

ORDER FOR SUPPLIES OR SERVICES

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

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|---|---|---|---------------------------|--|-------------|---|---------------|--------------------------|
| 1. DATE OF ORDER 04/27/2015 | | 2. CONTRACT NO. (If any) HSHQDC-13-D-00037 | | 6. SHIP TO: | | | | |
| 3. ORDER NO. HSHQDC-15-J-00156 | | 4. REQUISITION/REFERENCE NO. See Schedule | | a. NAME OF CONSIGNEE | | | | |
| 5. ISSUING OFFICE (Address correspondence to) U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Division 245 Murray Lane, SW, #0115 Washington DC 20528-0115 | | | | b. STREET ADDRESS | | | | |
| | | | | c. CITY | | d. STATE | e. ZIP CODE | |
| 7. TO: | | | | f. SHIP VIA | | | | |
| a. NAME OF CONTRACTOR MANTECH SRS TECHNOLOGIES INC | | | | 8. TYPE OF ORDER | | | | |
| b. COMPANY NAME | | | | <input type="checkbox"/> a. PURCHASE | | <input checked="" type="checkbox"/> b. DELIVERY | | |
| c. STREET ADDRESS 3865 WILSON BLVD STE 800 | | | | REFERENCE YOUR: | | Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. | | |
| | | | | Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. | | | | |
| d. CITY ARLINGTON | | e. STATE VA | f. ZIP CODE 222031780 | | | | | |
| 9. ACCOUNTING AND APPROPRIATION DATA See Schedule | | | | 10. REQUISITIONING OFFICE | | | | |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB | | | | | | 12. F.O.B. POINT Destination | | |
| 13. PLACE OF | | 14. GOVERNMENT B/L NO. | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple | | 16. DISCOUNT TERMS Various | | |
| a. INSPECTION Destination | b. ACCEPTANCE Destination | | | | | | | |
| 17. SCHEDULE (See reverse for Rejections) | | | | | | | | |
| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | | | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
| | DUNS Number: 066183039+0000 Under this Task Order, (Procurement Instrument Identifier (PIID) HSHQDC-15-J-00156, "the Task Order") ManTech SRS Technologies, Inc. (hereafter "the Contractor") shall provide support to Continued ... | | | | | | | |
| 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h) TOTAL (Cont. pages) | | |
| 21. MAIL INVOICE TO: | | | | | | | | |
| a. NAME Burlington Finance Center | | | | | | \$2,052,533.98 | | |
| b. STREET ADDRESS (or P.O. Box) PO Box 1000 SAT.Invoice.Consolidation@dhs.gov | | | | | | | | |
| c. CITY Williston | | d. STATE VT | e. ZIP CODE 05495-1000 | | | \$2,052,533.98 | | |
| 22. UNITED STATES OF AMERICA BY (Signature) | | | | 23. NAME (Typed) Shelby Buford, Jr. TITLE: CONTRACTING/ORDERING OFFICER | | | | |

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

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| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0001 | <p>the U. S. Department of Homeland Security (DHS) Science and Technology Directorate's (S&T) Office of systems Engineering (hereafter the "Government" or "OSE") under the terms of the Department of Homeland Security Systems Engineering and Technical Assistance (SETA II) Indefinite-Delivery, Indefinite-Quantity (ID/IQ) contract.</p> <p>There is a ceiling price of \$ 28,901,760.94 on the labor associated with this Task Order.</p> <p>The contractor exceeds this ceiling price at their own risk.</p> <p>All work shall be accomplished in accordance with the Statement of Work (SOW), Terms and Conditions, and Labor Rates attached herewith.</p> <p>DO/DPAS Rating: NONE Admin Office: U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Division 245 Murray Lane, SW, #0115 Washington DC 20528-0115</p> <p>Accounting Info: NONE000-000-57-50-01-06-000-09-00-0000-00-00-00-00-GE-OE-25-37-000000 Period of Performance: 04/27/2015 to 04/26/2018</p> <p>BASE PERIOD: April 27, 2015 to April 26, 2016</p> <p>Program Business Office and Administrative Support.</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0001 has a Labor Ceiling of \$93,737.32. Continued ...</p> | | | | 93,737.32 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$93,737.32

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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
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| 0002 | <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Requisition No: RSAO-15-00012</p> <p>Delivery: 04/26/2016</p> <p>Policy and Workforce Development Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0002 has a Labor Ceiling of \$471,499.93.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Requisition No: RSAO-15-00012</p> | | | | 471,499.93 | |
| 0003 | <p>S&T Program Support and Assessment Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0003 has a Labor Ceiling of \$636,892.05.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Continued ...</p> | | | | 636,892.05 | |

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\$1,108,391.98

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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
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| 0004 | <p>Requisition No: RSAO-15-00026</p> <p>Architecture Engineering Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0004 has a Labor Ceiling of \$242,865.80.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense.</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Requisition No: RSAO-15-00012</p> | | | | 242,865.80 | |
| 0005 | <p>Major Acquisition Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0005 has a Labor Ceiling of \$423,179.18.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense.</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Requisition No: RSAO-15-00012, RSAO-15-00026</p> | | | | 423,179.18 | |
| 0006 | <p>Human Systems Integration Support (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$666,044.98

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| | <p>accordance with the attached Statement of Work.</p> <p>CLIN 0006 has a Labor Ceiling of \$275,319.10.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$275,319.10 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | | |
| 0007 | <p>Major Acquisition Program Assessment (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0007 has a Labor Ceiling of \$966,069.40.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$966,069.40 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 0008 | <p>OSE Functional Expert Consultant- Surge Support (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0008 has a Labor Ceiling of \$870,754.80.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
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| 0009 | <p>Amount: \$870,754.80 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>OSE Functional Expert Consultant- LEVEL I- Surge Support (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0009 has a Labor Ceiling of \$344,805.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$344,805.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 0010 | <p>OSE Lead Systems Engineer (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0010 has a Labor Ceiling of \$901,090.40.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$901,090.40 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 0011 | <p>OSE Senior Systems Engineer (OPTIONAL)</p> <p>The Contractor shall provide Systems Continued ...</p> | | | | 0.00 | |

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\$0.00

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|--|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 0011 has a Labor Ceiling of \$910,973.00. Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$910,973.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | | |
| 0012 | OSE Systems Engineer (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 0012 has a Labor Ceiling of \$678,569.00. Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$678,569.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 0013 | OSE Lead Systems Analyst (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 0013 has a Labor Ceiling of \$901,162.80. Any cost incurred above this ceiling will be at the Contractor's own expense. Continued ... | | | | 0.00 | |
| TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) | | | | | \$0.00 | |

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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0014 | <p>Amount: \$901,162.80 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>OSE Senior Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0014 has a Labor Ceiling of \$869,614.50.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$869,614.50 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 0015 | <p>OSE Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0015 has a Labor Ceiling of \$689,429.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$689,429.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 0016 | <p>OSE Systems Engineering Classroom Instruction (OPTIONAL)</p> <p>The Contractor shall provide Systems Continued ...</p> | | | | 0.00 | |

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\$0.00

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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0017 | <p>Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0016 has a Labor Ceiling of \$110,404.64.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$110,404.64 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>OSE Systems Engineering Classroom Instruction Outside Washington DC (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0017 has a Labor Ceiling of \$71,228.80.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$71,228.80 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 0018 | <p>Administrative Specialist</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0018 has a Labor Ceiling of \$89,359.70.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Product/Service Code: R408 Product/Service Description: SUPPORT-Continued ...</p> | | | | 89,359.70 | |

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\$89,359.70

ORDER FOR SUPPLIES OR SERVICES

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|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0019 | PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Requisition No: RSAO-15-00012 TRAVEL The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 0019 has a ceiling of \$95,000.00. Any cost incurred above this ceiling will be at the Contractor's own expense. Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Requisition No: RSAO-15-00012 | | | | 95,000.00 | |
| 0020 | TRAVEL-Classroom Instruction Outside DC Metro The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 0020 has a ceiling of \$10,000.00. Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$10,000.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT OPTION PERIOD ONE: April 27, 2016 to April 26, 2017 | | | | 0.00 | |
| 1001 | Program Business Office and Administrative Support. Continued ... | | | | 0.00 | |

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\$95,000.00

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|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1001 has a Labor Ceiling of \$94,641.24.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$94,641.24 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | | |
| 1002 | <p>Policy and Workforce Development Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1002 has a Labor Ceiling of \$475,540.30</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$475,540.30 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 1003 | <p>S&T Program Support and Assessment Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1003 has a Labor Ceiling of \$642,404.46.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$642,404.46 (Option Line Item) Continued ...</p> | | | | 0.00 | |

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|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 1004 | Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Architecture Engineering Support The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 1004 has a Labor Ceiling of \$244,902.05. Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$244,902.05 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 1005 | Major Acquisition Support The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 1005 has a Labor Ceiling of \$426,872.55. Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$426,872.55 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 1006 | Human Systems Integration Support (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Continued ... | | | | 0.00 | |

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\$0.00

ORDER FOR SUPPLIES OR SERVICES
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|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | Work. CLIN 1006 has a Labor Ceiling of \$277,798.80 Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$277,798.80 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | | |
| 1007 | Major Acquisition Program Assessment (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 1007 has a Labor Ceiling of \$974,576.40. Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$974,576.40 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 1008 | OSE Functional Expert Consultant- Surge Support (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 1008 has a Labor Ceiling of \$879,171.30 Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$879,171.30 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-Continued ... | | | | 0.00 | |

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\$0.00

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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 1009 | PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT OSE Functional Expert Consultant- LEVEL I- Surge Support (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 1009 has a Labor Ceiling of \$348,117.30 Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$348,117.30 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 1010 | OSE Lead Systems Engineer (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 1010 has a Labor Ceiling of \$908,692.40 Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$908,692.40 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 1011 | OSE Senior Systems Engineer (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 1011 has a Labor Ceiling of \$918,575.00 Continued ... | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
15

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
|-----------------------------|-----------------------------------|--------------------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 1012 | <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$918,575.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Discount Terms: Net 30</p> <p>OSE Systems Engineer (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1012 has a Labor Ceiling of \$684,632.50</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense.</p> <p>Amount: \$684,632.50 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 1013 | <p>OSE Lead Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 0013 has a Labor Ceiling of \$908,620.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$908,620.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
16

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
|-----------------------------|-----------------------------------|--------------------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|--|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 1014 | <p>OSE Senior Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1014 has a Labor Ceiling of \$876,945.00</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$876,945.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 1015 | <p>OSE Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1015 has a Labor Ceiling of \$695,130.50</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$695,130.50 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 1016 | <p>OSE Systems Engineering Classroom Instruction (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1016 has a Labor Ceiling of \$111,433.84.</p> <p>Continued ...</p> | | | | 0.00 | |
| TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) | | | | | \$0.00 | |

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

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|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
|-----------------------------|-----------------------------------|--------------------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 1017 | <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$111,433.84 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>OSE Systems Engineering Classroom Instruction Outside Washington DC (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1017 has a Labor Ceiling of \$71,892.80</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$71,892.80 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 1018 | <p>Administrative Specialist (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1018 has a Labor Ceiling of \$90,138.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$90,138.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 1019 | <p>TRAVEL</p> <p>The Contractor shall provide Systems Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
18

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
|-----------------------------|-----------------------------------|--------------------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | <p>Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1019 has a ceiling of \$95,000.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$95,000.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | | |
| 1020 | <p>TRAVEL-Classroom Instruction Outside DC Metro</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1020 has a ceiling of \$10,000.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$10,000.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2001 | <p>OPTION PERIOD TWO: April 27, 2017 to April 26, 2018</p> <p>Program Business Office and Administrative Support.</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2001 has a Labor Ceiling of \$95,578.12.</p> <p>Any cost incurred above this ceiling will Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 2002 | <p>be at the Contractor's own expense. Amount: \$95,578.12 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Policy and Workforce Development Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2002 has a Labor Ceiling of \$480,206.81.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$480,206.81 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2003 | <p>S&T Program Support and Assessment Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2003 has a Labor Ceiling of \$648720.09</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$648,720.09 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2004 | <p>Architecture Engineering Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | <p>accordance with the attached Statement of Work.</p> <p>CLIN 2004 has a Labor Ceiling of \$247,309.35.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$247,309.35 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | | |
| 2005 | <p>Major Acquisition Support</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2005 has a Labor Ceiling of \$431,071.85.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$431,071.85 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2006 | <p>Human Systems Integration Support (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2006 has a Labor Ceiling of \$280,550.00</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$280,550.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 2007 | PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Major Acquisition Program Assessment (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 2007 has a Labor Ceiling of \$984,115.10. Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$984,115.10 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 2008 | OSE Functional Expert Consultant- Surge Support (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work. CLIN 2008 has a Labor Ceiling of \$887,913.60 Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$887,913.60 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT | | | | 0.00 | |
| 2009 | OSE Functional Expert Consultant- LEVEL I- Surge Support (OPTIONAL) The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Continued ... | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | <p>Work.</p> <p>CLIN 2009 has a Labor Ceiling of \$351,538.20</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$351,538.20 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | | |
| 2010 | <p>OSE Lead Systems Engineer (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2010 has a Labor Ceiling of \$917,525.20.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$917,525.20 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2011 | <p>OSE Senior Systems Engineer (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2011 has a Labor Ceiling of \$927,625.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$927,625.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 2012 | <p>MANAGEMENT/SUPPORT</p> <p>OSE Systems Engineer (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2012 has a Labor Ceiling of \$691,329.50</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense.</p> <p>Amount: \$691,329.50 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2013 | <p>OSE Lead Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2013 has a Labor Ceiling of \$917,525.20</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$917,525.20 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2014 | <p>OSE Senior Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2014 has a Labor Ceiling of \$885,542.50. Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
|-----------------------------|-----------------------------------|--------------------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 2015 | <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$885,542.50 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>OSE Systems Analyst (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2015 has a Labor Ceiling of \$702,008.50</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$702,008.50 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2016 | <p>OSE Systems Engineering Classroom Instruction (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2016 has a Labor Ceiling of \$112,534.96.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$112,534.96 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2017 | <p>OSE Systems Engineering Classroom Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
|-----------------------------|-----------------------------------|--------------------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | <p>Instruction Outside Washington DC (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 1017 has a Labor Ceiling of \$72,603.20.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$72,603.20 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | | |
| 2018 | <p>Administrative Specialist (OPTIONAL)</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2018 has a Labor Ceiling of \$91,024.90</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$91,024.90 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> | | | | 0.00 | |
| 2019 | <p>TRAVEL</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2019 has a ceiling of \$95,000.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$95,000.00 (Option Line Item) Continued ...</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

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

| | | |
|-----------------------------|-----------------------------------|--------------------------------|
| DATE OF ORDER 04/24/2015 | CONTRACT NO. HSHQDC-13-D-00037 | ORDER NO. HSHQDC-15-J-00156 |
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| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 2020 | <p>Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>TRAVEL-Classroom Instruction Outside DC Metro</p> <p>The Contractor shall provide Systems Engineering Support Services to the OSE in accordance with the attached Statement of Work.</p> <p>CLIN 2020 has a ceiling of \$10,000.00.</p> <p>Any cost incurred above this ceiling will be at the Contractor's own expense. Amount: \$10,000.00 (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Attachment J.1 -- Terms and Conditions Attachment J.2 -- Statement of Work Attachment J.3 -- Labor Rates Attachment J.4 -- Wage Determination 05-2103</p> <p>The total amount of award: \$29,216,760.94. The obligation for this award is shown in box 17(i).</p> | | | | 0.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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I.4 Additional Clauses

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Part I – THE SCHEDULE

Section B – Services

B.1. Services

The DHS Office of Procurement Operations (OPO), Science and Technology Acquisition Division (STAD), issues Task Order HSHQDC-15-J-00156 for Systems Engineering Support Services. This Task Order is issued under the terms of the Systems Engineering and Technical Assistance (SETA II) IDIQ. The Contractor shall provide all personnel, materials, supplies, and services as necessary to fulfill the subsequent task order award in accordance with the **Statement of Work (SOW) (Section J, Attachment J.2.)**. All proposed personnel must hold current SECRET level clearance prior to commencing work.

B.2. Price Schedule

This is a Time and Material Task Order. The contractor shall provide Systems Engineering Support Services in accordance with the Statement of work, Labor Rates, the Terms and Conditions and the Wage Determination. The contractor is not authorized to exceed the ceiling price of any line item without the prior written authorization of the Contracting Officer. See Attachment J.3 Labor Rates

Section C – Statement of Work

C.1. Statement of Work

See Attachment J.2 –Statement of Work

Section D – Packaging and Marking

See Statement of Work.

Section E – Inspection and Acceptance

E.1. FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effects as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also the full text of a clause may be accessed electronically at www.acquisition.gov. All terms and conditions in the SETA basic IDIQ contract remain unchanged and in full force and effect.

| FAR CLAUSE No. | Title | Date |
|----------------|---|----------|
| 52.246-6 | Inspection –Time and Materials and Labor Hour | MAY 2001 |

E.2. Inspection and Acceptance

E.2.1. The COR is responsible for inspection and acceptance of all services/deliverables submitted. Certification by the COR of satisfactory/deliverables provided is contingent upon the contractor performing in accordance with the terms and conditions of this contract.

E.2.2. Unless otherwise specified, DHS will have a maximum of ten working days from the day the deliverable is received to review the document and provide comments back to the contractor approving or disapproving the deliverable(s). The COR will approve all deliverables, primarily via email. The contractor will have a maximum of ten working days from the day comments are received to address all changes and submit the final deliverable(s) in accordance with E.2.1. above.

Section F – Deliveries or Performance

F.1. Period of Performance

The Government anticipates an overall period of performance structure as follows:

| Performance Period | From /To Dates |
|--------------------|-------------------------------|
| Base Period | April 27 2015 – April 26 2016 |
| Option Year 1 | April 27 2016 – April 26 2017 |
| Option Year 2 | April 27 2017 – April 26 2018 |

F.2. Place of Performance

The contractor shall provide the services at DHS S&T facilities located at 1120 Vermont Avenue NW, Washington DC 20005.

F.3. Federal Acquisition Regulation (FAR) 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effects as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also the full text of a clause may be accessed electronically at www.acquisition.gov.

| FAR Clause No. | Title | Date |
|----------------|---|----------|
| | Federal Acquisition Regulation (48 CFR Chapter 1) | |
| 52.242-15 | Stop-Work Order | AUG 1989 |

Section G – Contract Administration

G.1. Contracting Officer's Representative (COR)

G.1.1 The Contracting Officer's Representative (COR) will be responsible for the day-to-day coordination of the task order. The Contracting Officer may designate Government personnel to act as the Contracting Officer's Representative (COR) 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 COR under the contract.

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

G.1.2 The COR for this task order is:

Mr. Kerry Wilson

Kerry.Wilson@hq.dhs.gov

G.1.3 The COR will represent the Contracting Officer in the administration of technical details within the scope of the task order. The COR is also responsible for final inspection and acceptance of all task order deliverables and reports, and such other responsibilities as may be specified in this task order. The COR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government that affect, price, quality, quantity, delivery, or other terms and conditions of this task order. If, as a result of technical discussions, it is desirable to modify task order obligations or specifications, changes will be issued in writing and signed by the Contracting Officer.

G.2. Contracting Officer and Contract Specialist

G.2.1 The Contracting Officer (CO) is the only person authorized to approve changes to any of the terms and conditions of this task order. In the event the Contractor effects any changes at the direction of any person other than the CO, the changes will be considered to have been made without authority and no adjustment will be made in the task order price to cover any increase in prices incurred as a result thereof. The CO shall be the only individual authorized to accept nonconforming work, waive any requirement of the task order, or to modify any term or condition of the task order. The CO is the only individual who can legally obligate government funds. No cost chargeable to the proposed task order can be incurred before receipt of a fully executed task order, which includes any subsequent modifications or other specific written authorization from the CO.

The Contractor shall not comply with any order, direction or request of government personnel unless it is issued in writing and signed by the CO, or is pursuant to specific authority otherwise included as a part of this task order. No order, statement, or conduct of government personnel, other than the CO, who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause included in this task order.

G.2.2 The procuring and administering Contracting Officer for this task order is:

Shelby Buford Jr.

Shelby.Buford@hq.dhs.gov

G.2.3 The Contract Specialist for this task order is:

Tanisha Walcott

Tanisha.Walcott@hq.dhs.gov

G.3 Preparation of Vouchers

Payment vouchers shall be prepared in accordance with paragraph G.5 of the basic IDIQ contract.

G.4.1 Payment Address.

The payment address for DHS S&T payments is as follows:

Invoices should be e-mailed to: InvoiceSAT.consolidation@ice.dhs.gov; with CC to the COR, the Contracting Officer and the Contract Specialist.

Invoices can be mailed to: U. S. DHS – ICE
Attn: S&T Directorate
Burlington Finance Center
P. O. Box 1000
Williston, Vermont 05495-1000

G.4 Billing Instructions

(a) T&M vouchers and required supporting documentation shall be submitted pursuant to FAR 52.232-7, *Payments under Time-and-Materials and Labor-Hour Contracts*.

G.5 Other Direct Costs

Before incurring any ODCs, such as for the purchase of consumable materials or supplies, the Contractor shall obtain the Contracting Officer's prior written consent. If the Contracting Officer consents to such purchase, such item shall become the property of DHS. The Contractor shall maintain any such items according to currently existing property accountability procedures. The Contracting Officer and COR will determine the final disposition of any such items. There are no materials purchases anticipated under this task order.

G.6 Travel Costs

The travel procedures, approval process, and reimbursement guidelines are identified under in accordance with H.4.1 Travel Costs (Including Foreign Travel) of the basic contract.

G.7 DHS-Furnished Information

DHS will provide DHS information, materials, and forms unique to DHS to the contractor to support tasks under this SOW. Such DHS-provided information, materials, and forms shall remain the property of DHS, unless otherwise indicated in writing by DHS, and may not be distributed beyond the contractor's project performers without DHS's prior written permission.

- a. The DHS COR identified in this SOW will be the point of contact for identification of any required information to be supplied by DHS.
- b. The contractor will prepare all documentation (e.g., meeting and report deliverables or monthly status reports) according to the guidelines provided by DHS.

G.8 DHS-Furnished Facilities, Supplies, and Services

If work at DHS-provided facilities is necessary for the services being performed under this SOW, such facilities will be provided at S&T's office in Washington, D.C. Parking facilities are not provided, however several commercial parking facilities are located near S&T's office. Basic facilities such as work space and associated operating requirements (e.g., phones, desks, utilities, desktop computers, and consumable and general purpose office supplies) will be provided to contractor personnel working in S&T's office.

Section H – Special Contract/Task Order Requirements

H.1 Contractor Performance Assessment Reporting System (CPARS)

H.1.1 In accordance with **FAR 42.1502**, the DHS Office of Procurement Operations (OPO) is required to prepare an evaluation of contractor performance for each services contract in excess of \$1,000,000. An assessment must be prepared at least annually and at the conclusion of the contract. In addition, contracts with a period of performance exceeding one year (including options) require interim evaluations so as to document contractor performance and provide current information for source selection purposes.

H.1.2 This task order may be subject to a past performance evaluation. OPO uses CPARS, a web-enabled application to collect and manage the library of automated contractor performance assessments. CPARS is for unclassified use only. Classified information is not to be entered into this system. An assessment evaluates a contractor's performance, both positive and negative, and provides a record on a given contractor during a specific period of time, under a specific contract or task order. Each assessment is based on objective facts and supported by program and contract management data, such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, production management reviews, contractor operations reviews, functional performance evaluations, and earned contract incentives. The CPARS automated information system contains management and technical controls to ensure that only authorized personnel have access to the data. CPARS can be assessed at: <https://www.cpars.csd.disa.mil>

H.1.3 Contractors that are not familiar with CPARS are encouraged to attend the online Contractor Overview (2 hour) training. This training will give the contractor an understanding of the Contractor Representative and Contractor Corporate Senior Management levels of access, and the governing policies and regulations. The training can be assessed at: http://www.cpars.csd.disa.mil/allapps/cpartrng/webtrain/webtrain_all.htm

H.2 Remote Work Guidelines

Per 41 U.S.C. 3306(f) and Federal Acquisition Regulation subpart 7.108, the Government may not discourage a Contractor from allowing its employees to utilize remote work (i.e., telecommute) in the performance of Government contracts.

Remote work may be used to accommodate either scheduled medical appointments or inclement weather days when the Government is open. Remote work will not be used as a standard occurrence such as a weekly/bi-weekly remote work day or when the Government is closed without express written advance authorization from the COR or Contracting Officer. Requests for remote work may not be approved if the requirements of the agency, including security requirements, cannot be met. Remote work may be performed under this Task Order if the following conditions are met:

1. Prior approval to work remotely must be obtained in writing from the Task Order COR by the Contractor's Task Order Program Manager (PM). All requests must originate from the Contractor's PM, or the Contractor's responsible contracts representative. Requests must include the Contracting Officer as a courtesy copy (cc:).
2. Tasking may not be sensitive in nature, or require access to proprietary information either from the Government, or another entity/firm.
3. Tasking must be able to be accomplished efficiently and effectively in a remote fashion, and must be of sufficient quantity to fill the duration of the planned remote work period for a given Contractor employee.
4. The Task Order COR must review all tasks to be completed/worked on during the remote work time frame prior to providing written approval or disapproval of the PM's written request.

5. The PM must report tasks that were completed, and show products from those tasks, if applicable, at the end of the work day. These items must be specified in the Contractor's monthly report for that month as having been completed while working remotely.
6. The PM must ensure that Contractor employees are reachable via telephone by the COR at the remote work location.
7. The PM must state the hours that a given Contractor employee will be online and working, and any hours the employee will be unavailable.
8. Remote work may only take place within the DC metro area at one of the following locations, provided the COR has given prior written approval:
 - a. The Contractor's facility
 - b. The Contractor employee's place of residence
 - c. DHS components other than S&T
 - d. Approved offices onsite at FFRDC locations

H.3 Exercise of Optional CLINs

The Government may require the performance of technical requirements, identified in the Statement of Work of the Task Order as optional CLIN(s), in the quantity and at the price/cost stated in the Schedule. The Contracting Officer may exercise the optional CLIN(s) by written notice to the Contractor. The execution of the optional CLIN(s) shall continue at the amount identified in the contract, unless the parties otherwise agree in writing. Once exercised, the specific CLIN will continue in effect for the remainder of the period for which it was assigned.

If the Government elects to execute the optional CLIN(s) identified in the Statement of Work, it will, after formal written notification to the Contractor of its intent to exercise optional CLIN(s), issue a unilateral contract modification. On the Standard Form 30, the cited authority for the exercise of the optional CLINs will be "H.3 Exercise of Optional CLINs" This special H Clause refers to the optional service CLINs only and does not affect the exercise of the two optional periods of performance to increase the term of the contract pursuant to FAR 52.217-9. The exercise of all options is solely at the Government's discretion.

H.4 Claims

Notwithstanding the claim period stated in FAR 52.233-1, Disputes, and pursuant to FAR 33.206, Initiation of a Claim, the contractor agrees to submit any claim related to this task order within 12 months after the accrual of the claim.

[END PART I]

Part II – CONTRACT CLAUSES

Section I-Contract Clauses

I.1 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses 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. Also, the full text of a clause may be accessed electronically at <http://acquisition.gov/comp/far/index.html>

- All applicable FAR clauses contained in the Contractor's SETA II IDIQ Contract.

I.2 FAR Clauses Incorporated by Full Text

The following FAR Clauses are hereby incorporated in full text to this Task Order:

FAR 52.204-2 Security Requirements. (AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with—

(1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); and

(2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

FAR 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 within **7 days** provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(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 **36 MONTHS**.

(End of Clause)

I.3 U. S. Department of Homeland Security Acquisition Regulation (HSAR Clauses Incorporated by Full Text)

The full text of the **Homeland Security Acquisition Regulation (HSAR)** may be accessed electronically at: <http://www.dhs.gov/xlibrary/assets/opnbiz/hsar.pdf>. All Homeland Security Acquisition Regulation Clauses Incorporated in Full Text in the SETA basic IDIQ contract remain unchanged and in full force and effect. In addition, the following HSAR Clauses are hereby incorporated in Full Text to this solicitation:

HSAR 3052.204-71 Contractor Employee Access (Sep 2012)

(a) *Sensitive Information*, as used in this clause, means any information, which if lost, misused, disclosed, or, without authorization is accessed, or modified, could adversely affect the national or homeland security interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States 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, insubordination, incompetence, or security concerns.
- (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.

(End of clause)
ALTERNATE I
(SEP 2012)

When the contract will require Contractor employees to have access to Information Technology (IT) resources, add the following paragraphs:

- (g) Before receiving access to IT resources under this contract the individual must receive a security briefing, which the Contracting Officer's Technical Representative (COTR) will arrange, and complete any nondisclosure agreement furnished by DHS.
- (h) The Contractor shall have access only to those areas of DHS information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by Contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.
- (i) Contractor access to DHS networks from a remote location is a temporary privilege for mutual convenience while the Contractor performs business for the DHS Component. It is not a right, a guarantee of access, a condition of the contract, or Government Furnished Equipment (GFE).
- (j) Contractor access will be terminated for unauthorized use. The Contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.
- (k) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has been granted by the Head of the Component or designee, with the concurrence of both the Department's Chief Security Officer (CSO) and the Chief Information Officer (CIO) or their designees. Within DHS Headquarters, the waiver may be granted only with the approval of both the CSO and the CIO or their designees. In order for a waiver to be granted:

- (1) There must be a compelling reason for using this individual as opposed to a U. S. citizen; and
- (2) The waiver must be in the best interest of the Government.

(l) Contractors shall identify in their proposals the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of non-U.S. citizens after contract award shall also be reported to the contracting officer.

(End of clause)

HSAR 3052.205-70 Advertisements, Publicizing Awards, and Releases (Sep 2012)

(a) The Contractor shall not refer to this contract in commercial advertising or similar promotions in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services.

(End of clause)

**ALTERNATE I
(SEP 2012)**

(b) All advertisements, releases, announcements, or other publication regarding this contract or the agency programs and projects covered under it, or the results or conclusions made pursuant to performance, must be approved by the Contracting Officer. Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the supplies, services, or equipment furnished pursuant to the provisions of this contract in any publicity, release, or commercial advertising without first obtaining explicit written consent to do so from the Contracting Officer.

(End of clause)

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 identified are as follows:

- Charles Fidler (Task Order Program Manager) Functional Level Expert Consultant Level V

(End of Clause)

I.4 Additional Clauses:

Key Personnel Or Facilities

Removal or replacement of personnel or facilities designated as key, taking place within 30 days of contract award will result in increased scrutiny of the contractor to ensure that any changes are in compliance with the task order and applicable terms and conditions.

[END PART II]

Part III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

Section J – List of Attachments

Attachment J.2 – Statement of Work

Attachment J.3 – Labor Rates

Attachment J.4- Wage Determination 05-2103

Statement of Work (SOW)
Office of Systems Engineering
Systems Engineering Support Services

Introduction

The U.S. Department of Homeland Security (DHS) is committed to using cutting-edge technologies and scientific talent in its quest to make America more secure. The DHS Science and Technology (S&T) Directorate is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland. S&T partners and customers include the operating Components of the Department, other government agencies, State, local, tribal, and territorial emergency responders and officials. S&T, established by the Homeland Security Act of 2002 (P.L. 107-296), has the primary responsibility for research, development, test, and evaluation (RDT&E) efforts in support of the DHS mission. This responsibility includes establishing DHS-wide RDT&E priorities, goals, and objectives; coordinating and integrating DHS' RDT&E activities; and conducting basic and applied RDT&E activities that are relevant to DHS through both intramural and extramural programs. S&T is the primary research and development arm of DHS. The mission of S&T is to strengthen America's security and resiliency by providing knowledge products and innovative technology solutions for the Homeland Security Enterprise (HSE).

S&T is organized into four main groups: Homeland Security Enterprise and First Responders; Homeland Security Advanced Research Projects Agency (HSARPA); Capability Development Support Group (CDSG); and Research and Development Partnerships (RDP). These groups work together to engage and support the DHS operating components and other members of the HSE to fulfill their missions.

The Capability Development Support Group of the S&T Directorate strengthens the HSE mission by providing analyses, engineering, test expertise and products. CDSG connects Research, Development and Acquisition to the operational end users within the DHS Components. CDSG's value is provided in the five critical areas of systems engineering, operations and requirements analysis, standards development, and test and evaluation.

1.1 CDSG Vision and Mission

"We are the DHS organization of choice to deliver unparalleled analysis and guidance from innovation to operation" is the vision of CDSG. To support this vision mission is to instill rigor and analysis to make smart investment decisions that deliver enhanced capabilities to Homeland Security Enterprise operators.

CDSG provides coordinated policy, guidance, processes, and products for all of DHS and in particular, for the S&T Directorate. In working with S&T and DHS components, CDSG provides technical guidance, oversight, and expertise to enhance the quality of all DHS research and development projects and acquisitions.

2 General Requirements

The Office of Systems Engineering (OSE) supports CDSG's Vision and Mission by providing systems engineering support to S&T R&D and DHS acquisition programs to improve the efficiency of transforming customer needs and requirements into operational capabilities by applying a well-defined and consistent approach from concept definition to deployment. When appropriate, OSE will support S&T and DHS programs with people, processes, and tools to ensure consistent program execution is conducted throughout the Research, Development, Test, & Evaluation (RDT&E) Process. Specific activities include supporting the development of: requirements analysis, concept of operations, operational requirements, alternatives analysis, cost-performance trade-off analysis, Request-for-Proposals (RFPs), system engineering plans, risk management plans, configuration management and quality control plans, interface control documents, life-cycle cost analysis, and integrated logistics support plans.

To support the CDSG Vision and Mission, OSE is organized and staffed to support the following six functions:

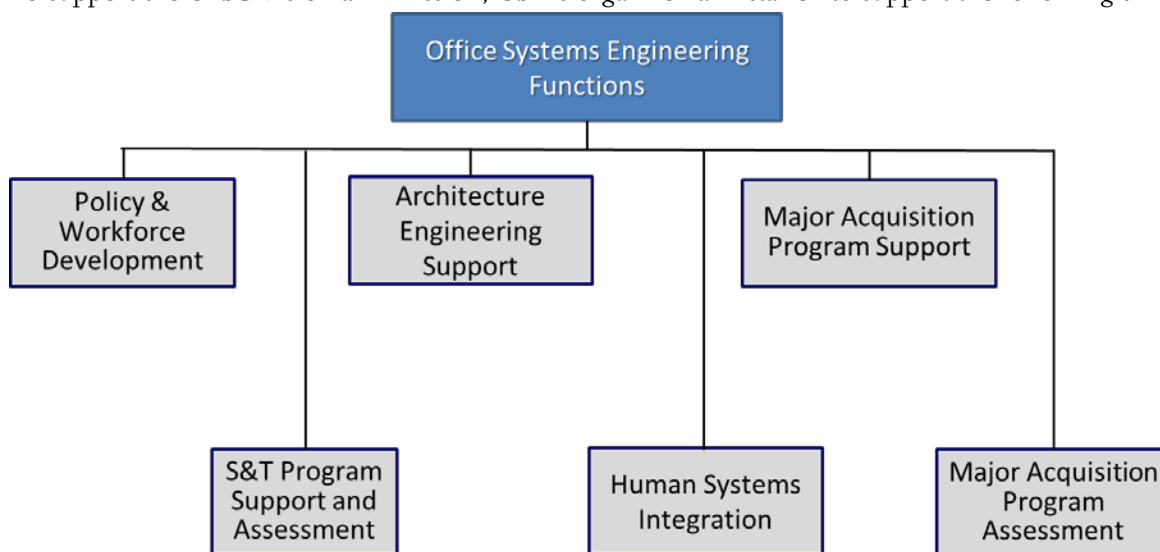


Figure 1 Office of Systems Engineering Functions.

OSE functional areas will be led by a senior government employee staffed primarily with government employees and augmented with contracted support services as deemed appropriate by the Director, OSE and the associated government functional area leader.

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer (CO) immediately.

2.2 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified and certified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources. The Government will validate resource assignments of all projects with resource-loaded schedules to ensure that all tasks are fully resourced and manpower limits are not exceeded. The contractor shall ensure the labor categories (as defined in the Labor Categories document), labor rates, and man-hours identified in the performance of each Task Order issued hereunder will be the minimum necessary to accomplish the task.

The contractor shall provide the necessary resources and infrastructure to manage, perform and administer the statement of work and shall augment the Government staff in performing the following:

- Developing an understanding of other DHS components' core mission and customers to facilitate process improvements.

- Assisting DHS component program managers and S&Ts Apex and R&D program/project managers in evaluating the operational environment to discover and capitalize on opportunities for improving operational capabilities through technology insertion and process improvement.
- Facilitating continuous process improvements in Systems Engineering activities processes, and support functions.
- Researching, developing, and incorporating best practices and lessons learned.
- Assessing potential for technology insertion and process improvement to enhance capabilities.
- Leading and supporting the development and implementation of Systems Engineering & Process Management processes (System Engineering Plans) and deliverables adherence to DHS RDT&E acquisition processes and programs; as follows:
 - Development of the mission assessment and system concept of operations leading to operational requirements documents
 - System requirements analysis including:
 - 1) Requirements analysis/allocation; Functional analysis/decomposition,
 - 2) Architecture design/synthesis,
 - 3) Integration and interface analysis
 - Alternatives analysis and evaluation including:
 - 1) Trade-off studies,
 - 2) Modeling and Simulation,
 - 3) Key Performance Measurements (KPMs or the performance metrics)
 - Risk management plans for risk analysis
- Test & Evaluation Master Plan to include Developmental and Operational Test & Evaluation Plans
- Configuration management plans for baseline control (Interface Control Documents)
- Quality assurance and quality control process
- Operations and support planning including:
 - 1) Integrated Logistics Support (ILS) planning,
 - 2) Human Systems Integration,
 - 3) System's reliability, maintainability, and supportability
 - 4) Maintenance documentation
- Preplanned Product Improvement (Spiral development/tech-insertion)
- Coordinating and collaborating with other DHS Components, DHS Laboratories, the Homeland Security Research Enterprise, and other government agencies in areas that have high potential for Homeland Security payoff.

2.3 Inherently Governmental Functions

If contractor personnel attend a meeting and/or workshop on behave of the Government as a Subject Matter Expert (SME), the contractor SME shall identify themselves as a contractor supporting the Government. Contractor personnel are not authorized to make decisions, nor shall they chair any federal intra-agency/inter-agency meetings. The contractor shall reference FAR 7.503 for other activities that are considered “inherently governmental”, and shall not be performed by contractor personnel.

2.4 Transition

The contractor shall follow the transition plan submitted as part of the proposal and keep the Government fully informed of status throughout the transition period. Throughout the phase-in/phase-out periods, it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods.

3.0 Office of Systems Engineering Support

CLIN 0001 – Program Business Office (PBO) and Administrative Support (CLIN 1001, CLIN 2001)

Task 1.1 - The contractor shall assign one on-site Task Order (TO) Manager to serve as the point of contact for management of contract staff and deliverables to include tracking all tasks assigned under this order, monitoring the progress of performance on these tasks, providing technical editing services and providing deliverables required under this Statement of Work.

Task 1.2 - The TO Manager shall attend meetings with the Contracting Officer Representative (COR). These meetings shall be working sessions to review overall program efforts.

Task 1.3 - The execution of the TO shall be documented in the Draft TO Management Plan provide with the proposal and the Final Task Order Management Plan shall be submitted to the Government 14 days after Task Order Award. The TO Management Plan shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The TO Management Plan will be approved by the Contracting Officer’s Representative (COR) within 5 days of submission.

Task 1.4 - The contractor shall assist OSE in technical editing by assisting in the technical editing of all OSE document deliverables to include public documents that require coordination with the S&T Office of Corporate Communications (OCC). All documents shall be prepared in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). This task includes the development OSE presentations, correspondence, and overall quality enhancements for external communications, and information products.

Task 1.5 - The TO Manager shall provide Monthly Cost and Performance Reports for all assigned tasks under the contract to the COR. The content of the Monthly Cost and Performance Reports shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications) and specified in the TO Management Plan. The Monthly Cost and Performance Reports shall be approved by the COR. The contractor shall deliver this report by the 15th calendar day of each TO month. This report will include a description of the actual work performed by the contractor. Metrics pertaining to financial, schedule, scope information, risk information,

and performance assessment information of all work performed hereunder. Actual costs for the reporting month and cumulative costs for the contract to date shall be provided. Budgeted costs for the reporting month and contract to date based on the work performed, and an estimated costs by month for the remainder of the performance period of the contract. The TO Manager shall be qualified and supported by his/her company to act as the contractor's single point of contact for all technical and administrative matters related to this TO. Performance of TO Management Support shall address the specific task within this TO CLIN (CLIN 0001/1001/2001) and can be combined with other responsibilities and tasks listed within this TO.

Task 1.6 - Information Systems Design and Development Support

Task 1.6.1 - The contractor shall support OSE during design and development of an information system through contributions to the development of SharePoint system/subsystem requirements as well as development of preliminary and detailed design documentation and specifications. The contractor shall have expert knowledge of SharePoint systems design including knowledge of SharePoint 2010 and/or 2013 derivatives and instantiations as well as custom branding using SharePoint Designer and other applicable web content and graphic development programs (i.e. Adobe Creative Cloud and Creative Suite applications). The OSE information system shall provide effective user-interfaces and graphics for effective presentation of content, ease of navigation, and simplified administration. The system shall incorporate capabilities that enable selection, sort, search, and filtering mechanisms for uploaded information (e.g., documents in MS Office and PDF formats).

Task 1.6.1.1 - The contractor shall provide Information System Design Documentation, due 30 days after TO award. The Information Systems Design Documentation shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 1.6.2 - The contractor shall develop and integrate various software modules/components into fully functional information system prototypes. The fully functional information system prototypes shall be interoperable and approved for installation on the DHS S&T network, external SQL databases, and consistent with the government approved design documentation.

Task 1.6.2.1 - The contractor shall prototype information system software and associated draft user manual including detailed as built system description, due 90 days after TO award. The draft user manual including detailed as built system description shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 1.6.3 - The contractor shall perform all required testing and validation of the prototype information system to support transition to fully integrated operational status on the DHS S&T network.

Task 1.6.3.1 - The contractor shall provide an operational information system that is available for OSE use, due 120 days after TO award.

Task 1.6.3.2. - The contractor shall provide a final OSE Information System User Manual including final test report, due 120 days after contract award. The final OSE Information System User Manual including final test report shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Deliverable – Task Order Management Plan

Monthly Status Report

Information System Design Documentation

Prototype Information System software and associated draft user manual

Operational Information System

CLIN 0002 - Policy and Workforce Development Support (CLIN 1002, 2002)

Task 2.1 – The contractor shall assist OSE in developing policy, instruction and guidance for the execution of S&T Apex and R&D Program/Projects.

Task 2.2 – The contractor shall assist OSE in working with S&T to adjust/revise the S&T PM Guidebook, Systems Analysis Guide, and other S&T documents.

Task 2.3 - The contractor shall assist OSE in supporting Program Accountability and Risk Management (PARM) Office and the Enterprise Business Management Office (EBMO) in maintaining Systems Engineering Life Cycle (SELC) Policy and Instruction

Task 2.4 - The contractor shall assist OSE in leading the Departments efforts in maintaining the SELC Guidebook.

Task 2.4.1 - The contractor shall assist OSE in collecting/analyzing shortfalls and deficiencies as well as identify improvements to the SELC Guidebook. The contractor shall provide a report documenting shortfalls and deficiencies in the SELC Guidebook. The SELC Guidebook Shortfalls and Deficiencies Report is due 120 days after TO award and shall be provided to the Government COR in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The draft SELC Guidebook Shortfalls and Deficiencies Report shall be delivered for Government review 120 days after award of Task Order. The Government COR will provide comments on draft process within 10 business days. The contractor shall incorporate all Government comments and produce final within 10 business days after receipt of Government comments and/or edits.

Task 2.4.2 – The contractor shall assist OSE in identifying solutions to shortfalls and deficiencies of the SELC Guidebook.

Task 2.4.3 – The contractor shall assist OSE in working with stakeholders on resolution of shortfalls and deficiencies of the SELC Guidebook.

Task 2.4.4 – The contractor shall assist in revising the SELC Guidebook to include identified improvements and resolve shortfalls and deficiencies

Task 2.5 – The contractor shall assist OSE in leading the Departments efforts in maintaining and improving all SELC Supplemental Guidance and technical annexes

Task 2.6 – The contractor shall assist OSE in supporting PARM and EBMO in maintaining the Agile Policy, Instruction, and Guidebook

Task 2.7 – The contractor shall assist OSE in supporting the Homeland Security Acquisition Institute (HSAI) in maintaining Systems Engineering Core Competencies and Training Objectives

Task 2.8 – The contractor shall assist OSE in supporting HSAI in maintaining all Systems Engineering related course material (Computer and classroom based material).

Task 2.9 – The contractor shall assist OSE in working with other Departmental Centers of Excellences to update related materials to reflect the New SELC Guidebook.

Task 2.10 – The contractor shall support a refinement and expansion of a technology transfer process description that is under development by OSE. The refined technology transfer process will be used by S&T staff to guide migration of S&T technology intellectual and real property to other U.S. Government components, National Laboratories, non-profit organizations, and private industry for further development, operational use, and commercialization.

Task 2.10.1 - The contractor shall provide a draft S&T technology transfer guidance and procedure document update due 90 days after TO award. The draft S&T technology transfer policy and procedure document update shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Deliverable – SELC Guidebook Shortfalls and Deficiencies Report

Draft S&T Technology Transfer Guidance

CLIN 0003 – S&T Program Support and Assessment Support (CLIN 1003, 2003)

The S&T Program Support and Assessment Division of the Office of Systems Engineering (OSE) represents OSE in leading the conduct of program support to S&T programs with the aim of helping ensure S&T program managers have access to best practices, tools, processes, and standards as well as expert support so that they become excellent in system engineering aspects of planning, procuring, and managing the execution of their programs and their programs result in goods and services to support and improve DHS components' capabilities. The purpose of the S&T Program Support and Assessment support tasking described below is as follows; namely, to finalize and implement a Capability Development Framework (CDF) that provides process and standards required to implement a common, disciplined and tailored approach to formulate, plan, and implement S&T R&D, that enables S&T Leadership to govern programs across S&T, and helps S&T program managers better manage their programs for successful outcomes. The degree to which the CDF process and standards helps provide the insight S&T program managers need to make the decisions critical to their program/projects successful will, ultimately, determine the value of the contributions from the tasks described below. Again, the objective of the below listed tasks is to assist S&T program/project managers with the aim that they formulate, plan and execute capability-based developments and use best SE practices, tools, processes, and standards.

Task 3.1 - Service Delivery. The contractor shall assist with program support, conduct program assessment, and keep OSE Deputy Director for S&T Support and Assessment informed on assigned programs.

Task 3.1.1 - The contractor shall coordinate with personnel associated with assigned programs and obtain program system engineering documents.

Task 3.1.2 – The contractor shall review and update program documentation providing relevant and timely feedback comments and substantive inputs as needed to ensure documents are milestone ready as follows:

Task 3.1.2.1 - Participate on program Working Integrated Product Teams and provide system engineering guidance and assistance in accordance with OSE approved policies, processes, and procedures.

Task 3.1.2.2 – Spearheading, facilitating, and/or participating in the establishment of program Working Integrated Product Teams for assigned programs or other working groups as needed so that OSE stakeholders inputs are provided early in the planning phases.

Task 3.1.2.3 – Ensuring all required system engineering documentation to include Systems Engineering Plans support the conduct of adequate independent program assessments.

Task 3.1.2.4 – Making concise, defensible, logical recommendations that significantly enhances the system engineering process by assisting in resolution and/or personally resolving system engineering issues prior to critical milestones and/or executive review board decisions.

Task 3.1.2.5 – Providing system engineering management that reduces program risks and costs. Successful system engineering management depends upon appropriate tailoring of system engineering management processes and procedures to satisfy all relevant program requirements beginning with the most critical ones. Focused attention shall be provided on the following:

- Assist with defining, assessing, and monitoring metrics used to indicate program health
- Assist with assessing and characterizing risks from the government's perspective
 - Setting priorities based upon criticality of system and acquisition requirements
 - Establishing (adjusting) risk tolerance/risk acceptance levels to optimize return on investment
- Assist with providing the tools, training, and support needed so that system engineering and risk management concepts and processes are routinely practiced and understood by all program participants

Successful system engineering management is highly dependent upon the degree of interaction between program management, risk management, and system engineering disciplines. Success is also dependent upon standardization and consistent application of system engineering assessment criteria that are traceable to overall program objectives.

Task 3.1.2.6 - The contractor shall deliver drafts of task/project specific systems engineering and acquisition planning documents including but not limited to the following (as required): updates to program-specific documents to include system engineering documents/plans, program management documents/plans, and risk management documents/plans; Issue Papers /Change Recommendations and Letters of Assessments (LOAs); Tools; Training; and Support. The draft Component Systems Engineering and Acquisition Planning documents shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 3.2 - Improving Processes. The contractor shall assist OSE Deputy Director for S&T Support and Assessment in developing systems engineering policies, processes, and procedures.

Task 3.2.1 – The contractor shall assist by developing, promoting, and facilitating a robust systems engineering process across S&T and between S&T and DHS component headquarters and other agencies as needed in accordance with approved system engineering and acquisition policy; as follows:

Task 3.2.1.1 – The contractor shall support the development of a capability-based technology development framework, implementing guidelines, and procedures, and development of an associated R&D project planning and execution guidebook which provides technology development project type-specific processes, procedures, and artifacts that assist OSE in delivery of superior systems engineering support and products to assigned projects.

Task 3.2.2 – The contractor shall be required to specify systems engineering activities, their execution timelines, resources, tools, and documentation and other products for conduct of these activities and the milestones and review board decisions these activities support.

Task 3.2.3 – The contractor shall demonstrate how to specifically implement system engineering best practices for small R&D programs tied to complex, state of the art systems to ensure implementing guidelines and procedures are meaningful to, and usable by, S&T program managers. The contractor shall assist with coordinating efforts internal to S&T organization as well as between S&T and DHS component headquarters and other agency personnel to ensure timely and efficient development and implementation of systems engineering best practices.

Task 3.2.4 – The contractor shall support researching, developing, and incorporating of Systems Engineering best practices and lessons learned.

Task 3.2.5 – The contractor shall support coordinating and collaborating with other DHS Components, DHS Laboratories, the Homeland Security Research Enterprise, and other government agencies in areas that have high potential for Homeland Security payoff.

Task 3.2.6 – The contractor shall deliver drafts of task/project specific systems engineering and CDF documents including but not limited to the following (as required): Capability-based technology development framework; Implementing guidelines; Policies, processes, and procedures; S&T R&D project planning and execution process guidebook; SE best practices and lessons learned; and Support. The draft S&T Systems Engineering and CDF documentation shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 3.3 – Optimizing Resources. The contractor shall assist OSE Deputy Director for S&T Support and Assessment in institutionalizing approved policies, processes, and procedures to ensure OSE stakeholders are aware of the OSE oversight mission and how it improves efficiency of program execution and results in optimum utilization of scarce program resources.

Task 3.3.1 – The contractor shall assist in working with S&T program managers of assigned programs to ensure they are aware of OSE policies and requirements as follows:

Task 3.3.1.1 – The contractor shall assist in working with PMs to ensure they are aware of OSE documentation and planning required to support appropriate milestone and review board decisions

Task 3.3.1.2 – The contractor shall assist in keeping the Director, OSE informed and advised of any OSE policy, process, and/or procedure issues after Working Integrated Product Team meetings and prior to any critical milestones and/or executive review board decisions

Task 3.3.2 – The contractor shall assist in coordinating with PMs and OSE stakeholders as required to ensure OSE policies and processes are followed adequately during system development such that no formal director

involvement is required and sufficient performance information is obtained to assess technical, performance, schedule, and cost risk and validate program requirements as follows:

Task 3.3.2.1 – The contractor shall assist in informing Director, OSE of any OSE policy issues and make recommendations to resolve those issues at least 30 days prior to any critical milestones and/or executive review board decisions. The contractor shall issue papers that identify/define issues and make recommendations without assistance, preparing clear, concise, supportable positions for the Director to use in senior decision forums.

Task 3.3.2.2 – The contractor shall assist in coordinating with PMs to ensure that the program incorporates adequate OSE policy and process requirements into its system engineering management plans and implementing documents including its system engineering plan prior to critical milestone decisions using expert system engineering and acquisition knowledge, compelling rationale, and astute political awareness.

Task 3.3.2.3 – The contractor shall assist in drafting, coordinating, and completing Letter of Assessment (LOAs) that are ready for release within 60 days of receipt of associated executive review board final reports ensuring LOAs provide the Director and OSE stakeholders unbiased, factual, and representative conclusions of system performance as the scope and adequacy of the program assessment and supporting technical reviews permit. Per FAR 7.503 (c) (20) the Contractor shall not take part in the drafting of Congressional testimony, responses to Congressional correspondence, or agency responses to audit reports from the Inspector General, the Government Accountability Office, or other Federal audit entity.

Task 3.3.2.4 - The contractor shall deliver Efficient Policy Implementation and Program Execution documents. These documents shall consist of drafts of task/project specific Issue Papers, Change recommendations and Letters of Assessments (LOAs) and Tools, training and Support as required. The Efficient Policy Implementation and Program Execution documents shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 3.4 - The contractor shall possess sound project management knowledge, skills and abilities and be able to apply these to assist S&T Program Managers and other DHS acquisition managers to implement the systems engineering best practices developed to support the conduct of technology development that culminates in mature capabilities that DHS operators need and that makes DHS missions more efficient and operationally effective within available resources and timelines that meet cost, schedule and performance objectives.

Task 3.5 - The contractor shall assist S&Ts Apex and R&D program/project managers by providing Capability and Solution Enablers support in the following focus areas:

Task 3.5.1 – The contractor shall support Mission and Operational Systems Analysis

Task 3.5.2 – The contractor shall support Systems Engineering and Transition

Task 3.5.3 – The contractor shall support Human Systems Integration

Task 3.5.4 – The contractor shall support Architecture Engineering

Task 3.5.5 – The contractor shall deliver specific Capability and Solution Enabler processes, tools, and documents and after their acceptance deliver drafts of task/project specific Capability and Solution Enabler processes, tools, and

documents. The draft S&T Capability and Solution Enablers documents shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 3.6 – The contractor shall provide analytic and subject matter expertise to perform technology assessment activities.

Task 3.6.1 – The contractor shall assist in conducting Technology Assessments for S&T Projects and Components activities

Task 3.6.2 – The contractor shall assist in conducting Independent Assessments for S&T Projects and Components activities

Task 3.6.3 – The contractor shall provide Assessment reports after the each Technology/Independent Assessment activity. The Technology/Independent Assessment reports shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Deliverable – Draft Component Systems Engineering and Acquisition Planning Documents

Draft S&T Systems Engineering and CDF Documentation

Draft task/project specific systems engineering and CDF documents

Efficient Policy Implementation and Program Execution documents

Capability and Solution Enabler processes, tools, and documents

Technology/Independent Assessment reports

CLIN 0004 - Architecture Engineering Support (CLIN 1004, 2004)

Task 4.1 - The contractor shall assist with developing scripted presentation(s) and supporting materials for informative training sessions that Architecture Engineering (AE) personnel can use to:

- Assist with introducing OSE approaches for building Federal Enterprise Architecture (FEA) artifacts to stakeholders, both technical and administrative, throughout DHS;
- Assist with training DHS in the OSE process for building architectures; and,
- Assist with explaining the benefits of the approach and motivate stakeholders to engage in the development.

The presentations will be delivered in annotated MS PowerPoint file and slideshow, MS Word training materials, videos in readily-presentable formats (e.g.: MP4, AVI, MPG, WMV. Or, on CD or DVD). Draft products shall be delivered for Government review 10 months, or sooner as determined by the COR, after award of Task Order. The Government will provide comments on the draft products within 10 business days. The contractor shall incorporate all Government comments and produce final within 10 business days after receipt of Government comments and edits.

Task 4.2 - The contractor shall develop web-based products to complement the materials in Task 4.1. The product(s) delivery includes HTML source code, graphics files and applets (e.g.: GIF, JGP, MOV files, etc.), along with creating, publishing on DHS Connect, updating, and disposing instructions in a MS Word document. The delivery also includes a live, on-line demonstration. Draft products shall be delivered for Government review 10 months, or sooner as determined

by the COR, after award of Task Order. The Government will provide comments on the draft products within 10 business days. The contractor shall incorporate all Government comments and produce final within 10 business days after receipt of Government comments and edits.

Task 4.3 - The contractor shall assist in developing procedures for constructing, maintaining, and deploying architecture artifacts with tools available in S&T (MS Office® products, iGrafix®, Visio®, Troux®) or similar tools. Draft products shall be delivered for Government review 10 months, or sooner as determined by the COR, after award of Task Order. The Government will provide comments on the draft products within 10 business days. The contractor shall incorporate all Government comments and produce final within 10 business days after receipt of Government comments and edits.

Task 4.4 – The contractor shall assist in developing plans for connections (whether automated, manual, or cross-reference matrix) to the existing DHS Homeland Security Enterprise Architecture (HLS EA) that the DHS Enterprise business Management Office (EBMO) maintains for Federally-mandated IT application and infrastructure reporting. Such plans shall be presented in MS Word. Draft products shall be delivered for Government review 10 months, or sooner as determined by the COR, after award of Task Order. The Government will provide comments on the draft products within 10 business days. The contractor shall incorporate all Government comments and produce final within 10 business days after receipt of Government comments and edits.

Task 4.5 - The contractor shall assist OSE by proposing and developing candidate methodologies to expand the FEA to incorporate non-IT systems and infrastructure. Such methodologies shall be presented in MS Word. Draft products shall be delivered for Government review 10 months, or sooner as determined by the COR, after award of Task Order. The Government will provide comments on the draft products within 10 business days. The contractor shall incorporate all Government comments and produce final within 10 business days after receipt of Government comments and edits.

Task 4.6 - The contractor shall participate in and facilitate fact-finding encounters with stakeholders to capture performance-, business-, data-, and security- level information to be incorporated in the architecture for assigned mission sectors, segments, and solutions.

Task 4.7 – The contractor shall support the development and recording of architecture maturity measures to track progress of Branch endeavors.

Task 4.8 – The contractor shall assist in preparing briefings on Branch progress for executives internal and external to S&T.

Task 4.9 – The contractor shall assist in maintaining the architecture repository, employing proper access, security, and continuity of operations considerations.

Deliverables – EA Training Session Presentations

- EA Web-Based Training Products

- Artifact Development Procedures

- HLS EA Linkage Plans

- Candidate FEA Extensions

CLIN 0005 – Major Acquisition Program Support (CLIN 1005, 2005)

Task 5.1 - The contractor shall assist DHS Components program managers in evaluating their operational environment to discover and capitalize on opportunities for improving operational capabilities through technology insertion and process improvement for major acquisition programs Acquisition Decision Event 1 (ADE-1) through Acquisition Decision Event (ADE-2A).

Task 5.2 - The contractor shall provide Program Monitoring and Assistance in the areas of Systems Engineering.

Task 5.3 – The contractor shall supporting the development and implementation of Systems Engineering & Process Management processes (System Engineering Plans) and deliverables adherence to DHS RDT&E acquisition processes and programs; as follows:

Task 5.3.1 - The contractor shall support the development of the mission assessment and system concept of operations leading to operational requirements documents.

Task 5.3.2 – The contractor shall support the development of Systems Engineering Life Cycle (SELC) Tailoring and Systems Engineering Plans.

Task 5.3.3 – The contractor shall support the development System Engineering requirements analysis including:

- Systems Engineering Requirements analysis/allocation; Functional analysis/decomposition,
- Systems Engineering Architecture design/synthesis,
- Integration and interface analysis
- Integrated Logistics Support (ILS) planning,
- Human Systems Integration,
- System's reliability, maintainability, and supportability
- Maintenance documentation

Task 5.3.4 – Alternatives analysis and evaluation including:

- Trade-off studies,
- Modeling and Simulation,
- Key Performance Measurements (KPMs or the performance metrics)

Task 5.3.5 – Risk management plans for risk analysis

Task 5.4 – The contractor shall support in the development of Configuration Management plans for baseline control (Interface Control Documents)

Task 5.5 – The contractor shall support in the development of Quality Assurance and Quality Control process.

Task 5.6 – The contractor shall support Preplanned Product Improvement (Spiral development/tech-insertion)

Task 5.7 – The contractor shall support researching, developing, and incorporating of Systems Engineering best practices and lessons learned.

Task 5.8 – The contractor shall support assessing potential for technology insertion and process improvement to enhance capabilities.

Task 5.9 – The contractor shall support coordinating and collaborating with other DHS Components, DHS Laboratories, the Homeland Security Research Enterprise, and other government agencies in areas that have high potential for Homeland Security payoff.

Task 5.10 - The contractor shall provide revisions to or draft task/project specific Systems Engineering and Acquisition Planning documents as required by the approved Plan of Action and Milestone (P)A&M) between Component Program Office and OSE. The task/project specific Systems Engineering and Acquisition Planning documents consist of documents such as Preliminary Mission Need Statements (P-MNS), Mission Need Statement (MNS), Capability Development Plan (CDP), Concept of Operations (CONOPS), Analysis of Alternatives (AoA), Alternative Analysis (AA), Operational Requirements Document (ORD), Acquisition Plan (AP), Life Cycle Cost Estimate (LCCE), Preliminary Integrated Logistics Support Plan (ILSP), Acquisition Program Baseline (APB), Systems Engineering Life Cycle (SELC) Tailoring Plan and Systems Engineering Plan (SEP). The revised/draft task/project specific Systems Engineering Acquisition Planning documents shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

CLIN 0006 - Human Systems Integration Support (CLIN 1006, 2006) OPTIONAL CLIN

Task 6.1 – The contractor shall develop the DHS Mission Essential Task Inventory containing DHS mission areas, end-users, tasks, performance standards, as well as conditions in which the tasks are performed. This will help to better understand the context of use for the technologies employed by its end users. Context of use is a particularly important consideration for DHS, since users from different directorates may perform broadly similar tasks but do so under very different circumstances. For example, personnel from U.S. Citizenship and Immigration Services (USCIS) and the Coast Guard (USCG) both collect biometric information: however, USCIS agents primarily work in an office, while USCG agents work primarily on ships – and so must contend with sun glare, fog, darkness, rough waters, moisture, and other environmental conditions that can significantly affect their equipment and their ability to perform their tasks effectively. Tasks and processes will be analyzed for end-users from the following components:

- U.S. Citizenship and Immigration Services (USCIS)
- Transportation and Security Administration (TSA)
- U.S. Coast Guard (USCG)
- Customs and Border Protection (CBP)
- U.S. Immigration and Customs Enforcement (ICE)
- Federal Emergency Management Agency (FEMA)
- U.S. Secret Service (USSS)
- Office of Health Affairs (OHA)
- Domestic Nuclear Detection Office (DNDO)

Task 6.1.1 – The contractor shall provide a database containing DHS Mission Essential Tasks specifying the mission area, end-user, equipment/systems typically used, human performance tasks, standards of performance, and conditions under which the tasks are performed. The Mission Essential Tasks Database shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). A draft Mission Essential Tasks Database shall be delivered for Government review 10 months after award of Task Order. The Government will provide comments on the draft Mission Essential Tasks Database within 10

business days. The contractor shall incorporate all Government comments and produce a final version within 10 business days after receipt of Government comments and/or edits.

Task 6.2 – The contractor shall assist OSE in coordinating and facilitating DHS HSI Community of Practice (CoP) activities and quarterly meetings. The DHS HSI CoP includes practitioners across the operational components, national labs, and centers of excellence. CoP objective is to provide a forum for the exchange of information across all DHS components, National Labs, and Centers of Excellence on human systems integration issues (e.g., human-system operator/maintainer interfaces, tools, techniques, human performance risks, and associated human factors analysis, design, and test methods and activities). Contractor responsibilities will entail providing planning and administrative functions for meeting preparation including but not limited to: scheduling quarterly meetings, preparing and disseminating all meeting materials, working with CoP membership to solicit topics for upcoming meetings, capturing names and organization of meeting participants and meeting minutes. The contractor shall also collect HSI lessons learned across component membership (based on R&D and Acquisition efforts) and be responsible for any updates (e.g., posting relevant information, upcoming events, etc.) to the HSI CoP Portal as necessary. The HSI COP meeting will be a quarterly meeting.

Task 6.2.1 - The contractor shall provide a summary of HSI topic solicitation activities to be provided three weeks prior to the quarterly meeting date. The summary of HSI topic solicitation activities shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 6.2.2 - The contractor shall provide a quarterly meeting agenda and briefing materials to be discussed during the meeting to be provided one week before the meeting date. The meeting agenda and briefing materials shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The Government will provide comments within one business day. The contractor shall incorporate all Government comments and produce a final version within one business day after receipt of Government comments and/or edits.

Task 6.2.3 - The contractor shall provide quarterly meeting notes to be reviewed and approved provided no later than one week after the meeting has occurred. The quarterly meeting notes shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The Government will provide comments within three business days. The contractor shall incorporate all Government comments and produce a final version within 10 business days after receipt of Government comments and/or edits.

Task 6.2.4 - The contractor shall provide quarterly reports detailing HSI lessons learned (based on discussions with components as well as meeting notes) 5 business days after the quarterly meeting. The HSI lessons learned report shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The Government will provide comments within 2 business days. The contractor shall incorporate all Government comments and produce a final version within 2 business days after receipt of Government comments and/or edits.

Deliverable – Summary of HSI Topic Solicitation Activities

HSI Quarterly Meeting Agenda and Briefing Materials

HSI Quarterly Meeting Notes

HSI Lessons Learned Quarterly Report

CLIN 0007 – Major Acquisition Program Assessment (1007, 2007) OPTIONAL CLIN

OSE will provide independent SE assessment of DHS Major Acquisition Programs and serve as an advisor to the Acquisition Review Board (ARB). OSE will establish and maintain processes to analyze and assess the quality and completeness of SELC activities and artifacts as programs progress through the Acquisition Lifecycle Framework (ALF), with particular emphasis on need definition, solution engineering, program/project planning, requirements definition, design, development and integration. Additionally, OSE will assist any DHS program in the development and execution of systems engineering activities to improve the likelihood of program success. The contractor will support OSE in providing DHS leadership with the technical information and insight needed to make highly-informed acquisition decisions.

To establish the environment to effectively execute SE activities across DHS, the contractor will support OSE with the following:

Task 7.1 - The contractor shall assist OSE in defining the organizational roles and responsibilities, structure, and processes to standup and operate an Independent Office of Systems Engineering in S&T.

Task 7.1.1 – The contractor shall provide an evaluation of the “Independent Systems Engineering Assessments” white paper entitled “Supporting the Acquisition Life Cycle Framework”, and assist in refining the roles and responsibilities for the Independent Office of Systems Engineering within 60 Days of option exercise. The Independent systems Engineering Assessments” white paper evaluation shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The Government will provide comments within three business days. The contractor shall incorporate all Government comments and produce a final version within 10 business days after receipt of Government comments and/or edits.

Task 7.2 – The contractor shall provide support in the establishment and maintenance of SE policy and procedures for DHS Major Acquisitions

Task 7.2.1 – The contractor will assist OSE in prescribing policies and procedures for conducting, monitoring, and reviewing SE activities within the Department

Task 7.2.2 – The contractor will support OSE in assessing the requirements engineering within the component programs/projects

Task 7.3 - The contractor will support OSE in providing independent SE assessment of major acquisition programs and support OSE in its role as a member of the Acquisition Review Board (ARB).

Task 7.3.1 – The contractor will assist OSE in providing independent letters of assessments (LOAs) to the Acquisition Decision Authority (ADA) that document the review of program technical readiness; adequacy of the applicable artifacts to reflect the knowledge gained and direction of the program, technical rigor, and compliance with SE technical management processes; and provide a recommendation on whether to proceed into the next phase of acquisition.

Task 7.3.2 – The contractor will support OSE’s effort of providing signed Letters of Designation approving independent Analysis of Alternatives/Alternatives Analysis (AoA/AA) performers for Level 1 and non-delegated Level 2 Programs.

Task 7.3.3 – The contractor will assist in reviewing and assessing technical readiness assessment (TRA) performer and the assessment results throughout the SELC.

Task 7.4 - The contractor shall support OSE efforts of acting as Principal Advisor to the ADA and other senior representatives responsible for the technical maturity of the program.

Task 7.4.1 – The contractor shall support OSE in ensuring Solution Engineering (ADE-1 through ADE-2A) activities are properly scoped and performed.

Task 7.4.2 – The contractor shall support OSE in ensuring proper application of systems engineering principles for each program

Task 7.4.2 – The contractor shall support OSE in ensuring appropriate tailoring of the SELC for each program

Task 7.4.3 – The contractor shall support OSE's participation in SELC Technical Reviews for Level 1 & 2 programs and insurance that applicable exit criteria are satisfied and planned systems engineering activities have been satisfactorily completed

Task 7.4.4 – The contractor shall support OSE's efforts in supporting the development of prioritized requirements via a DHS Joint Requirements Council

Task 7.5 – The contractor shall support OSE's efforts in approving the following Major Acquisition Program artifacts:

- Capability Development Plans
- Analysis of Alternatives/Alternative Analysis (AoA/AA) Study Plans
- SELC Tailoring Plans
- Systems Engineering Plans

Task 7.6 – The contractor shall support OSE in reviewing the following Major Acquisition Program documentation:

- Mission Need Statements
- AoA/Alternative Analysis (AA) Results
- Operational Requirement Documents
- Concept of Operations
- Program Management Plans
- Functional Requirements Documents
- Systems Requirements Documents
- Configuration Management Plans
- Risk Management Plans
- TRA Reports throughout the acquisition lifecycle
- SELC Technical Review Completion Letters
- Integrated Logistics Support Plans

CLIN 0008 Office of Systems Engineering Functional Expert Consultant, Level V Surge Support (CLIN 1008, 2008) OPTIONAL CLIN

The contractor shall provide support in the Functional Expert Consultant, Level V Labor Category up to the ceiling of 5430 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0009 Office of Systems Engineering Functional Expert Consultant, Level I Surge Support (CLIN 1009, 2009) OPTIONAL CLIN

The contractor shall provide support in the Functional Expert Consultant, Level I Labor Category up to the ceiling of 5430 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0010 Office of Systems Engineering Lead Systems Engineering Surge Support (CLIN 1010, 2010) OPTIONAL CLIN

The contractor shall provide support in the Lead Systems Engineering Labor Category up to the ceiling of 7240 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0011 Office of Systems Engineering Senior Systems Engineering Surge Support (CLIN 1011, 2011) OPTIONAL CLIN

The contractor shall provide support in the Senior Systems Engineering Labor Category up to the ceiling of 9050 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0012 Office of Systems Engineering Systems Engineering Surge Support (CLIN 1012, 2012) OPTIONAL CLIN

The contractor shall provide support in the Systems Engineering Labor Category up to the ceiling of 9050 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0013 Office of Systems Engineering Lead Systems Analyst Surge Support (CLIN 1013, 2013) OPTIONAL CLIN

The contractor shall provide support in the Lead Systems Analyst Labor Category up to the ceiling of 7240 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0014 Office of Systems Engineering Senior Systems Analyst Surge Support (CLIN 1014, 2014) OPTIONAL CLIN

The contractor shall provide support in the Senior Systems Analyst Labor Category up to the ceiling of 9050 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0015 Office of Systems Engineering Systems Analyst Surge Support (CLIN 1015, 2015) OPTIONAL CLIN

The contractor shall provide support in the Systems Analyst Labor Category up to the ceiling of 9050 hours for work in the areas of CLINs 0001/1001/2001, 0002/1002/2002, 0003/1003/2003, 0004/1004/2004, 0005/1005/2005, 0006/1006/2006, 0007/1007/2007, anticipated surges in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the government site as the situation arises.

CLIN 0016 – Systems Engineering Classroom Instruction (CLIN 1016, 2016) OPTIONAL CLIN

Task 16.1 - The contractor shall conduct classroom instruction in a professional manner by one or more qualified, experienced instructors in the subject matter in order to impart information to students and ensure meeting learning objectives. The class will be conducted at either the Homeland Security Acquisition (HSAI) located at 90K Street NE, Washington DC or at other DHS facilities within the Washington DC metropolitan area. The contractor shall provide personnel who have applied Systems Engineering expertise in an acquisition environment, appropriate to the levels of the courses being taught on the dates noted below.

Task 16.1.1 – The contractor shall provide qualified personnel with one of the following certifications, or demonstrate experience commensurate to that of the following certifications: DHS Systems Engineering Certification, Level III or the Department of Defense's Defense Acquisition Workforce Improvement Act (DAWIA) Systems Engineering Certification, Level III. The contractor shall also be able to demonstrate experience instructing adult learners.

Task 16.2 - Specifically, the contractor shall perform the following activities:

Task 16.2.1 - Prepare for classroom instruction by becoming familiar with the Instructor Guide, Student Guide and Student Exercise Guide, and all supplemental materials provided in electronic format for each course. Printed copies of these instructor preparation materials will not be provided. The contractor shall meet with incumbent

instructor(s) to perform knowledge transfer discussions regarding course materials and delivery recommendations. This knowledge transfer meeting shall be conducted once for each course.

Task 16.2.2 - Arrive in sufficient time prior to the start of each class to confirm that the training room is properly prepared and necessary materials are present; prepare any specialized equipment, etc. as necessary.

Task 16.2.3 - Deliver training classes such that the learning objectives of each course are clearly presented and students adequately demonstrate comprehension.

Task 16.2.4 - Administer in-class exercises and end-of-course examinations to students to assess knowledge and proficiency in the learning modules.

Task 16.2.5 - Provide immediate feedback to COR/HSAI regarding issues or problems encountered with students, training materials or other resources.

Task 16.3 – The number of class offerings per course are estimates only and do not represent a guarantee of work. Actual classroom-delivered course offerings may be more or less depending on training demand. The exact number of classes and dates will be determined at option exercise. The number of classes will not exceed six as described below:

SE 201: DHS Intermediate Systems Engineering, 5 days, 3 estimated offerings (Note only one instructor is required for this course)

Class 001: TBD

Class 002: TBD

Class 003: TBD

SE 301: DHS Technical Leadership in Systems Engineering 5 days, 3 estimated offerings (Note two instructors are required for this course)

Class 001: TBD

Class 002: TBD

Class 003 TBD

Task 16.4 - Due to an occasional need to change the dates and locations of the training courses, classes may be cancelled and rescheduled by the government without penalty if given twenty-one (21) days' notice. These classes may be rescheduled upon mutual agreement by the COR and contractor within the task order period of performance.

Task 16.5 – The contractor shall arrive in sufficient time prior to the start of each class to confirm that the training room is properly prepared and necessary materials are present; prepare any specialized equipment, etc. as necessary. Class hours are 8:00 am to 4:00 pm unless otherwise specified by the COR a minimum of twenty-one (21) days' notice.

Task 16.6 - The contractor shall instruct up to twenty-four (24) students in each class using the course materials and student texts provided by the COR and the HSAI and supplemented with HSAI-provided instructional aids. The contractor shall instruct the class in a manner conducive to adult learning and accommodate a reasonable spectrum of learning styles. The contractor shall accommodate students with physical and learning disabilities within the instruction method. Coordination of reasonable accommodations (sign language interpreters, large-print student materials, etc.) will be conducted by HSAI.

The contractor shall maintain a record of student attendance and participation, and provide this record to COR and HSAI at the end of the course of instruction. The student attendance shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 16.7 - The contractor shall administer and grade in-class exercises and end-of-course examinations using approved grading rubrics, provided by HSAI, to students to assess knowledge and proficiency in the learning modules. These exercises, examinations and grading rubrics will be provided by HSAI. At the end of each class, the contractor shall return completed exams to COR/HSAI and provide a list of students with completion status (including student grades) within (3) business day of the completion of each class. The list of students with completion status shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The contractor shall also encourage each student to complete an anonymous survey, delivered via email on the morning of the last day of the class from the HSAI registration system known as FAITAS (Federal Acquisition Institute Training Application System).

Task 16.8 - The contractor shall permit HSAI or HSAI-appointed staff to audit classes unannounced to ensure compliance and quality control. In addition, the contractor shall provide the COR and HSAI with any course materials it may need to respond to inquiries from Congress, other Federal agencies, and the public. Contractor representatives shall attend meetings relating to such inquiries as requested by the Government.

CLIN 0017 – Systems Engineering Classroom Instruction at DHS facilities outside the Washington DC metropolitan area. (CLIN 1017, 2017) OPTIONAL CLIN

Task 17.1 - The contractor shall conduct classroom instruction in a professional manner by one or more qualified, experienced instructors in the subject matter in order to impart information to students and ensure meeting learning objectives. The class will be conducted at DHS facilities outside of the Washington DC metropolitan area, but within the continental United States. The contractor shall provide personnel who have applied Systems Engineering expertise in an acquisition environment, appropriate to the levels of the courses being taught on the dates noted below:

Task 17.1.1 – The contractor shall provide qualified personnel with one of the following certifications, or demonstrate experience commensurate to that of the following certifications: DHS Systems Engineering Certification, Level III or the Department of Defense’s Defense Acquisition Workforce Improvement Act (DAWIA) Systems Engineering Certification, Level III. The contractor shall also be able to demonstrate experience instructing adult learners.

Task 17.2 - Specifically, the contractor shall perform the following activities:

Task 17.2.1 - Prepare for classroom instruction by becoming familiar with the Instructor Guide, Student Guide and Student Exercise Guide, and all supplemental materials provided in electronic format for each course. Printed copies of these instructor preparation materials will not be provided. The contractor shall meet with incumbent instructor(s) to perform knowledge transfer discussions regarding course materials and delivery recommendations. This knowledge transfer meeting shall be conducted once for each course.

Task 17.2.2 - Arrive in sufficient time prior to the start of each class to confirm that the training room is properly prepared and necessary materials are present; prepare any specialized equipment, etc. as necessary.

Task 17.2.3 - Deliver training classes such that the learning objectives of each course are clearly presented and students adequately demonstrate comprehension.

Task 17.2.4 - Administer in-class exercises and end-of-course examinations to students to assess knowledge and proficiency in the learning modules.

Task 17.2.5 - Provide immediate feedback to COR/HSAI regarding issues or problems encountered with students, training materials or other resources.

Task 17.3 – The number of class offerings per course are estimates only and do not represent a guarantee of work. Actual classroom-delivered course offerings may be more or less depending on training demand. The exact number of classes and dates will be determined at option exercise. The number of classes will not exceed four as described below:

SE 201: DHS Intermediate Systems Engineering, 5 days, 3 estimated offerings (Note only one instructor is required for this course)

Class 001: TBD

Class 002: TBD

SE 301: DHS Technical Leadership in Systems Engineering 5 days, 3 estimated offerings (Note two instructors are required for this course)

Class 001: TBD

Class 002: TBD

Task 17.4 - Due to an occasional need to change the dates and locations of the training courses, classes may be cancelled and rescheduled by the government without penalty if given twenty-one (21) days' notice. These classes may be rescheduled upon mutual agreement by the COR and contractor within the task order period of performance.

Task 17.5 – The contractor shall arrive in sufficient time prior to the start of each class to confirm that the training room is properly prepared and necessary materials are present; prepare any specialized equipment, etc. as necessary. Class hours are 8:00 am to 4:00 pm unless otherwise specified by the COR a minimum of twenty-one (21) days' notice.

Task 17.6 - The contractor shall instruct up to twenty-four (24) students in each class using the course materials and student texts provided by the COR and the HSAI and supplemented with HSAI-provided instructional aids. The contractor shall instruct the class in a manner conducive to adult learning and accommodate a reasonable spectrum of learning styles. The contractor shall accommodate students with physical disabilities within the instruction method. Coordination of reasonable accommodations (sign language interpreters, large-print student materials, etc.) will be conducted by HSAI. The contractor shall maintain a record of student attendance and participation, and provide this record to COR and HSAI at the end of the course of instruction. The student attendance shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).

Task 17.7 - The contractor shall administer and grade in-class exercises and end-of-course examinations using approved grading rubrics, provided by HSAI, to students to assess knowledge and proficiency in the learning modules. These exercises, examinations and grading rubrics will be provided by HSAI. At the end of each class, the contractor shall return completed exams to COR/HSAI and provide a list of students with completion status (including student grades) within (3) business days the completion of each class. The list of students with completion status shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The contractor shall also encourage each student to complete an anonymous survey, delivered via

email on the morning of the last day of the class from the HSAI registration system known as FAITAS (Federal Acquisition Institute Training Application System).

Task 17.8 - The contractor shall permit HSAI or HSAI-appointed staff to audit classes unannounced to ensure compliance and quality control. In addition, the contractor shall provide the COR and HSAI with any course materials it may need to respond to inquiries from Congress, other Federal agencies, and the public. Contractor representatives shall attend meetings relating to such inquiries as requested by the Government.

CLIN 0018 – Executive Assistant Support (CLIN 1018, 2018) OPTIONAL CLIN

Task 18.1 - The contractor shall provide assistance with Executive Assistant functions. The contractor shall assist in document preparation, scheduling, record keeping, recording minutes, after action reports, preparing travel orders, reserving Government facility meeting space, office supply and inventory, preparing briefing packages, property control, information research and archival, data entry, project coordination, control activities, and assistance to the S&T Executive Secretariat process. The contractor shall anticipate needs of senior executives and manage appointments and meetings accordingly.

Task 18.1.1 – The contractor shall assist in financial management support to achieve the objectives of the organization, utilizing federal government best practices to ensure funds are managed in the most efficient and effective manner in accordance with federal laws and regulations as well as internal policies.

Task 18.1.2 – The contractor shall provide support to all CDSG office/facilities planning, coordination and liaison activities.

Task 18.1.3 - The contractor shall provide direction, guidance, and instruction to co-workers and/or other support staff on administrative processes and procedures.

Task 18.1.4 – The contractor shall coordinate Security, Travel, Information Technology, Facilities, Emergency Programs, Records Management, and Human Capital matters for CDSG leadership.

Task 18.1.5 - The contractor shall support all S&T CDSG meetings, Executive Level Meetings, Analysis Meetings, Framework Meetings, and follow up with recommended actions to the Government staff for resolution and closure. The contractor shall create and maintain a database with identification of issues, status and progress of issues, closures, actions completed, suspense dates, and pending actions items. The COR and/or Government task lead shall meet with the contractor weekly to ensure that S&T complies with a proactive approach in enhancing the Department goals as stated in the SOW.

Task 18.1.6 – The contractor shall translate management administrative requirements into actionable processes to efficiently perform and/or improve a variety of administrative tasks/functions.

Task 18.1.7 – The contractor shall review documents for grammar and punctuation, and consistency with the organization's style and format.

Task 18.1.8 – The contractor shall schedule and maintain a complex electronic calendar of meetings and appointments, coordinate related arrangements, and reserve conference rooms.

Task 18.1.9 – The contractor shall plan and coordinate travel itineraries for highly visible committee meetings, conferences, and symposia.

Task 18.1.10 – The contractor shall provide recommendations to increase the efficiency and effectiveness of administrative processes. The contractor shall spearhead special projects as required to support an increase efficiency and effectiveness of administrative processes.

Task 18.1.11 – The contractor shall serve as back up for administrative tasks include managing calendar, coordinating travel, preparing meeting read-ahead(s), and tracking, contributing to, and submitting action items from S&T and CDSG leadership.

3.1 Period of Performance

| Performance Period | From/To Dates (Dates are Examples) |
|--------------------|------------------------------------|
| Base Period | 27 April 2015 - 26 April 2016 |
| Option Year 1 | 27 April 2016 – 26 April 2017 |
| Option Year 2 | 27 April 2017 – 26 April 2018 |

4 Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security and Safety

Classified work is required under this TO, DHS will provide specific guidance to the contractor as to which work will be conducted in a classified manner and at which classification level. The contractor will also adhere to other applicable Government orders, guides, and directives pertaining to classified or confidential work. This TO may require access to information at the Top Secret and Special Access Required level.

The contractor's personnel are required to have a minimum "Secret" level clearance and, those personnel who will be handling "Top Secret" information are required to have a "Top Secret" level clearance or, as required by DHS, Special Access level clearance.

NOTE: Federal Acquisition Regulation 52.204-2 entitled "Security Requirements (August 1996)" is applicable to this TO and is incorporated into this document in full text below:

This clause applies to the extent that this contract involves access to information classified "Top Secret."

The contractor shall comply with—

The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); and any revisions to that manual, notice of which has been furnished to the Offeror.

If, subsequent to the date of this TO, the security classification or security requirements under this TO are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this TO, the TO shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

The contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

The Contractor shall comply with all government standards for handling sensitive and/or proprietary information, as listed on the DD Form 254 and briefed by S&T.

4.2 Government Furnished Materials

The Government will make available the materials, computers, office space, communications capability, and information necessary for the contractor to complete the assigned tasks. If network access is necessary, then a Government computer will be issued once the individual contractor has completed the mandatory screening and receives suitability. A DHS badge is required for computer access and login. In many cases temporary Government space will be made available for the contractor to perform their tasks. Some work can be performed at the contractor's facility. All Government furnished materials will be returned at the completion of the task. The contractor will be responsible for any Government issued materials such as computers.

4.3 Location and Hours of Work

Accomplishment of the results contained in this SOW requires work at 1120 Vermont Avenue NW, Washington, DC 20005. Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Flextime workers start not earlier than 0600 and not later than 0900. Core hours of work are from 0900 to 1500 daily. All employees are expected to be available during core hours IAW S&T Work Schedule Policy.

4.5 Travel / Temporary Duty (TDY)

Travel to other government facilities or other contractor facilities may be required and will be specified in the SOW. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the government (subject to local policy procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs (subject to local policy & procedures; may reference FAR).

5 Key Personnel –

Functional Expert Consultant Level V: Serves as the performer's on-site TO management point of contact and is ultimately responsible for effectively meeting all administrative, performance, and reporting requirements under this contract. Staff identified as Key Personnel in the proposal may not be reassigned by the contractor without written notification being received by the DHS Contracting Officer not less than 30 days prior to enacting the change.

6 Deliverables

The contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications) in accordance with Deliverables Table below:

Table 1. Deliverables.

| Deliverable | Due By | Task | CLINs | Format |
|--|---|--------------|-------------------------|----------------------------------|
| Task Order (TO) Management Plan | 14 days after TO Award | All | All | Reports |
| Monthly Cost and Performance Reports | 15 th calendar day of each Task Order Month | All | All | Report |
| Information System Design Documentation | Due 30 days after TO award | Task 1.6.1.1 | CLIN 0001/1001/2001 | Report |
| Prototype Information System software and associated draft user manual | Due 90 days after TO award | Task 1.6.2.1 | CLIN 0001/1001/2001 | Software Prototype/ Report |
| Operational Information System | Due 120 days after TO award. | Task 1.6.3.2 | CLIN 0001/1001/2001 | Software |
| SELC Guidebook Shortfalls and Deficiencies Report | 120 days after award TO Award. Government comments due within 10 business days. The contractor shall incorporate all Government comments and produce final within 10 business days after receipt of Government comments and/or edits. | Task 2.4.1 | CLIN 0002/1002/2002 | Report |
| Draft S&T Technology Transfer Guidance | Due 90 days after TO award | Task 2.10.1 | CLIN 0002/1002/2002 | Report |
| Draft Component Systems Engineering and Acquisition Planning Documents | As Required | Task 3.1.2.6 | CLIN 0003/1003/2003 | Reports |
| Draft S&T Systems Engineering and CDF Documentation | As Required | Task 3.2.6 | CLIN 0003/1003/2003 | Reports |
| Efficient Policy Implementation and Program Execution Documents | As required | Task 3.3.2.4 | CLINS 0003/1003/2003 | Reports |
| Capability and Solution Enabler Processes, | As required | Task 3.5.5 | CLINS | Reports |

| | | | | |
|--|--|------------|-------------------------|--------------|
| Tools, and Documents | | | 0003/1003/2003 | |
| Technology/Independent Assessments | As required | Task 3.6.3 | CLINS 0003/1003/2003 | Reports |
| EA Training Session Presentations | As required | Task 4.1 | CLINS 0004/1004/2004 | Presentation |
| EA Web-Based Training Products | As required | Task 4.2 | CLINS 0004/1004/2004 | Report |
| Artifact Development Procedures | As required | Task 4.3 | CLINS 0004/1004/2004 | Report |
| HLS EA Linkage Plans | As required | Task 4.4 | CLINS 0004/1004/2004 | Report |
| Candidate FEA Extensions | As required | Task 4.5 | CLINS 0004/1004/2004 | Report |
| Draft Task/Project Specific Systems Engineering and Acquisition Planning Documents | As required | Task 5.10 | CLINS 0005/1005/2005 | Reports |
| DHS Mission Essential Task Data Base | Daft due 10 months after TO Award. The Government will provide comments on the draft Mission Essential Tasks Database within 10 business days. The contractor shall incorporate all Government comments and produce a final version within 10 business days after receipt of Government comments and/or edits. | Task 6.1.1 | CLINS 0006/1006/2006 | Report |
| Summary of HSI Topic Solicitation Activities | Due 3 weeks prior to quarterly meetings | Task 6.2.1 | CLINS 0006/1006/2006 | Report |
| HSI Quarterly Meeting Agenda and Briefing Materials | Due 1 week before meeting date. The Government will provide comments within one business day. The contractor shall incorporate all Government comments and produce a final version within one business | Task 6.2.2 | CLINS 0006/1006/2006 | Presentation |

| | | | | |
|--|---|------------|-------------------------|--------|
| | day after receipt of Government comments and/or edits. | | | |
| HSI Quarterly Meeting Notes | Due no later than 1 week after meeting has occurred. The Government will provide comments within three business days. The contractor shall incorporate all Government comments and produce a final version within 10 business days after receipt of Government comments and/or edits. | Task 6.2.3 | CLINS 0006/1006/2006 | Report |
| HSI Lessons Learned Quarterly Report | Due 5 day after HSI Quarterly Meeting. The Government will provide comments within 2 business days. The contractor shall incorporate all Government comments and produce a final version within 2 business days after receipt of Government comments and/or edits. | Task 6.2.4 | CLINS 0006/1006/2006 | Report |
| Independent Systems Engineering Assessments White Paper Evaluation | Due 60 Days after option exercise. The Government will provide comments within three business days. The contractor shall incorporate all Government comments and produce a final version within 10 business days after receipt of Government comments and/or edits. | Task 7.1.1 | CLINs 0007/1007/2007 | Report |
| Student Attendance | Due 3 days after class completion | Task 16.6 | CLINs 0016/1016/2016 | Report |
| List of Students with completion Status | Due 3 days after class completion | Task 16.7 | CLINs 0016/1016/2016 | Report |
| Student Attendance | Due 3 days after class completion | Task 17.6 | CLINs 0017/1017/2017 | Report |
| List of Students with completion Status | Due 3 days after class completion | Task 17.7 | CLINs 0017/1017/2017 | Report |

Attachment J.3-Labor Rates
 PIID: HSHQDC-15-J-00156

| | Base Period | | Option Period 1 | | Option Period 2 | |
|--|-------------|--------|-----------------|--------|-----------------|--------|
| LABOR CATEGORY TITLE | | | | | | |
| Administrative Specialist | \$ | 49.37 | \$ | 49.80 | \$ | 50.29 |
| Functional Expert Consultant, Level I | \$ | 63.50 | \$ | 64.11 | \$ | 64.74 |
| Functional Expert Consultant, Level II | \$ | 75.93 | \$ | 76.67 | \$ | 77.43 |
| Functional Expert Consultant, Level V | \$ | 160.36 | \$ | 161.91 | \$ | 163.52 |
| Lead Systems Engineer | \$ | 124.46 | \$ | 125.51 | \$ | 126.73 |
| Senior Systems Engineer | \$ | 100.66 | \$ | 101.50 | \$ | 102.50 |
| Systems Engineer | \$ | 74.98 | \$ | 75.65 | \$ | 76.39 |
| Lead Systems Analyst | \$ | 124.47 | \$ | 125.50 | \$ | 126.73 |
| Senior Systems Analyst | \$ | 96.09 | \$ | 96.90 | \$ | 97.85 |
| Systems Analyst | \$ | 76.18 | \$ | 76.81 | \$ | 77.57 |

WD 05-2103 (Rev.-15) was first posted on www.wdol.gov on 12/30/2014

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Wage Determination No.: 2005-2103
Diane C. Koplewski Division of | Revision No.: 15
Director Wage Determinations | Date Of Revision: 12/22/2014

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

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 | 15.08 | |
| 01012 - Accounting Clerk II | 16.92 | |
| 01013 - Accounting Clerk III | 22.30 | |
| 01020 - Administrative Assistant | 31.41 | |
| 01040 - Court Reporter | 21.84 | |
| 01051 - Data Entry Operator I | 14.38 | |
| 01052 - Data Entry Operator II | 15.69 | |
| 01060 - Dispatcher, Motor Vehicle | 17.87 | |
| 01070 - Document Preparation Clerk | 14.21 | |
| 01090 - Duplicating Machine Operator | 14.21 | |
| 01111 - General Clerk I | 14.88 | |
| 01112 - General Clerk II | 16.24 | |
| 01113 - General Clerk III | 18.74 | |
| 01120 - Housing Referral Assistant | 25.29 | |
| 01141 - Messenger Courier | 13.62 | |
| 01191 - Order Clerk I | 15.12 | |
| 01192 - Order Clerk II | 16.50 | |
| 01261 - Personnel Assistant (Employment) I | | 18.15 |
| 01262 - Personnel Assistant (Employment) II | | 20.32 |

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| 01263 - Personnel Assistant (Employment) III | 22.65 |
| 01270 - Production Control Clerk | 22.03 |
| 01280 - Receptionist | 14.43 |
| 01290 - Rental Clerk | 16.55 |
| 01300 - Scheduler, Maintenance | 18.07 |
| 01311 - Secretary I | 18.07 |
| 01312 - Secretary II | 20.18 |
| 01313 - Secretary III | 25.29 |
| 01320 - Service Order Dispatcher | 16.98 |
| 01410 - Supply Technician | 28.55 |
| 01420 - Survey Worker | 20.03 |
| 01531 - Travel Clerk I | 13.29 |
| 01532 - Travel Clerk II | 14.36 |
| 01533 - Travel Clerk III | 15.49 |
| 01611 - Word Processor I | 15.63 |
| 01612 - Word Processor II | 17.67 |
| 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 | 13.85 |
| 07041 - Cook I | 12.55 |
| 07042 - Cook II | 14.60 |
| 07070 - Dishwasher | 10.11 |
| 07130 - Food Service Worker | 10.66 |
| 07210 - Meat Cutter | 18.08 |
| 07260 - Waiter/Waitress | 9.70 |
| 09000 - Furniture Maintenance And Repair Occupations | |
| 09010 - Electrostatic Spray Painter | 19.86 |
| 09040 - Furniture Handler | 14.06 |
| 09080 - Furniture Refinisher | 20.23 |
| 09090 - Furniture Refinisher Helper | 15.52 |
| 09110 - Furniture Repairer, Minor | 17.94 |
| 09130 - Upholsterer | 19.86 |
| 11000 - General Services And Support Occupations | |
| 11030 - Cleaner, Vehicles | 10.54 |
| 11060 - Elevator Operator | 10.54 |
| 11090 - Gardener | 17.52 |
| 11122 - Housekeeping Aide | 11.83 |
| 11150 - Janitor | 11.83 |

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| 11210 - Laborer, Grounds Maintenance | 13.07 |
| 11240 - Maid or Houseman | 11.26 |
| 11260 - Pruner | 11.58 |
| 11270 - Tractor Operator | 16.04 |
| 11330 - Trail Maintenance Worker | 13.07 |
| 11360 - Window Cleaner | 12.85 |
| 12000 - Health Occupations | |
| 12010 - Ambulance Driver | 20.41 |
| 12011 - Breath Alcohol Technician | 20.27 |
| 12012 - Certified Occupational Therapist Assistant | 23.11 |
| 12015 - Certified Physical Therapist Assistant | 21.43 |
| 12020 - Dental Assistant | 17.18 |
| 12025 - Dental Hygienist | 44.75 |
| 12030 - EKG Technician | 27.67 |
| 12035 - Electroneurodiagnostic Technologist | 27.67 |
| 12040 - Emergency Medical Technician | 20.41 |
| 12071 - Licensed Practical Nurse I | 19.07 |
| 12072 - Licensed Practical Nurse II | 21.35 |
| 12073 - Licensed Practical Nurse III | 24.13 |
| 12100 - Medical Assistant | 15.01 |
| 12130 - Medical Laboratory Technician | 18.04 |
| 12160 - Medical Record Clerk | 17.42 |
| 12190 - Medical Record Technician | 19.50 |
| 12195 - Medical Transcriptionist | 18.77 |
| 12210 - Nuclear Medicine Technologist | 37.60 |
| 12221 - Nursing Assistant I | 10.80 |
| 12222 - Nursing Assistant II | 12.14 |
| 12223 - Nursing Assistant III | 13.98 |
| 12224 - Nursing Assistant IV | 15.69 |
| 12235 - Optical Dispenser | 20.17 |
| 12236 - Optical Technician | 15.80 |
| 12250 - Pharmacy Technician | 18.12 |
| 12280 - Phlebotomist | 15.69 |
| 12305 - Radiologic Technologist | 31.11 |
| 12311 - Registered Nurse I | 27.64 |
| 12312 - Registered Nurse II | 33.44 |
| 12313 - Registered Nurse II, Specialist | 33.44 |
| 12314 - Registered Nurse III | 40.13 |
| 12315 - Registered Nurse III, Anesthetist | 40.13 |
| 12316 - Registered Nurse IV | 48.10 |
| 12317 - Scheduler (Drug and Alcohol Testing) | 21.73 |
| 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 | 33.88 |
| 13050 - Library Aide/Clerk | 14.21 |
| 13054 - Library Information Technology Systems Administrator | 30.60 |
| 13058 - Library Technician | 19.89 |
| 13061 - Media Specialist I | 18.73 |

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| 13062 - Media Specialist II | 20.95 | |
| 13063 - Media Specialist III | 23.36 | |
| 13071 - Photographer I | 16.65 | |
| 13072 - Photographer II | 18.90 | |
| 13073 - Photographer III | 23.67 | |
| 13074 - Photographer IV | 28.65 | |
| 13075 - Photographer V | 33.76 | |
| 13110 - Video Teleconference Technician | | 20.39 |
| 14000 - Information Technology Occupations | | |
| 14041 - Computer Operator I | 18.92 | |
| 14042 - Computer Operator II | 21.18 | |
| 14043 - Computer Operator III | 23.60 | |
| 14044 - Computer Operator IV | 26.22 | |
| 14045 - Computer Operator V | 29.05 | |
| 14071 - Computer Programmer I | (see 1) | 26.36 |
| 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 | 18.92 | |
| 14160 - Personal Computer Support Technician | 26.22 | |
| 15000 - Instructional Occupations | | |
| 15010 - Aircrew Training Devices Instructor (Non-Rated) | | 36.47 |
| 15020 - Aircrew Training Devices Instructor (Rated) | | 44.06 |
| 15030 - Air Crew Training Devices Instructor (Pilot) | | 52.81 |
| 15050 - Computer Based Training Specialist / Instructor | | 36.47 |
| 15060 - Educational Technologist | 35.31 | |
| 15070 - Flight Instructor (Pilot) | 52.81 | |
| 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 | 9.88 | |
| 16030 - Counter Attendant | 9.88 | |
| 16040 - Dry Cleaner | 12.94 | |
| 16070 - Finisher, Flatwork, Machine | 9.88 | |
| 16090 - Presser, Hand | 9.88 | |
| 16110 - Presser, Machine, Drycleaning | 9.88 | |
| 16130 - Presser, Machine, Shirts | 9.88 | |
| 16160 - Presser, Machine, Wearing Apparel, Laundry | | 9.88 |
| 16190 - Sewing Machine Operator | 13.78 | |
| 16220 - Tailor | 14.66 | |
| 16250 - Washer, Machine | 10.88 | |
| 19000 - Machine Tool Operation And Repair Occupations | | |
| 19010 - Machine-Tool Operator (Tool Room) | | 21.14 |
| 19040 - Tool And Die Maker | 23.38 | |
| 21000 - Materials Handling And Packing Occupations | | |
| 21020 - Forklift Operator | 18.02 | |
| 21030 - Material Coordinator | 22.03 | |
| 21040 - Material Expediter | 22.03 | |

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| 21050 - Material Handling Laborer | 13.83 | |
| 21071 - Order Filler | 15.09 | |
| 21080 - Production Line Worker (Food Processing) | | 18.02 |
| 21110 - Shipping Packer | 15.09 | |
| 21130 - Shipping/Receiving Clerk | 15.09 | |
| 21140 - Store Worker I | 11.72 | |
| 21150 - Stock Clerk | 16.86 | |
| 21210 - Tools And Parts Attendant | 18.02 | |
| 21410 - Warehouse Specialist | 18.02 | |
| 23000 - Mechanics And Maintenance And Repair Occupations | | |
| 23010 - Aerospace Structural Welder | 27.21 | |
| 23021 - Aircraft Mechanic I | 25.83 | |
| 23022 - Aircraft Mechanic II | 27.21 | |
| 23023 - Aircraft Mechanic III | 28.53 | |
| 23040 - Aircraft Mechanic Helper | 17.54 | |
| 23050 - Aircraft, Painter | 24.73 | |
| 23060 - Aircraft Servicer | 19.76 | |
| 23080 - Aircraft Worker | 21.01 | |
| 23110 - Appliance Mechanic | 21.75 | |
| 23120 - Bicycle Repairer | 14.43 | |
| 23125 - Cable Splicer | 26.02 | |
| 23130 - Carpenter, Maintenance | 21.40 | |
| 23140 - Carpet Layer | 20.49 | |
| 23160 - Electrician, Maintenance | 27.98 | |
| 23181 - Electronics Technician Maintenance I | 24.94 | |
| 23182 - Electronics Technician Maintenance II | 26.47 | |
| 23183 - Electronics Technician Maintenance III | 27.89 | |
| 23260 - Fabric Worker | 19.13 | |
| 23290 - Fire Alarm System Mechanic | 22.91 | |
| 23310 - Fire Extinguisher Repairer | 17.62 | |
| 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 | 25.83 | |
| 23381 - Ground Support Equipment Servicer | 19.76 | |
| 23382 - Ground Support Equipment Worker | 21.01 | |
| 23391 - Gunsmith I | 17.62 | |
| 23392 - Gunsmith II | 20.49 | |
| 23393 - Gunsmith III | 22.91 | |
| 23410 - Heating, Ventilation And Air-Conditioning Mechanic | | 23.89 |
| 23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility) | | 25.17 |
| 23430 - Heavy Equipment Mechanic | 22.91 | |
| 23440 - Heavy Equipment Operator | 22.91 | |
| 23460 - Instrument Mechanic | 22.59 | |
| 23465 - Laboratory/Shelter Mechanic | 21.75 | |
| 23470 - Laborer | 14.98 | |
| 23510 - Locksmith | 21.90 | |
| 23530 - Machinery Maintenance Mechanic | | 23.12 |
| 23550 - Machinist, Maintenance | 22.91 | |
| 23580 - Maintenance Trades Helper | 18.27 | |
| 23591 - Metrology Technician I | 22.59 | |
| 23592 - Metrology Technician II | 23.80 | |

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| 23593 - Metrology Technician III | 24.96 | |
| 23640 - Millwright | 28.19 | |
| 23710 - Office Appliance Repairer | 22.96 | |
| 23760 - Painter, Maintenance | 21.75 | |
| 23790 - Pipefitter, Maintenance | 24.63 | |
| 23810 - Plumber, Maintenance | 22.29 | |
| 23820 - Pneudraulic Systems Mechanic | 22.91 | |
| 23850 - Rigger | 22.91 | |
| 23870 - Scale Mechanic | 20.49 | |
| 23890 - Sheet-Metal Worker, Maintenance | 22.91 | |
| 23910 - Small Engine Mechanic | 20.49 | |
| 23931 - Telecommunications Mechanic I | 29.95 | |
| 23932 - Telecommunications Mechanic II | 31.55 | |
| 23950 - Telephone Lineman | 27.41 | |
| 23960 - Welder, Combination, Maintenance | 22.91 | |
| 23965 - Well Driller | 22.91 | |
| 23970 - Woodcraft Worker | 22.91 | |
| 23980 - Woodworker | 17.62 | |
| 24000 - Personal Needs Occupations | | |
| 24570 - Child Care Attendant | 12.79 | |
| 24580 - Child Care Center Clerk | 17.77 | |
| 24610 - Chore Aide | 10.57 | |
| 24620 - Family Readiness And Support Services Coordinator | | 16.90 |
| 24630 - Homemaker | 18.43 | |
| 25000 - Plant And System Operations Occupations | | |
| 25010 - Boiler Tender | 27.30 | |
| 25040 - Sewage Plant Operator | 20.84 | |
| 25070 - Stationary Engineer | 27.30 | |
| 25190 - Ventilation Equipment Tender | 19.49 | |
| 25210 - Water Treatment Plant Operator | 20.84 | |
| 27000 - Protective Service Occupations | | |
| 27004 - Alarm Monitor | 20.57 | |
| 27007 - Baggage Inspector | 12.71 | |
| 27008 - Corrections Officer | 22.80 | |
| 27010 - Court Security Officer | 24.72 | |
| 27030 - Detection Dog Handler | 20.57 | |
| 27040 - Detention Officer | 22.80 | |
| 27070 - Firefighter | 24.63 | |
| 27101 - Guard I | 12.71 | |
| 27102 - Guard II | 20.57 | |
| 27131 - Police Officer I | 26.52 | |
| 27132 - Police Officer II | 29.67 | |
| 28000 - Recreation Occupations | | |
| 28041 - Carnival Equipment Operator | 13.59 | |
| 28042 - Carnival Equipment Repairer | 14.63 | |
| 28043 - Carnival Equipment Worker | 9.24 | |
| 28210 - Gate Attendant/Gate Tender | 13.01 | |
| 28310 - Lifeguard | 11.59 | |
| 28350 - Park Attendant (Aide) | 14.56 | |
| 28510 - Recreation Aide/Health Facility Attendant | | 10.62 |
| 28515 - Recreation Specialist | 18.04 | |
| 28630 - Sports Official | 11.59 | |
| 28690 - Swimming Pool Operator | 18.21 | |

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| 29000 - Stevedoring/Longshoremen Occupational Services | | |
| 29010 - Blocker And Bracer | 23.13 | |
| 29020 - Hatch Tender | 23.13 | |
| 29030 - Line Handler | 23.13 | |
| 29041 - Stevedore I | 21.31 | |
| 29042 - Stevedore II | 24.24 | |
| 30000 - Technical Occupations | | |
| 30010 - Air Traffic Control Specialist, Center (HFO) (see 2) | | 39.92 |
| 30011 - Air Traffic Control Specialist, Station (HFO) (see 2) | | 26.84 |
| 30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2) | | 29.56 |
| 30021 - Archeological Technician I | 20.19 | |
| 30022 - Archeological Technician II | 22.60 | |
| 30023 - Archeological Technician III | 27.98 | |
| 30030 - Cartographic Technician | 27.98 | |
| 30040 - Civil Engineering Technician | 26.41 | |
| 30061 - Drafter/CAD Operator I | 20.19 | |
| 30062 - Drafter/CAD Operator II | 22.60 | |
| 30063 - Drafter/CAD Operator III | 25.19 | |
| 30064 - Drafter/CAD Operator IV | 31.00 | |
| 30081 - Engineering Technician I | 22.92 | |
| 30082 - Engineering Technician II | 25.72 | |
| 30083 - Engineering Technician III | 28.79 | |
| 30084 - Engineering Technician IV | 35.64 | |
| 30085 - Engineering Technician V | 43.61 | |
| 30086 - Engineering Technician VI | 52.76 | |
| 30090 - Environmental Technician | 27.41 | |
| 30210 - Laboratory Technician | 23.38 | |
| 30240 - Mathematical Technician | 28.94 | |
| 30361 - Paralegal/Legal Assistant I | 21.36 | |
| 30362 - Paralegal/Legal Assistant II | 26.47 | |
| 30363 - Paralegal/Legal Assistant III | 32.36 | |
| 30364 - Paralegal/Legal Assistant IV | 39.16 | |
| 30390 - Photo-Optics Technician | 27.98 | |
| 30461 - Technical Writer I | 21.93 | |
| 30462 - Technical Writer II | 26.84 | |
| 30463 - Technical Writer III | 32.47 | |
| 30491 - Unexploded Ordnance (UXO) Technician I | | 24.74 |
| 30492 - Unexploded Ordnance (UXO) Technician II | | 29.93 |
| 30493 - Unexploded Ordnance (UXO) Technician III | | 35.88 |
| 30494 - Unexploded (UXO) Safety Escort | | 24.74 |
| 30495 - Unexploded (UXO) Sweep Personnel | | 24.74 |
| 30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2) | | 25.19 |
| 30621 - Weather Observer, Senior (see 2) | | 27.98 |
| 31000 - Transportation/Mobile Equipment Operation Occupations | | |
| 31020 - Bus Aide | 14.32 | |
| 31030 - Bus Driver | 20.85 | |
| 31043 - Driver Courier | 13.98 | |
| 31260 - Parking and Lot Attendant | 10.07 | |
| 31290 - Shuttle Bus Driver | 15.66 | |
| 31310 - Taxi Driver | 13.98 | |
| 31361 - Truckdriver, Light | 15.66 | |
| 31362 - Truckdriver, Medium | 17.90 | |
| 31363 - Truckdriver, Heavy | 19.18 | |

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| 31364 - Truckdriver, Tractor-Trailer | 19.18 |
| 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 | 17.69 |
| 99510 - Photofinishing Worker | 13.20 |
| 99710 - Recycling Laborer | 18.50 |
| 99711 - Recycling Specialist | 22.71 |
| 99730 - Refuse Collector | 16.40 |
| 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: \$4.02 per hour or \$160.80 per week or \$696.79 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 links 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.