquisition with respect to a domestic corporation, by former shareholders of the domestic corporation by reason of holding stock in the domestic

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corporation; or

(ii) In the case of an acquisition with respect to a domestic partnership, by former partners of the domestic partnership by reason of holding a capital or profits interest in the domestic partnership; and

(3) The expanded affiliated group which after the acquisition includes the entity does not have substantial business activities in the foreign country in which or under the law of which the entity is created or organized when compared to the total business activities of such expanded affiliated group.

Person, domestic, and foreign have the meanings given such terms by paragraphs

(1), (4), and (5) of section 7701(a) of the Internal Revenue Code of 1986, respectively.

(c) Special rules. The following definitions and special rules shall apply when determining whether a foreign incorporated entity should be treated as an inverted domestic corporation.

(1) *Certain Stock Disregarded*. For the purpose of treating a foreign incorporated entity as an inverted domestic corporation these shall not be taken into account in determining ownership:

(i) Stock held by members of the expanded affiliated group which includes the foreign incorporated entity; or

(ii) stock of such entity which is sold in a public offering related to the acquisition described in subsection (b)(1) of Section 835 of the Homeland Security Act, 6 U.S.C. 395(b)(1).

(2) *Plan Deemed In Certain Cases*. If a foreign incorporated entity acquires directly or indirectly substantially all of the properties of a domestic corporation or partnership during the 4-year period beginning on the date which is 2 years before the ownership requirements of subsection (b)(2) are met, such actions shall be treated as pursuant to a plan.

(3) *Certain Transfers Disregarded*. The transfer of properties or liabilities (including by contribution or distribution) shall be disregarded if such transfers are part of a plan a principal purpose of which is to avoid the purposes of this section.

(d) *Special Rule for Related Partnerships*. For purposes of applying section 835(b) of the Homeland Security Act, 6 U.S.C. 395(b) to the acquisition of a domestic partnership, except as provided in regulations, all domestic partnerships which are under common control (within the meaning of section 482 of the Internal Revenue Code of 1986) shall be treated as a partnership.

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(e) Treatment of Certain Rights.

(1) Certain rights shall be treated as stocks to the extent necessary to reflect the present value of all equitable interests incident to the transaction, as follows:

- (i) warrants;
- (ii) options;
- (iii) contracts to acquire stock;
- (iv) convertible debt instruments; and
- (v) others similar interests.

(2) Rights labeled as stocks shall not be treated as stocks whenever it is deemed appropriate to do so to reflect the present value of the transaction or to disregard transactions whose recognition would defeat the purpose of Section 835.

(f) *Disclosure.* The offeror under this solicitation represents that [Check one]:

it is not a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73;

it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73, but it has submitted a request for waiver pursuant to 3009.104-74, which has not been denied; or

it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73, but it plans to submit a request for waiver pursuant to 3009.104-74.

(g) A copy of the approved waiver, if a waiver has already been granted, or the waiver request, if a waiver has been applied for, shall be attached to the bid or proposal.

HSAR 3052.215-70 KEY PERSONNEL OR FACILITIES (DEC 2003)

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel or Facilities under this Contract: Stacye Loman, President and CEO.

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**HSAR 3052.242-72 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE
(DEC 2003)**

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

Attachment 4

WD 05-2103 (Rev.-8) was first posted on www.wdol.gov on 06/02/2009

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2103
Revision No.: 8
Date Of Revision: 05/26/2009

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,
King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.05
01012 - Accounting Clerk II		15.78
01013 - Accounting Clerk III		20.27
01020 - Administrative Assistant		28.55
01040 - Court Reporter		19.95
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		16.94
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		13.92
01112 - General Clerk II		15.32
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		12.38
01191 - Order Clerk I		14.85
01192 - Order Clerk II		16.29
01261 - Personnel Assistant (Employment) I		17.31
01262 - Personnel Assistant (Employment) II		19.36
01263 - Personnel Assistant (Employment) III		21.66
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.12
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		17.49
01311 - Secretary I		17.49
01312 - Secretary II		19.70
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.10
01410 - Supply Technician		28.55
01420 - Survey Worker		19.46
01531 - Travel Clerk I		12.92
01532 - Travel Clerk II		13.89
01533 - Travel Clerk III		14.92
01611 - Word Processor I		14.21
01612 - Word Processor II		16.65
01613 - Word Processor III		19.95

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.48
07041 - Cook I	11.97
07042 - Cook II	13.28
07070 - Dishwasher	9.82
07130 - Food Service Worker	10.66
07210 - Meat Cutter	17.04
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.78
09080 - Furniture Refinisher	18.39
09090 - Furniture Refinisher Helper	14.11
09110 - Furniture Repairer, Minor	16.31
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.50
11060 - Elevator Operator	10.50
11090 - Gardener	16.22
11122 - Housekeeping Aide	11.25
11150 - Janitor	11.25
11210 - Laborer, Grounds Maintenance	12.47
11240 - Maid or Houseman	11.03
11260 - Pruner	11.37
11270 - Tractor Operator	14.66
11330 - Trail Maintenance Worker	12.47
11360 - Window Cleaner	11.68
12000 - Health Occupations	
12010 - Ambulance Driver	19.46
12011 - Breath Alcohol Technician	18.55
12012 - Certified Occupational Therapist Assistant	21.01
12015 - Certified Physical Therapist Assistant	21.01
12020 - Dental Assistant	16.97
12025 - Dental Hygienist	40.68
12030 - EKG Technician	25.95
12035 - Electroneurodiagnostic Technologist	25.95
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	18.82
12072 - Licensed Practical Nurse II	21.09
12073 - Licensed Practical Nurse III	23.47
12100 - Medical Assistant	14.89
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	16.06
12190 - Medical Record Technician	18.27

12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	34.18
12221 - Nursing Assistant I	10.47
12222 - Nursing Assistant II	11.77
12223 - Nursing Assistant III	13.02
12224 - Nursing Assistant IV	14.62
12235 - Optical Dispenser	20.17
12236 - Optical Technician	14.41
12250 - Pharmacy Technician	16.47
12280 - Phlebotomist	14.62
12305 - Radiologic Technologist	28.28
12311 - Registered Nurse I	26.73
12312 - Registered Nurse II	32.41
12313 - Registered Nurse II, Specialist	32.41
12314 - Registered Nurse III	38.98
12315 - Registered Nurse III, Anesthetist	38.98
12316 - Registered Nurse IV	46.73
12317 - Scheduler (Drug and Alcohol Testing)	19.75
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	30.80
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	27.82
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.14
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	30.69
13110 - Video Teleconference Technician	19.35
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.54
14042 - Computer Operator II	20.74
14043 - Computer Operator III	23.12
14044 - Computer Operator IV	25.69
14045 - Computer Operator V	28.45
14071 - Computer Programmer I	(see 1) 25.43
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.54
14160 - Personal Computer Support Technician	25.69
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	35.71
15020 - Aircrew Training Devices Instructor (Rated)	43.84
15030 - Air Crew Training Devices Instructor (Pilot)	52.55
15050 - Computer Based Training Specialist / Instructor	34.39
15060 - Educational Technologist	32.75

15070 - Flight Instructor (Pilot)	52.55
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08
15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.44
16030 - Counter Attendant	9.44
16040 - Dry Cleaner	12.21
16070 - Finisher, Flatwork, Machine	9.44
16090 - Presser, Hand	9.44
16110 - Presser, Machine, Drycleaning	9.44
16130 - Presser, Machine, Shirts	9.44
16160 - Presser, Machine, Wearing Apparel, Laundry	9.44
16190 - Sewing Machine Operator	13.07
16220 - Tailor	13.90
16250 - Washer, Machine	10.41
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.22
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.90
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	12.92
21071 - Order Filler	13.87
21080 - Production Line Worker (Food Processing)	17.90
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	11.44
21150 - Stock Clerk	16.46
21210 - Tools And Parts Attendant	17.90
21410 - Warehouse Specialist	17.90
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.68
23021 - Aircraft Mechanic I	24.46
23022 - Aircraft Mechanic II	25.68
23023 - Aircraft Mechanic III	26.97
23040 - Aircraft Mechanic Helper	16.61
23050 - Aircraft, Painter	23.42
23060 - Aircraft Servicer	18.71
23080 - Aircraft Worker	19.90
23110 - Appliance Mechanic	21.62
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	25.61
23130 - Carpenter, Maintenance	20.99
23140 - Carpet Layer	19.33
23160 - Electrician, Maintenance	27.43
23181 - Electronics Technician Maintenance I	23.70
23182 - Electronics Technician Maintenance II	25.15
23183 - Electronics Technician Maintenance III	26.50
23260 - Fabric Worker	19.01
23290 - Fire Alarm System Mechanic	22.78
23310 - Fire Extinguisher Repairer	17.52
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	24.46
23381 - Ground Support Equipment Servicer	18.71

23382 - Ground Support Equipment Worker	19.90
23391 - Gunsmith I	17.52
23392 - Gunsmith II	20.38
23393 - Gunsmith III	22.78
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.94
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24.37
23430 - Heavy Equipment Mechanic	22.78
23440 - Heavy Equipment Operator	22.78
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.62
23470 - Laborer	14.27
23510 - Locksmith	21.11
23530 - Machinery Maintenance Mechanic	22.99
23550 - Machinist, Maintenance	21.78
23580 - Maintenance Trades Helper	16.61
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.62
23790 - Pipefitter, Maintenance	23.19
23810 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	22.78
23850 - Rigger	22.78
23870 - Scale Mechanic	20.38
23890 - Sheet-Metal Worker, Maintenance	22.78
23910 - Small Engine Mechanic	20.38
23931 - Telecommunications Mechanic I	27.74
23932 - Telecommunications Mechanic II	29.24
23950 - Telephone Lineman	26.38
23960 - Welder, Combination, Maintenance	22.78
23965 - Well Driller	22.78
23970 - Woodcraft Worker	22.78
23980 - Woodworker	17.52
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.52
24620 - Family Readiness And Support Services Coordinator	15.68
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.10
25040 - Sewage Plant Operator	20.73
25070 - Stationary Engineer	27.10
25190 - Ventilation Equipment Tender	19.08
25210 - Water Treatment Plant Operator	20.73
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.66
27008 - Corrections Officer	22.25
27010 - Court Security Officer	23.33
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.25
27070 - Firefighter	22.39
27101 - Guard I	12.66
27102 - Guard II	20.57

31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	14.69
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	14.69
31362 - Truckdriver, Medium	17.18
31363 - Truckdriver, Heavy	18.42
31364 - Truckdriver, Tractor-Trailer	18.42
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	16.01
99510 - Photofinishing Worker	12.75
99710 - Recycling Laborer	16.82
99711 - Recycling Specialist	20.65
99730 - Refuse Collector	14.91
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.

400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized

representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE _____ PAGE OF PAGES 1 2

2. AMENDMENT/MODIFICATION NO. 000001 3. EFFECTIVE DATE 06/15/2009 4. REQUISITION/PURCHASE REQ NO. _____ 5. PROJECT NO. (If applicable) _____

6. ISSUED BY CODE ICE/FPS/EACCG/HQ/ ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106 7. ADMINISTERED BY (If other than Item 6) CODE ICE/FPS/EACCG/HQ/ ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: Cynthia Palmer Philadelphia PA 19106

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) ACCEL Corporation 8720 Georgia Ave. Suite 1002 Silver Spring, MD 20910 9A. AMENDMENT OF SOLICITATION NO. HSCEEH-09-Q-00042 9B. DATED (SEE ITEM 11) 06/04/2009 10A. MODIFICATION OF CONTRACT/ORDER NO. _____ 10B. DATED (SEE ITEM 13) _____

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers _____ is extended. is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- CHECK ONE
- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 - B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
 - C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 - D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor _____ is not. is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 Administrative Support Services for various Department of Homeland Security (DHS), Immigration Customs & Enforcement (ICE), Federal Protective Service (FPS) Headquarters (HQ) Division Directors in Washington, DC and Alexandria, VA.

This amendment is issued after the date for receipt of offers to incorporate the following changes listed below.

LIST OF CHANGES:
 Change Line Item numbers as follows:
 Line Items From: 0007 - 0012 - To: 1001 - 1006 (Option Period 1)
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Stacey Loman, President 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Cynthia D. Palmer 15B. CONTRACTOR/OFFEROR (b)(6) 15C. DATE SIGNED 6/15/09 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED _____ (Signature of Contracting Officer)

NAME OF OFFEROR OR CONTRACTOR

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Line Items From : 0013 - 0018 -- To: 2001 - 2006 (Option Period 2)</p> <p>Line Items 0001-0004, 1001- 1004 & 2001 - 2004 Change Line Item quantities From : 2080 hrs To: 1920 hrs</p> <p>Line Items 0005, 1005 & 2005 Change Line Items quantities From: 6240 hrs To: 5760 hrs</p> <p>Change Travel Line Items 0006, 1006 & 2006 to read "Not to Exceed Line Item Amount".</p> <p>Add \$20,000.00 to Line Item 0006 : Base Year: Travel - "Not to Exceed Line Item Amount" .</p> <p>Line Item 0018 - Pricing Summary- Update revised amount to include listed changes per this amendment. Period of Performance: 06/22/2009 to 06/21/2010</p>				See Attached

(60)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE _____ PAGE OF PAGES 1 / 1

2. AMENDMENT/MODIFICATION NO. 000002 3. EFFECTIVE DATE 07/02/2009 4. REQUISITION/PURCHASE REQ. NO. _____ 5. PROJECT NO. (if applicable) _____

6. ISSUED BY CODE ICE/FPS/EACCG/HQ/ 7. ADMINISTERED BY (if other than item 6) CODE ICE/FPS/EACCG/HQ/
 ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106
 ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Ofc of Acquisition Management - FPS 701 Market Street, Suite 4200 Attn: Cynthia Palmer Philadelphia PA 19106

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
ACCEL Corporation
8720 Georgia Ave. Suite 1002
Silver Spring, MD 20910

9A. AMENDMENT OF SOLICITATION NO. HSCEEH-09-Q-00042
 9B. DATED (SEE ITEM 11) 06/04/2009
 10A. MODIFICATION OF CONTRACT/ORDER NO. _____
 10B. DATED (SEE ITEM 13) _____

CODE _____ FACILITY CODE _____

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(h).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 Administrative Support Services for various Department of Homeland Security (DHS), Immigration Customs & Enforcement (ICE), Federal Protective Service (FPS) Headquarters (HQ) Division Directors in Washington, DC and Alexandria, VA.

(1) This amendment is issued after the date for receipt of offers to incorporate the current applicable Department of Labor (DOL) Wage Determination No: 2005-2103, Rev.8, dated 05/26/2009. (See attached Wage Determination No: 2005-2103)

(2) The contractor is required to submit a revised quote based upon the current applicable DOL Wage Determination.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
Stacye Loman, President & CEO

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Cynthia D. Palmer

15C. DATE SIGNED 7/2/09 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED _____
 (Signature of Contracting Officer)

Previous edition unusable

ACCEL Corporation
 Revised pricing for HSCEEH-09-Q-00042/Modification 000001
 15-Jun-09

Item No.	Labor Category	Quantity	Unit	Unit Price	Amount
0001	Administrative Assistant	1920	HR		
0002	Administrative Assistant	1920	HR		
0003	Administrative Assistant	1920	HR		
0004	Administrative Assistant	1920	HR		
0005	Executive Assistants	5760	HR		
0006	Travel	1	Not to		
Option Year					
0007	Administrative Assistant	1920	HR		
0008	Administrative Assistant	1920	HR		
0009	Administrative Assistant	1920	HR		
0010	Administrative Assistant	1920	HR		
0011	Executive Assistants	5760	HR		
0012	Travel	1	Not to		
Option Two					
0013	Administrative Assistant	1920	HR		
0014	Administrative Assistant	1920	HR		
0015	Administrative Assistant	1920	HR		
0016	Administrative Assistant	1920	HR		
0017	Executive Assistants	5760	HR		
0018	Travel	1	Not to		

(b)(4)

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFO <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE	PAGE OF PAGES 1 46
1. REQUEST NO. HSCEEH-09-Q-00042	2. DATE ISSUED 06/04/2009	3. REQUISITION/PURCHASE REQUEST NO. 192109PHQH0001112	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1
5a. ISSUED BY ICE/FPS/East CCG/HQ-Natl Contracts Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 701 Market Street, Suite 4200 Philadelphia PA 19106		6. DELIVERY BY (Date)	
5b. FOR INFORMATION CALL: (No collect calls)		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME Cynthia Palmer		8. DESTINATION a. NAME OF CONSIGNEE Multiple DHS /FPS HQ Offices	
AREA CODE 215		b. STREET ADDRESS Washington, DC Alexandria, VA	
NUMBER 521-2264		c. CITY	
8. TO: a. NAME Stacye Loman		b. COMPANY ACCEL Corporation	
c. STREET ADDRESS 8720 Georgia Avenue, Suite 1002		d. STATE Silver Spring	
e. STATE MD		f. ZIP CODE 20910	
d. CITY		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 06/05/2009 1600 ET		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.	

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>The procurement is for administrative support services for various Department of Homeland Security (DHS), Immigration Customs & Enforcement (ICE), Federal Protective Service (FPS) Headquarters (HQ) Division Directors in Washington, DC and Alexandria, VA.</p> <p>1. The contractor shall provide (4) four Administrative Assistants and (3) three Executive Assistants in accordance with the attached additional terms and conditions, clauses (FAR & HSAR), Statement of Work and Security Requirements.</p> <p>2. The attached additional terms and conditions and clauses are hereby incorporated in full text Continued ...</p>				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached

13. NAME AND ADDRESS OF QUOTER a. NAME OF QUOTER ACCEL Corporation b. STREET ADDRESS 8720 Georgia Avenue, Suite 1002 c. COUNTY Montgomery d. CITY Silver Spring		14. SIGNATURE OF PERSON AUTHORIZED TO (b)(6) a. NAME (Type or print) Stacye Loman c. TITLE (Type or print) President & CEO		15. DATE OF QUOTATION 6/4/09 b. TELEPHONE AREA CODE 301 NUMBER 563-3900	
e. STATE MD	f. ZIP CODE 20910				

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CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>or by reference with the same force and effect as if they were given in full text. (See Attachment 3)</p> <p>3. The contractor is required to provide a description of how they will secure qualified candidates and efficiently process new personnel through the DHS security process upon award.</p> <p>4. Contractors are required to submit fixed hourly rates for each line item listed for each proposed ordering period. The quoter's hourly rate shall be inclusive of all direct costs, indirect costs and profit and include all costs associated with providing the services described in the Statement of Work (e.g vacation, sick time, etc).</p> <p>5. To be considered for award, rates must be submitted for each and every line item listed on the pricing schedule. FPS will evaluate the price offered by extending the unit price by the estimated total units for the performance period. The total price for each period will be added to determine a total price. Prices will be examined to determine reasonableness to perform the requirements as established in the RFQ.</p> <p>6. All quantities listed under CLINs 0001-0018 are estimates only.</p> <p>7. The attached DOL Wage Determination No: 2005-2103, Revision No: 7, Date of Revision: 03/16/2009 will be incorporated (See Attachment 4).</p> <p>8. Quotations will be accepted via email at the following address: cynthia.d.palmer@dhs.gov. Period of Performance: 06/15/2009 to 06/14/2010</p>				
0001	<p>Administrative Assistant (1) Position Base Year: Period of Performance : 15 June 2009 to 14 June 2010</p> <p>Delivery Location Code: ICE/FPS/HQ/OPERATION Critical Incident & Response Train Federal Protective Service 800 North Capital Street NW, Suite 500 POC: Division Director, Josh Vayer Continued ...</p>	2080	HR	(b)(4)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Washington DC 20002				
0002	Administrative Assistant (1) Position Base Year: Period of Performance : 15 June 2009 to 14 June 2010 Delivery Location Code: ICE/FPS/HQ/OPERATION Risk Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC:Division Director,Susan Burrill Washington DC 20002	2080	HR		(b)(4)
0003	Administrative Assistant (1) Position Base Year: Period of Performance : 15 June 2009 to 14 June 2010 Delivery Location Code: VA0868 Consolidated Training Facility National Firearms Unit (CTF/NFU) 6315 Bren Mar Drive POC: Division Director,Ron Libby ALEXANDRIA VA	2080	HR		
0004	Administrative Assistant (1) Position Base Year: Period of Performance : 15 June 2009 to 14 June 2010 Delivery Location Code: ICE/FPS/HQ/OPERATION Threat Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC:Division Director,Lloyd Coward Washington DC 20002	2080	HR		
0005	Executive Assistants (3) Positions Base Year: Period of Performance : 15 June 2009 to 14 June 2010 Delivery Location Code: ICE/FPS/HQ/OPERATION Front or Other Offices as Needed Continued ...	6240	HR		

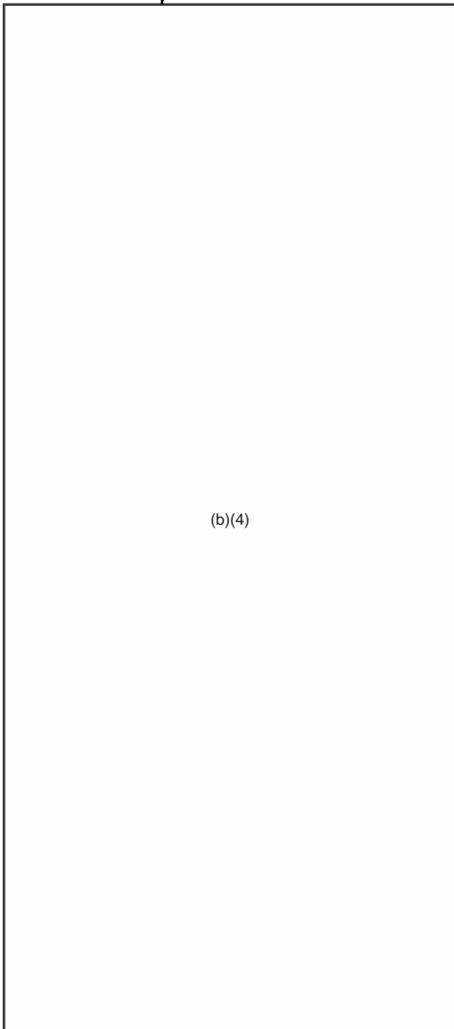
CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Federal Protective Service 800 North Capital Street NW Suite 500 POC: Kris Cline Washington DC 20002				
0006	Travel (Not Separately Priced) Base Year: Period of Performance : 15 June 2009 to 14 June 2010	1	LO		
0007	Administrative Assistant (1) Position (Option Line Item) Delivery Location Code: ICE/FPS/HQ/OPERATION Critical Incident & Response Train Federal Protective Service 800 North Capital Street NW Suite 500 POC: Josh Vayer Washington DC 20002 Period of Performance: 06/15/2010 to 06/14/2011	2080	HR		
0008	Administrative Assistant (1) Position (Option Line Item) Delivery Location Code: ICE/FPS/HQ/OPERATION Risk/Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC:Division Director,Susan Burrill Washington DC 20002 Period of Performance: 06/15/2010 to 06/14/2011	2080	HR		
0009	Administrative Assistant (1) Position (Option Line Item) Delivery Location Code: VA0868 Consolidated Training Facility National Firearms Unit (CTF/NFU) 6315 BREN MAR DRIVE POC: Divison Director: Ron Libby ALEXANDRIA VA Period of Performance: 06/15/2010 to 06/14/2011	2080	HR		
0010	Administrative Assistant (1) Position (Option Line Item) Continued ...	2080	HR		



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CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery Location Code: ICE/FPS/HQ/SPRT SVCS Threat Management Division Federal Protective Service 800 North Capital Street NW Suite 500 Washington DC 20002 Period of Performance: 06/15/2010 to 06/14/2011				
0011	Executive Assistants (3) Positions (Option Line Item)	6240	HR		
	Delivery Location Code: ICE/FPS/HQ/OPERATION Front or other offices as needed Federal Protective Service 800 North Capital Street NW Suite 500 POC: Kris Cline Washington DC 20002 Period of Performance: 06/15/2010 to 06/14/2011				
0012	Travel (Not Separately Priced) (Option Line Item) Period of Performance: 06/15/2010 to 06/14/2011	1	LO		
	Line Items 0007, 0008, 0009, 0010, 0011 & 0012 are optional line items for the base period of performance. The decision to exercise this option is the Government and shall be done by a modification if the services are required.				(b)(4)
0013	Administrative Assistant (1) Position (Option Line Item)	2080	HR		
	Delivery Location Code: ICE/FPS/HQ/OPERATION Critical Incident & Response Train Federal Protective Service 800 North Capital Street NW Suite 500 POC: Division Director Josh Vayer Washington DC 20002 Period of Performance: 06/15/2011 to 06/14/2012				
0014	Administrative Assistant (1) Position (Option Line Item)	2080	HR		
	Delivery Location Code: ICE/FPS/HQ/OPERATION Risk Management Division Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0015	Federal Protective Service 800 North Capital Street NW Suite 500 POC: Divison Director, Susan Burrill Washington DC 20002 Period of Performance: 06/15/2011 to 06/14/2012 Administrative Assistant (1) Position (Option Line Item) Delivery Location Code: VA0868 Consolidated Training Facility National Firearms Unit 6315 BREN MAR DRIVE POC: Divison Director, Ron Libby ALEXANDRIA VA Period of Performance: 06/15/2011 to 06/14/2012	2080	HR		
0016	Administrative Assistant (1) Position (Option Line Item) Delivery Location Code: ICE/FPS/HQ/OPERATION Threat Management Division Federal Protective Service 800 North Capital Street NW Suite 500 POC: Division Director Lloyd Coward Washington DC 20002 Period of Performance: 06/15/2011 to 06/14/2012	2080	HR		(b)(4)
0017	Executive Assistants (3) Positions (Option Line Item) Delivery Location Code: ICE/FPS/HQ/OPERATION Front or other offices as needed Federal Protective Service 800 North Capital Street NW Suite 500 POC: Kris Cline Washington DC 20002 Period of Performance: 06/15/2011 to 06/14/2012	6240	HR		
0018	Travel (Not Separately Priced) (Option Line Item) Period of Performance: 06/15/2011 to 06/14/2012 Line Items 0013 0014, 0015, 0016, 0017 & 0018 are optional line items. The decision to exercise Continued ...	1	LO		

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCEEH-09-Q-00042

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0019	this option is the Government and shall be done by a modification if the services are required. Pricing Summary - Vendors are required to provide a grand total price for all CLIINs 0001-0018.				\$1,690,478.40