Company Name: SSI Business Solutions

Contract Number: GS-07F-0032N (GS07F0032N) HSCEPX-06-F-F00026 (GSCEPX06FF00026)

Order Number: HSCEPX-06-F-F00025 (HSCEPX06FF00025)

Requisition/Reference Number: PSHQ-07-1015 (PSHQ071015)

Latest Modification Processed: P00002

Period of Performance: 10/1/2006 through 9/30/2007

Services Provided:

Providing administrative support services (Secretary V) in the Information Technology (IT) Department, Federal Protective Service (FPS), Immigration and Customs Enforcement (ICE) at 800 North Capitol Street, NW, Washington, DC 20536.

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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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NSN 7540-81-152-8082

OPTIONAL FORM 348 (Ray 660) Protection by 68A FAR (48 CFR) 53 21 July

Form G-514 **REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT** Activity Symbols ATTACHMENT A

REQUISITION NUMBER: PSHQ-07-1015

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FUND PROGRAM 40-10-91-000 ORGANIZATION 19-00-0000-00-00-00-00

OBJECT

UDF GE-25-14-00 000000

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AMOUNT \$82,264.00

UNFUNDED

Subject to Availability of Funds

United States Department Of Homeland Security Immigration And Customs Enforcement FORM G-514 (REV. 8-1-5

Page 3 of 3

Scope of Work

Secretary V Federal Protective Service Department of Homeland Security

INTRODUCTION

The mission of the Department of Homeland Security (DHS) is to lead the unified national effort to secure America. DHS will prevent and deter terrorist attacks and protect against and respond to threats and hazards to the nation. The Department ensures safe and secure borders, welcomes lawful immigrants and visitors, and promotes the free-flow of commerce. Located within DHS, the Federal Protective Service (FPS) is a federal law enforcement agency with responsibility for protecting federal properties and the people on those properties throughout the United States. The Service focuses directly on interior security of the Nation and the reduction of potential threats and crimes in Federal facilities throughout the Homeland. FPS must be prepared for a full range of contingencies that could occur within its jurisdiction, from natural disasters to terrorist attacks.

This position is a contract position located in the Headquarters Information Technology (IT) Department, Federal Protective Service, Immigration and Customs Enforcement (ICE), Department of Homeland Security at the following address:

800 N Capitol Street NW Washington, DC 20536

MAJOR DUTIES AND RESPONSIBILITIES

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The employee will provide general office research and administrative support, word processing, document preparation/management, and files maintenance as required by FPS. The employee must insure that all documents are in accordance with the policies of FPS, ICE and DHS.

Under the supervision of the IT Program Manager, the employee will oversee service and equipment for all FPS HQ employees which includes blackberries, cell phones, accessories, laptops, desktops, monitors and wireless cards.

The employee will serve as the administrative assistant for the IT Department manager, the IT Specialist and the Project Manager.

The employee will assist in the following areas:

- 1. Assist in creating procurement documents for Megacenter and IT purchase requests and inputting them into the financial system
- 2. Assist with maintaining office supplies for the IT Department

3. Assist and resolve any calls pertaining to IT issues that may come in by employees

The employee will be required to participate in various special projects as determined by the IT Program Manager.

Factor 1 - Knowledge Required by the Position

Requires knowledge of the mission, priorities and program objectives of FPS programs. Prior experience in administrative support is highly desirable.

The employee must possess, or have a demonstrated ability to rapidly acquire, familiarity with FPS missions, goals, objectives, standard operating procedures, rules, regulations and similar guidance. He or she must also have superior grammar, punctuation, spelling and ability to learn required federal formats to facilitate accurate data entry and produce professional documents.

A working knowledge of personal computers and common database software packages with excellent document preparation and typing skills is necessary. Personal communication and problem solving skills with the ability to interact with FPS staff and outside agencies must be clearly evident.

Ability to prepare agency-specific documentation, correspondence, reports and instructions with few or no errors is required.

Ability to coordinate a program budget to include funds accounting, travel procedures and budgetary reporting requirements of government and private sector agencies is essential.

Factor 2 - Supervisory Controls

The employee works under the direct supervision of the IT Program Manager, who evaluates the employee's performance. The employee generates daily priorities in consultation with supervisor and performs duties independently, referring unusual problems to the supervisor or other appropriate staff members. Work is reviewed for effectiveness in meeting program objectives and to insure compliance with the requirements of assignment, accuracy and discretion of the employee. Interaction with others will be monitored through observation of contact and by response from associates and visitors.

Factor 3 – Guidelines

Guidelines are in the form of direct supervisor interaction and brief summaries of mission, program and fiscal objectives and are the basis for development of specific plans for the employee. Standard Operating Procedures, Instructions, an Employee handbook and memoranda provide additional guidance.

Factor 4 – Complexity

This position requires a motivated employee who seeks out new assignments and follows through independently on those assignments already tasked out. The employee must be able to resolve problems independently when others are not available for consultation and must have excellent discretion in determining the matters that need to be forwarded to other staff for resolution. Flexibility in reordering priorities is essential as emergencies, contingencies and unanticipated events occur. The employee must be capable of multitasking. The work requires the employee to have familiarity with government policy and regulations in a variety of venues, including the Department of Homeland Security. Demonstration of excellent judgment, tact and courtesy is required.

Factor 5 – Scope and Effect

The Secretary V will often be the first contact that an individual has with this organization and the employee has enormous opportunity to have a positive impact on the client's experience. Performance will have broad impact on all employees in the Office and on mission success. Effective management practices have far-reaching impact on all aspects of this inter-disciplinary operation within FPS.

Factor 6 – Personal Contacts

Establishes personal contact with visitors and other administrative support personnel. In receiving visitors and handling communications, the employee has limited, frequent contact with FPS and other personnel at all levels. Most contacts are not maintained on a regular basis.

Factor 7 – Purpose of Contacts

The purposes of contacts are to provide information, resolve problems and direct inquiries. Contacts also facilitate planning, prioritizing and completing work assignments.

Factor 8 – Physical Demands

Work is performed in an office setting and requires some walking, standing, bending, and carrying of items such as books, paper supplies, and files.

Factor 9 – Work Environment

Work generally performed in an office setting. Sitting at and using a computer for significant periods is required. Due to the emergency nature of the mission, some work outside normal duty hours may be necessary.

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OTHER SIGNIFICANT FACTORS

Contract employee must cooperate with and successfully pass periodic Government-required suitability background checks and investigations.

Three to four year's prior administrative support experience is preferred.

SECURITY REQUIREMENTS

GENERAL

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

SUITABILITY DETERMINATION

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

BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees with adequate security clearances issued by the Defense Industrial Security Clearance Office (DISCO) may not be required to submit complete security packages, as the clearance issued by DISCO may be accepted. Prospective Contractor employees without adequate security clearances issued by DISCO shall submit the following completed forms to the Personnel Security Unit through the COTR, no less than 45 days before the starting date of the contract or 45 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions"

- 2. FD Form 258, "Fingerprint Card" (2 copies)
- 3. Foreign National Relatives or Associates Statement
- 4. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
- 5. Drug Questionnaire
- 6. Alcohol Questionnaire
- 7. Financial Disclosure Report

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

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

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

CONTINUED ELIGIBILITY

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

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

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

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

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

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

EMPLOYMENT ELIGIBILITY

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

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

SECURITY MANAGEMENT

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

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

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

INFORMATION TECHNOLOGY SECURITY CLEARANCE

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

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

INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT

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

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

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO). 05-2103 DC, DISTRICT-WIDE

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05-2103 WD DC

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WAGE DETERMINATION NO: 05-2103 REV (01) AREA: DC, DISTRICT-WIDE HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL WD:05-2104 ****** U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor WAGE AND HOUR DIVISION WASHINGTON D.C. 20210 Wage Determination No.: 2005-2103 Division of william W.Gross Revision No.: 1 Director wage Determinations Date Of Revision: 08/22/2006 States: District of Columbia, Maryland, Virginia

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

MINIMUM WAGE RATE

<pre>01000 - Administrative Support And Clerical Occupations 01011 - Accounting Clerk I 01012 - Accounting Clerk II 01013 - Accounting Clerk III 01020 - Administrative Assistant 01040 - Court Reporter 01051 - Data Entry Operator I 01052 - Data Entry Operator II 01060 - Dispatcher, Motor Vehicle 01070 - Document Preparation Clerk 01090 - Duplicating Machine Operator 01111 - General Clerk II 01112 - General Clerk II 01113 - General Clerk III 01120 - Housing Referral Assistant 01141 - Messenger Courier 01191 - Order Clerk II 01192 - Order Clerk II 01192 - Order Clerk II 01261 - Personnel Assistant (Employment) I 01262 - Personnel Assistant (Employment) II 01263 - Personnel Assistant (Employment) III 01263 - Personnel Assistant (Employment) III 01260 - Receptionist 01290 - Rental Clerk 01311 - Secretary II 01312 - Secretary II 01313 - Secretary II</pre>	13.79 15.49 17.49 12.67 13.82 16.50 12.75 13.72 15.32 18.74 20.84 10.23 14.74 16.29 15.45 17.49 20.84 10.23 14.74 16.29 15.45 17.49 20.84 12.75 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 15.45 1
01313 - Secretary III	20.84

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05-2103 WD DC	
01320 - Service Order Dispatcher 01410 - Supply Technician 01420 - Survey Worker 01531 - Travel Clerk I 01532 - Travel Clerk III 01533 - Travel Clerk III 01611 - Word Processor I 01612 - Word Processor II 01613 - Word Processor III 01613 - Word Processor III 05000 - Automotive Service Occupations	15.82 21.45 17.49 11.69 12.57 13.50 13.76 15.45 17.49
05005 - Automobile Body Repairer, Fiberglass 05010 - Automotive Electrician 05040 - Automotive Glass Installer 05070 - Automotive Worker 05110 - Mobile Equipment Servicer 05130 - Motor Equipment Metal Mechanic 05160 - Motor Equipment Metal Worker 05190 - Motor Vehicle Mechanic Helper 05220 - Motor Vehicle Mechanic Helper 05250 - Motor Vehicle Upholstery Worker 05280 - Motor Vehicle Wrecker 05310 - Painter, Automotive 05340 - Radiator Repair Specialist 05370 - Tire Repairer	24.49 19.43 18.31 18.31 15.74 20.48 18.31 20.48 16.81 17.88 18.31 19.43 18.31 19.43 18.31
05400 - Transmission Repair Specialist 07000 - Food Preparation And Service Occupations 07010 - Baker 07041 - Cook I 07042 - Cook II 07070 - Dishwasher 07130 - Food Service Worker 07210 - Meat Cutter 07260 - Waiter/Waitress	14.43 20.48 13.18 11.88 13.18 9.76 10.25 16.07 8.59
09000 - Furniture Maintenance And Repair Occupations 09010 - Electrostatic Spray Painter 09040 - Furniture Handler 09080 - Furniture Refinisher 09090 - Furniture Refinisher Helper 09110 - Furniture Repairer, Minor 09130 - Upholsterer 11000 - General Services And Support Occupations	18.05 12.55 18.05 13.85 16.01 18.05
11030 - Cleaner, Vehicles 11060 - Elevator Operator 11090 - Gardener 11122 - Housekeeping Aide 11150 - Janitor 11210 - Laborer, Grounds Maintenance 11240 - Maid or Houseman 11260 - Pruner 11270 - Tractor Operator 11330 - Trail Maintenance Worker 11360 - Window Cleaner	9.67 9.79 15.70 10.89 10.89 11.81 10.41 10.89 14.19 11.81 11.31
12000 - Health Occupations 12010 - Ambulance Driver 12011 - Breath Alcohol Technician 12012 - Certified Occupational Therapist Assistant 12015 - Certified Physical Therapist Assistant 12020 - Dental Assistant 12025 - Dental Hygienist 12030 - EKG Technician 12035 - Electroneurodiagnostic Technologist 12040 - Emergency Medical Technician 12071 - Licensed Practical Nurse I	16.06 16.06 19.99 19.99 16.90 40.68 24.34 24.34 16.06 17.15

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05-2103 WD DC 12072 - Licensed Practical Nurse II	19.18
12073 - Licensed Practical Nurse III	21,38
12100 - Medical Assistant	14.23
12130 - Medical Laboratory Technician 12160 - Medical Record Clerk	16.96
12190 - Medical Record Technician	14.96 16.47
12195 - Medical Transcriptionist	14.96
12210 - Nuclear Medicine Technologist	28.69
12221 - Nursing Assistant I 12222 - Nursing Assistant II	9.37
12223 - Nursing Assistant III	10.53 12.18
12224 - Nursing Assistant IV	13.68
12235 - Optical Dispenser	15.15
12236 - Optical Technician 12250 - Pharmacy Technician	13.10
12280 - Phlebotomist	14.32 13.68
12305 – Radiologic Technologist	2 7.61
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II 12313 - Registered Nurse II, Specialist	31.22
12314 - Registered Nurse III	31.22 37.77
12315 – Registered Nurse III, Anesthetist	37.77
12316 - Registered Nurse IV	45.28
12317 - Scheduler (Drug and Alcohol Testing)	17.57
13000 - Information And Arts Occupations 13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	28.07
13041 - Illustrator I 13042 - Illustrator II	18.73
13043 - Illustrator III	23.42 28.82
13047 – Librarian	24.54
13050 - Library Aide/Clerk	11.38
13054 - Library Information Technology Systems Administrator	22.15
13058 - Library Technician 13061 - Media Specialist I	17.88 15.99
13062 - Media Specialist II	17.88
13063 - Media Specialist III	19.94
13071 - Photographer I	14.67
13072 - Photographer II 13073 - Photographer III	17.18 21.52
13074 - Photographer IV	26.05
13075 – Photographer V	29.15
13110 - Video Teleconference Technician	15.99
14000 - Information Technology Occupations 14041 - Computer Operator I	15.45
14042 - Computer Operator II	17.49
14043 - Computer Operator III	19.50
14044 - Computer Operator IV	21.67
14045 – Computer Operator V 14071 – Computer Programmer I (1)	24.00 21.60
14072 - Computer Programmer II (1)	25.66
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1) 14102 - Computer Systems Analyst II (1)	27.62 27.62
14103 - Computer Systems Analyst II (1)	27.62
14150 - Peripheral Equipment Operator	15,45
14160 - Personal Computer Support Technician	21.67
15000 - Instructional occupations 15010 - Aircrew Training Devices Instructor (Non-Rated)	34.39
15020 - Aircrew Training Devices Instructor (Non-Rated)	40.64
15030 - Air Crew Training Devices Instructor (Pilot)	46.05
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15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	27.99
15070 - Flight Instructor (Pilot) 15080 - Graphic Artist	46.05
15080 - Graphic Artist	23.02
15090 - Technical Instructor	21.70
15095 - Technical Instructor/Course Developer	26.54
15110 - Test Proctor 15120 - Tutor	17.31 17.31
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	1/.31
16010 - Assembler	8.71
16030 - Counter Attendant	8.71
16040 - Dry Cleaner	11.10
16070 - Finisher, Flatwork, Machine	8.71
16090 - Presser, Hand	8.71
16110 - Presser, Machine, Drycleaning	8.71
16130 - Presser, Machine, Shirts	8.71
16160 - Presser, Machine, Wearing Apparel, Laundry	8.71
16190 - Sewing Machine Operator	11.90
16220 - Tailor	12.63
16250 - Washer. Machine	9.44
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.95
19040 - Tool And Die Maker	23.05
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.25
21030 - Material Coordinator	20.54
21040 - Material Expediter	20.54
21050 - Material Handling Laborer	12.65
21071 - Order Filler	13.21
21080 - Production Line Worker (Food Processing)	16.25
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	9.96
21150 - Stock Clerk	14.35 16.99
21210 - Tools And Parts Attendant 21410 - Warehouse Specialist	16.25
23000 - Mechanics And Maintenance_And Repair Occupations	10.25
23010 - Aerospace Structural Welder	23.35
23021 – Aircraft Mechanic I	22.24
23022 – Aircraft Mechanic II	23.35
23023 - Aircraft Mechanic III	24,52
23040 - Aircraft Mechanic Helper	15.10
23050 - Aircraft, Painter	21.29
23060 - Aircraft Servicer	17.82
23080 – Aircraft worker	18.09
23110 - Appliance Mechanic	20.60
23120 – Bicycle Repairer	14.43
23125 - Cable splicer	24,77
23130 - Carpenter, Maintenance	20.36
23140 - Carpet Layer	18.70
23160 - Electrician, Maintenance	24.85
23181 - Electronics Technician Maintenance I	21.36
23182 - Electronics Technician Maintenance II	22.80
23183 - Electronics Technician Maintenance III	24.02
23260 – Fabric Worker 23290 – Fire Alarm System Mechanic	17.90 21.46
23310 – Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 – General Maintenance Worker	19.01
23380 - Ground Support Equipment Mechanic	22.24
23381 - Ground Support Equipment Servicer	17.82
23382 - Ground Support Equipment Worker	18.09
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23391 - Gunsmith I	16.50
23392 - Gunsmith II 23393 - Gunsmith III	19.18 21.46
23410 - Heating, Ventilation And Air-Conditioning	Mechanic 20.99
23411 - Heating, Ventilation And Air Contditioning 22.12	g Mechanic (Research Facility)
23430 - Heavy Equipment Mechanic	21.46
23440 - Heavy Equipment Operator 23460 - Instrument Mechanic	21.46 21.46
23465 - Laboratory/Shelter Mechanic	21.48
23470 - Laborer	14.27
23510 - Locksmith 23530 - Machinery Maintenance Mechanic	19.17 21.46
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	15.10
23591 - Metrology Technician I 23592 - Metrology Technician II	21.46 22.61
23593 - Metrology Technician III	23.72
23640 - мillwright 23710 - Office Appliance Repairer	23.30
23760 – Painter, Maintenance	20.36 20.36
23790 - Pipefitter, Maintenance 23810 - Plumber, Maintenance	22.76
23810 - Plumber, Maintenance 23820 - Pneudraulic Systems Mechanic	20.99 21.46
23850 – Rigger	21.46
23870 - Scale Mechanic	19.18
23890 - Sheet-Metal Worker, Maintenance 23910 - Small Engine Mechanic	21.46 20.05
23931 - Telecommunications Mechanic I	24.43
23932 - Telecommunications Mechanic II	25.75
23950 - Telephone Lineman 23960 - Welder, <u>Co</u> mbination, Maintenance	22.21 21. 4 6
23965 - Well Driller	21.46
23970 - Woodcraft Worker 23980 - Woodworker	21.46 16.50
24000 - Personal Needs Occupations	18.50
24570 - Child Care Attendant	11.58
24580 - Child Care Center Clerk 24610 - Chore Aide	16.15 9.58
24620 - Family Readiness And Support Services Coor	
24630 - Homemaker	16.75
25000 - Plant And System Operations Occupations 25010 - Boiler Tender	24.06
25040 - Sewage Plant Operator	20.08
25070 – Stationary Engineer 25190 – ventilation Equipment Tender	24.06 16.76
25210 - Water Treatment Plant Operator	20.08
27000 - Protective Service Occupations	
27004 – Alarm Monitor 27007 – Baggage Inspector	17.19 11.51
27008 - Corrections Officer	18.7 5
27010 - Court Security Officer 27030 - Detection Dog Handler	21.42
27040 – Detention Officer	16.67 18.75
27070 – Firefighter	21.58
27101 - Guard I 27102 - Guard II	11.51 16.67
27131 - Police Officer I	23.9 4
27132 - Police Officer II 28000 - Recreation Occupations	26.60
28041 - Carnival Equipment Operator	12.35
28042 – Carnival Equipment Repairer	13.30
28043 - Carnival Equpment Worker	8.40

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28210 - Gate Attendant/Gate Tender	12.68
28310 - Lifeguard	11.29
28350 - Park Attendant (Aide)	14.18
28510 - Recreation Aide/Health Facility Attendant	10.35
28515 - Recreation Specialist 28630 - Sports Official	17.57 11.29
28690 - Swimming Pool Operator	15.32
29000 - Stevedoring/Longshoremen Occupational Services	13.32
29010 - Blocker And Bracer	20.55
29020 - Hatch Tender	20.55
29030 - Line Handler	20.55
29041 - Stevedore I	19.18 21.64
29042 - Stevedore II 30000 - Technical Occupations	21.04
30010 - Air Traffic Control Specialist, Center (HEO) (2)	33.82
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.32
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.68
30021 - Archeological Technician I	16.92
30022 - Archeological Technician II	18.85
30023 - Archeological Technician III	23.53
30030 - Cartographic Technician	24.62 22,19
30040 - Civil Engineering Technician 30061 - Drafter/CAD Operator I	17,77
30062 - Drafter/CAD Operator II	19.87
30063 - Drafter/CAD Operator III	22.15
30064 - Drafter/CAD Operator Iv	25,66
30081 - Engineering Technician I	18.80
30082 - Engineering Technician II	21.11
30083 - Engineering Technician III	23.61
30084 - Engineering Technician IV	29.26 35.26
30085 - Engineering Technician V 30086 - Engineering Technician VI	43.30
30090 – Environmental Technician	21.22
30210 - Laboratory Technician	20.42
30240 - Mathematical Technician	24.62
30361 - Paralegal/Legal Assistant I	20,03
30362 - Paralegal/Legal Assistant II	24.82
30363 - Paralegal/Legal Assistant III	30.35
30364 - Paralegal/Legal Assistant IV 30390 - Photo-Optics Technician	36.73 24.62
30461 - Technical Writer I	20.25
30462 - Technical Writer II	24.77
30463 – Technical writer III	29.97
30491 - Unexploded ordnance (UXO) Technician I 30492 - Unexploded Ordnance (UXO) Technician II	21.49
30492 – Unexploded Ordnance (UXO) Technician II	26.00
30493 - Unexploded Ordnance (UXO) Technician III	31.17
30494 - Unexploded (UXO) Safety Escort 30495 - Unexploded (UXO) Sweep Personnel	21.49 21.49
30620 - Weather Observer, Combined Upper Air or Surface Programs (3)	20.13
30621 - Weather Observer, Senior (3)	21.80
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.90
31030 - Buș Driver	15.95
31043 - Driver Courier	12.71 8.67
31260 - Parking and Lot Attendant 31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	13.98
31361 – Truckdriver, Light	13.89
31362 – Truckdriver, Medium	17.09
31363 - Truckdriver, Heavy	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations 99030 - Cashier	10.03
Page 6	10.00

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99050 - Desk Clerk	9.78
99095 - Embalmer	21.77
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratorý Animal Caretaker II	10.85
99310 - Mortician	27.25
99410 - Pest Controller	13.74
99510 – Photofinishing worker	11.29
99710 - Recycling Laborer	14.50
99711 - Recýcling Specialist	17.02
99730 - Refúse Collector	12.86
99810 - Sales Clerk	11.13
99820 - School Crossing Guard	11.37
99830 - Survey Party Chief	19.16
99831 - Surveying Aide	11.91
99832 - Surveying Technician	18.21
99840 - Vending Machine Attendant	11.46
99841 - Vending Machine Repairer	14.88
99842 - Vending Machine Repairer Helper	11.46

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.01 per hour or \$120.40 per week or \$521.73 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: 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 PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

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3) 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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 ordance, (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 ordance, 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 ordance, 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.

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** NOTES APPLYING TO THIS WAGE DETERMINATION **

Under the policy and guidance contained in All Agency Memorandum No. 159, the wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

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) and computes a proposed rate).

2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), 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.

Page 9

05-2103 WD DC

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.

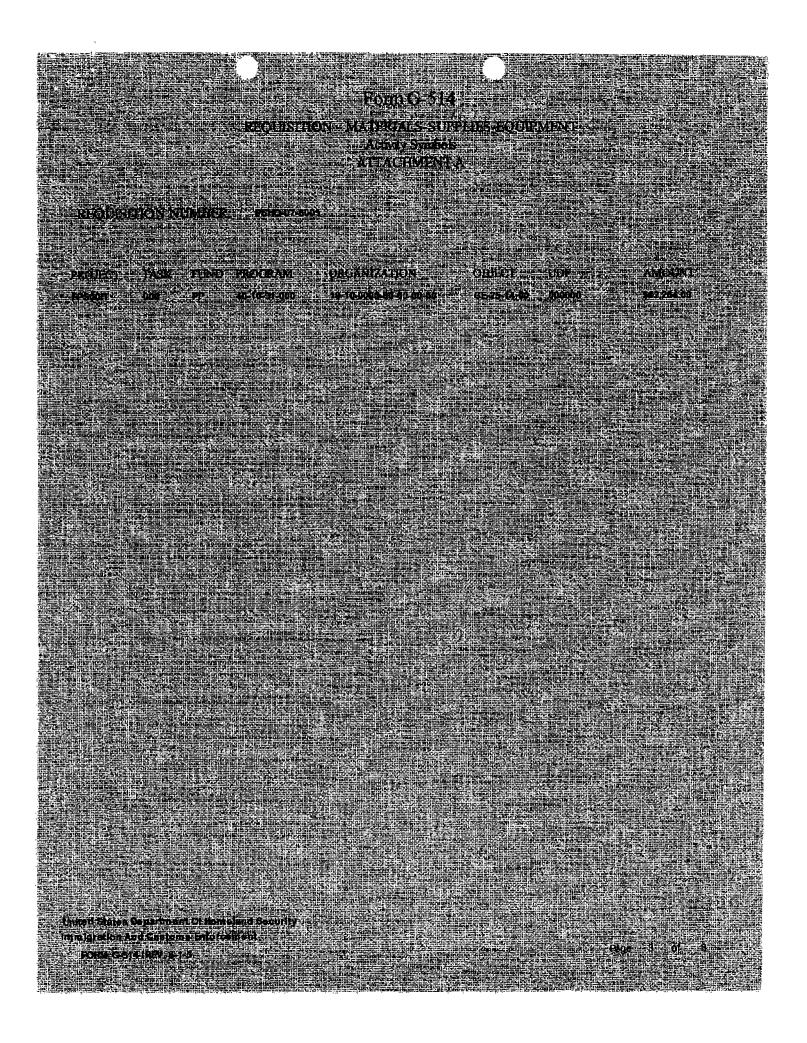
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2. AMENDME	NT/MODIFICATION NO.	3. EFFECTIVE DATE	4.	REQUISITION/PURCHASE REQ. NO.	5. PR	ROJECT NO. (# applicable)				
P00001		10/01/2006	_	HQ-07-6001						
6. ISSUED BY	° CO	FPS HQ	7.	ADMINISTERED BY (# other then item 6)	CODI	FPS HQ				
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-	ent of Homeland Sec th Capital Street	uricy		epartment of Homeland 00 North Capital Stree		LÀ				
Suite 5	•			Suite 500						
Washing	ton DC 20536		W	ashington DC 20536						
), NAME AND	ADDRESS OF CONTRACTOR (No.,	prest, county, State and ZIP Code)	(X)	BA. AMENDMENT OF SOLICITATION NO						
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420 KIN	IG STREET			98. DATED (SEE ITEM 11)						
UITE 50										
LEXANDE	RIA VA 223142750		x	10A MODIFICATION OF CONTRACT/OR	der No.					
				GS-07F-0032N HSCEPX-06-F-F00025						
				108. DATED (SEE ITEM 11)						
CODE 82	53233710000	FACILITY CODE	\neg	09/20/2006		:				
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	B. THE ABOVE NUMBERED CONT appropriation date, etc.) SET FC		ect the Author	ANGES SET FORTH IN ITEM 14 ARE MAD ADMINISTRATIVE CHANGES (such as ch ITY OF FAR 43.103(b).						
	D. OTHER (Specify type of modifica	tion and authority)								
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	y Location Code: F	PS HO								
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15A. NAME AJ	ND TITLE OF SIGNER (Type or print)			A NAME AND TITLE OF CONTRACTING	OFFICER (7)	ype or print)				
				eter J. Andrews						
158. CONTRA	CTOR/DFFEROR	15C DATE SIGNE	0 10 -	B. UNDER ATTES OF AMERICA		16C. DATE SIGNED				
	Minutes along		-	MARINOS		- 12/23/200				
NSN 7540-01-	(Signature of person authorized to sign) 152-8070	I		(Signature of Contracting Officar)		URD FORM 30 (REV. 10-83)				
			Vend			ed by GSA				
Previous editio	n unusable		(od by GSA CFR) 53.243				

CONTINU	JATION SHEET				PAGE 2	OF
	GS-07F-0032N/HSCEPX-06-F-F00025/P00001				2	3
	INESS SOLUTIONS, INC.					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE		MUNT
(A)	(B)	(C)	(D)	(E)		(F)
	Suite 500 Washington DC 20536					
	Washington be 20336					
	FOB: Destination					
	Period of Performance: 10/01/2006 to 09/30/2007					
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	is the obligated amount):					
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FAR (48 CFR) 53.110

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AMENDME			1. CONTRACT ID CODE PAGE OF PAGE	5
	NT OF SOLICITATION/MO	DIFIGATION OF CONTRACT		4
2. AMENOMEN	IT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (II appl	cable)
P00002		03/19/2007		
6. ISSUED BY		CODE FPS HQ	7. ADMINISTERED BY (If other than (term 6) CODE FPS HQ	
Departme 800 Nori Suite 50	Protective Servi ent of Homeland S th Capital Street 00 ton DC 20536	-	Federal Protective Service HQ Department of Homeland Security 800 North Capital Street NW Suite 500 Washington DC 20536	
S. NAME AND	ADDRESS OF CONTRACTOR (N	io., street, county, State and ZIP Code)	(X) 9A. AMENDMENT OF SOLICITATION NO.	
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			108. DATED (SEE ITEM 11)	
CODE 82	53233710000	FACILITY CODE	09/20/2006	
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The purpose of this modification is to revise the procedure for contractors to submit their invoices for all acquisitions from FPS Headquarters. This procedure takes effect on March 19, 2007 and pertains to all invoices submitted on that date and thereafter.

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

a. By mail:

DHS, ICE

Debt Management Center

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in tuil tonce and effect. 15A, NAME AND TITLE OF SIGNER (*Type* or print)
16A, NAME AND TITLE OF CONTRACTING OFFICER (*Type* or print)

		Peter J. Andrews	
15B. CONTRACTOR/DFFEROR	15C. DATE SIGNED	168. UNITED OF AMERICA	16C. DATE SIGNED
NSN 7540-01-152-8070 Previous edition Inusable			STANDARD FORM 30 (REV 10-83) Prescribed by GSA FAR (48 CFR) 53.243

	ION SHEET	GS-07F-0032N/H	SCEPX-06-F-F00025	/₽00002				2 4
		OR ONS, INC.						
			SERVICES		QUANTITY	UNIT	UNIT PRICE	AMOUNT
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							(_)	
		. Box 1279 Liston, VT 054	95-1279					
		n: FPS Headqua						
	TIC CI	ncouque						
	b. By 1	facsimile (fax)	802-288-7658					
. –	nclude a pages)	cover sheet wi	th point of conta	ct £ #				
	с. Ву е	e-mail:						
I	Invoice.C	Consolidation@db	ış.gov					
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NSN 7540-01-152-8087

OPTIONAL FORM 336 (4-86) Sponsored by GSA FAR (48 CFR) 53 110

REFERENCE NO. OF DULUMENT BEING CONTINUED CONTINUATION SHEET PAGE OF 4 3

NAME OF OFFEROR OR CONTRACTOR SSI BUSINESS SOLUTIONS, INC.

I NO	SUPPLIES/SERVICES		-		AMOUNT
1)	(B)	(C)	(D)	(E)	(F)
	(viii) Name, title, and phone number of person to				
	notify in event of defective invoice; and				
	(ix) Taxpayer Identification Number (TIN). The				
	Contractor shall include its TIN on the invoice				
	only if required elsewhere in this contract. (See				
	paragraph 1 above.)				
	(x) Electronic funds transfer (EFT) banking				
	information.				
	(A) The Contractor shall include EFT banking				
	information on the invoice only if required				
	elsewhere in this contract.		•		
	(B) If EFT banking information is not required to				
	be on the invoice, in order for the invoice to be				
	a proper invoice, the Contractor shall have				
	submitted correct EFT banking information in				
	accordance with the applicable solicitation				
	provision, contract clause (e.g., 52.232-33,				
	Payment by Electronic Funds Transfer-Central				
	Contractor Registration, or 52.232-34, Payment by	1			
	Electronic Funds Transfer-Other Than Central				
	Contractor Registration), or applicable agency				
	procedures.				
	(C) EFT banking information is not required if				
	the Government waived the requirement to pay by				
	EFT."				
	Invoices without the above information may be				
	returned for resubmission.				
	The Contracting Officer is: Peter J. Andrews				
	215-521-2153				
	The Contracting Officers Technical Representative				
	(COTR) is: To Be Assigned.				
		1			
	3. All other terms and conditions remain the same.				
	3. All blner terms and conditions remain the same.				
	Period of Performance: 10/01/2006 to 09/30/2007				
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ee Atta								Service HQ	2		
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ORDER FC.	JUPPLIES OR SERVICES
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PAGE OF PAGES 21

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DATE OF ORDE					ORDER NO. HSCEPX-06-F-F00026		
	06 GS-07F-0032N		- - 1		HSCEPX		
ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE		AMOUNT	QUANTITY
(A)	(8)	(C)	(D)	(<u>E)</u>		<u>(F)</u>	(6)
ł	Admin Office: Federal Protective Service HQ Department of Homeland Security 800 North Capital Street NW Suite 500 Washington DC 20536 Period of Performance: 10/01/2006 to 09/30/2007						
0001	Secretary V	2080	HR	3	39.55	0.00	
	Accounting Info: See Attached \$82,264.00 (Subject to Availability of Funds) FAR 52.232-18 Availability of Funds (Apr 1984) Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer. The total amount of award: \$82,264.00. The obligation for this award is shown in box 17(i).						
	TOTAL CARRIED FORWARI						

NSN 7540-01-152-8082

RRIED FORWARD TO 1ST PAGE (ITEM 17(H)) 500-49-101 TOTAL GA

OPTIOXAL FORM 348 (Rev 645) Prescribed by GSA FAR (48 CFR) 53.213(c)

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT Activity Symbols ATTACHMENT A

REQUISI	TION N	UMBER	; PSHQ-07-1 01	15A			
PROJECT	TASK	FUND	PROGRAM	ORGANIZATION	OBJECT	UDF	AMOUNT
FP30085	P05	PP	40-10-91-000	19-00-0000-00-00-00-00	GE-25-14-00	00000	\$82,264.00
			INF	UND			
	Su	ıbje	ect to	Availabi	lity o	f Fur	nds

United States Department Of Homeland Sacurity Immigration And Customs Enforcement FORM G-514 (REV. 8-1-5

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Page 3 of 3

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Scope of Work

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Secretary V Federal Protective Service Department of Homeland Security

INTRODUCTION

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The mission of the Department of Homeland Security (DHS) is to lead the unified national effort to secure America. DHS will prevent and deter terrorist attacks and protect against and respond to threats and hazards to the nation. The Department ensures safe and secure borders, welcomes lawful immigrants and visitors, and promotes the free-flow of commerce. Located within DHS, the Federal Protective Service (FPS) is a federal law enforcement agency with responsibility for protecting federal properties and the people on those properties throughout the United States. The Service focuses directly on interior security of the Nation and the reduction of potential threats and crimes in Federal facilities throughout the Homeland. FPS must be prepared for a full range of contingencies that could occur within its jurisdiction, from natural disasters to terrorist attacks.

This position is a contract position located in the Headquarters Information Technology (IT) Department, Federal Protective Service, Immigration and Customs Enforcement (ICE), Department of Homeland Security at the following address:

800 N Capitol Street NW Washington, DC 20536

MAJOR DUTIES AND RESPONSIBILITIES

The employee will provide general office research and administrative support, word processing, document preparation/management, and files maintenance as required by FPS. The employee must insure that all documents are in accordance with the policies of FPS, ICE and DHS.

Under the supervision of the IT Program Manager, the employee will oversee service and equipment for all FPS HQ employees which includes blackberries, cell phones, accessories, laptops, desktops, monitors and wireless cards.

The employee will serve as the administrative assistant for the IT Department manager, the IT Specialist and the Project Manager.

The employee will assist in the following areas:

- 1. Assist in creating procurement documents for Megacenter and IT purchase requests and inputting them into the financial system
- 2. Assist with maintaining office supplies for the IT Department

3. Assist and resolve any calls pertaining to IT issues that may come in by employees

The employee will be required to participate in various special projects as determined by the IT Program Manager.

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Factor 1 - Knowledge Required by the Position

Requires knowledge of the mission, priorities and program objectives of FPS programs. Prior experience in administrative support is highly desirable.

The employee must possess, or have a demonstrated ability to rapidly acquire, familiarity with FPS missions, goals, objectives, standard operating procedures, rules, regulations and similar guidance. He or she must also have superior grammar, punctuation, spelling and ability to learn required federal formats to facilitate accurate data entry and produce professional documents.

A working knowledge of personal computers and common database software packages with excellent document preparation and typing skills is necessary. Personal communication and problem solving skills with the ability to interact with FPS staff and outside agencies must be clearly evident.

Ability to prepare agency-specific documentation, correspondence, reports and instructions with few or no errors is required.

Ability to coordinate a program budget to include funds accounting, travel procedures and budgetary reporting requirements of government and private sector agencies is essential.

Factor 2 – Supervisory Controls

The employee works under the direct supervision of the IT Program Manager, who evaluates the employee's performance. The employee generates daily priorities in consultation with supervisor and performs duties independently, referring unusual problems to the supervisor or other appropriate staff members. Work is reviewed for effectiveness in meeting program objectives and to insure compliance with the requirements of assignment, accuracy and discretion of the employee. Interaction with others will be monitored through observation of contact and by response from associates and visitors.

Factor 3 - Guidelines

Guidelines are in the form of direct supervisor interaction and brief summaries of mission, program and fiscal objectives and are the basis for development of specific plans for the employee. Standard Operating Procedures, Instructions, an Employee handbook and memoranda provide additional guidance.

Factor 4 – Complexity

This position requires a motivated employee who seeks out new assignments and follows through independently on those assignments already tasked out. The employee must be able to resolve problems independently when others are not available for consultation and must have excellent discretion in determining the matters that need to be forwarded to other staff for resolution. Flexibility in reordering priorities is essential as emergencies, contingencies and unanticipated events occur. The employee must be capable of multitasking. The work requires the employee to have familiarity with government policy and regulations in a variety of venues, including the Department of Homeland Security. Demonstration of excellent judgment, tact and courtesy is required.

Factor 5 - Scope and Effect

The Secretary V will often be the first contact that an individual has with this organization and the employee has enormous opportunity to have a positive impact on the client's experience. Performance will have broad impact on all employees in the Office and on mission success. Effective management practices have far-reaching impact on all aspects of this inter-disciplinary operation within FPS.

Factor 6 – Personal Contacts

Establishes personal contact with visitors and other administrative support personnel. In receiving visitors and handling communications, the employee has limited, frequent contact with FPS and other personnel at all levels. Most contacts are not maintained on a regular basis.

Factor 7 – Purpose of Contacts

The purposes of contacts are to provide information, resolve problems and direct inquiries. Contacts also facilitate planning, prioritizing and completing work assignments.

Factor 8 – Physical Demands

Work is performed in an office setting and requires some walking, standing, bending, and carrying of items such as books, paper supplies, and files.

Factor 9 – Work Environment

Work generally performed in an office setting. Sitting at and using a computer for significant periods is required. Due to the emergency nature of the mission, some work outside normal duty hours may be necessary.

OTHER SIGNIFICANT FACTORS

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Contract employee must cooperate with and successfully pass periodic Governmentrequired suitability background checks and investigations.

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Three to four year's prior administrative support experience is preferred.

SECURITY REQUIREMENTS

GENERAL

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

SUITABILITY DETERMINATION

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

BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Prospective Contractor employees with adequate security clearances issued by the Defense Industrial Security Clearance Office (DISCO) may not be required to submit complete security packages, as the clearance issued by DISCO may be accepted. Prospective Contractor employees without adequate security clearances issued by DISCO shall submit the following completed forms to the Personnel Security Unit through the COTR, no less than 45 days before the starting date of the contract or 45 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnairc for Public Trust Positions"

- 2. FD Form 258, "Fingerprint Card" (2 copies)
- 3. Foreign National Relatives or Associates Statement
- 4. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
- 5. Drug Questionnaire
- 6. Alcohol Questionnaire

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7. Financial Disclosure Report

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

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

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

CONTINUED ELIGIBILITY

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

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

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

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

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

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

EMPLOYMENT ELIGIBILITY

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

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

SECURITY MANAGEMENT

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

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

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

INFORMATION TECHNOLOGY SECURITY CLEARANCE

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

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

INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT

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

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

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

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05-2103 DC, DISTRICT-WIDE

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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

MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.79
01012 - Accounting Clerk II	15,49
01013 - Accounting Clerk III	17.32
01020 - Administrative Assistant	21.45
01040 - Court Reporter	17.49
01051 - Data Entry Operator I	12.67
01052 - Data Entry Operator II	13.82
01060 - Dispatcher, Motor Vehicle	16.50
01070 - Document Preparation Clerk	12.75
01090 - Duplicating Machine Operator	12.75
01111 - General Clerk I	13.72
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	20.84
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.45
01262 – Personnel Assistant (Employment) II	17.49
01263 - Personnel Assistant (Employment) III	20.84
01270 - Production Control Clerk	20.78
01280 - Receptionist	12.29
01290 - Rental Clerk	15.45
01300 - Scheduler, Maintenance	15.45

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01311	- Secretary I	16.11
01312	- Secretary II	17.61
01313	- Secretary III	20.84
01320	- Service Order Dispatcher	15.82
01410	- Supply Technician	21.45
	- Survey Worker	17.49
	- Travel Clerk I	11,69
	- Travel Clerk II	12.57
	- Travel Clerk III	13.50
	- Word Processor I	13.76
	- Word Processor II	15.45
	- Word Processor III	17.49
	Automotive Service Occupations	±/•1/
	- Automobile Body Repairer, Fiberglass	24.49
	- Automotive Electrician	19.43
	- Automotive Glass Installer	18.31
	- Automotive Grass Installer	
		18.31
	- Mobile Equipment Servicer	15.74
	- Motor Equipment Metal Mechanic	20.48
	- Motor Equipment Metal Worker	18.31
	- Motor Vehicle Mechanic	20.48
	- Motor Vehicle Mechanic Helper	16.81
	- Motor Vehicle Upholstery Worker	17.88
	- Motor Vehicle Wrecker	18.31
	- Painter, Automotive	19.43
	- Radiator Repair Specialist	18.31
	- Tire Repairer	14.43
05400	- Transmission Repair Specialist	20.48
07000 -	Food Preparation And Service Occupations	
07010	- Baker	13.18
	- Cook I	11.88
07042	- Cook II	13.18
07070	~ Dishwasher	9.76
07130	- Food Service Worker	10.25
07210	- Meat Cutter	16.07
07260	- Waiter/Waitress	8.59
09000 -	Furniture Maintenance And Repair Occupations	
	- Electrostatic Spray Painter	18.05
	- Furniture Handler	12.55
09080	- Furniture Refinisher	18.05
	- Furniture Refinisher Helper	13.85
	- Furniture Repairer, Minor	16.01
	- Upholsterer	18.05
	General Services And Support Occupations	10.00
	- Cleaner, Vehicles	9.67
	- Elevator Operator	9.79
	- Gardener	15.70
	- Housekeeping Aide	10.89
	- Janitor	10.89
	- Laborer, Grounds Maintenance	11,81
	- Maid or Houseman	
	- Pruner	10.41 10.89
	- Tractor Operator	
	- Trail Maintenance Worker	14.19
	- Trail Maintenance worker - Window Cleaner	11.81
		11.31
	Health Occupations	10 00
	- Ambulance Driver	16.06
	- Breath Alcohol Technician	16.06
	- Certified Occupational Therapist Assistant	19.99
12015	- Certified Physical Therapist Assistant	19.99

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12020 - Dental Assistant	16.90
12025 - Dental Hygienist	40.68
12030 - EKG Technician	24.34
12035 - Electroneurodiagnostic Technologist	24.34
12040 - Emergency Medical Technician	16.06
12071 - Licensed Practical Nurse I	17.15
12072 - Lícensed Practical Nurse II	19.18
12073 - Licensed Practical Nurse III	21.38
12100 - Medical Assistant	14.23
12130 - Medical Laboratory Technician	16,96
12160 - Medical Record Clerk	14.96
12190 - Medical Record Technician	16.47
12195 - Medical Transcriptionist	14.96
12210 - Nuclear Medicine Technologist	28.69
12210 - Nursing Assistant I	9.37
12222 - Nursing Assistant II	10.53
12223 - Nursing Assistant III	12.18
12224 - Nursing Assistant IV	13.68
12235 - Optical Dispenser	15.15
12236 - Optical Technician	13.10
12250 - Pharmacy Technician	14.32
12280 ~ Phlebotomist	13.68
12305 - Radiologic Technologist	27.61
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	31.22
12313 - Registered Nurse II, Specialist	31.22
12314 - Registered Nurse III	37.77
12315 - Registered Nurse III, Anesthetist	37.77
12316 - Registered Nurse IV	45.28
12317 - Scheduler (Drug and Alcohol Testing)	17.57
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	28.07
13041 - Illustrator I	18.73
13042 - Illustrator II	23.42
13043 - Illustrator III	28.82
13047 – Librarian	24.54
13050 - Library Aide/Clerk	11.38
13054 - Library Information Technology Systems Administrator	22.15
13058 - Library Technician	17.88
13061 - Media Specialist I	15.99
13062 - Media Specialist II	17.88
13063 - Media Specialist III	19.94
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21,52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
13110 - Video Teleconference Technician	15,99
14000 ~ Information Technology Occupations	17.22
14000 - Information rechnology occupations 14041 - Computer Operator I	15.45
14042 - Computer Operator II	17.49 19.50
14043 - Computer Operator III	
14044 - Computer Operator IV	21.67
14045 - Computer Operator V	24.00
14071 - Computer Programmer I (1)	21.60
14072 - Computer Programmer II (1)	25.66
14073 - Computer Programmer III (1) 14024 - Computer Programmer IV (1)	27.62
14074 - Computer Programmer IV (1)	27.62

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14101	- Computer Systems Analyst I (1)	27.62
14102	- Computer Systems Analyst II (1)	27.62
14103	- Computer Systems Analyst III (1)	27,62
14150	- Peripheral Equipment Operator	15.45
14160	- Personal Computer Support Technician	21.67
	Instructional Occupations	
	- Aircrew Training Devices Instructor (Non-Rated)	34.39
	- Aircrew Training Devices Instructor (Rated)	40.64
	- Air Crew Training Devices Instructor (Pilot)	46.05
15050	- Computer Based Training Specialist / Instructor	31.26
15060	- Educational Technologist	27.99
15070	- Flight Instructor (Pilot)	46.05
15080	- Graphic Artist	23.02
15090	- Technical Instructor	21.70
15095	- Technical Instructor/Course Developer	26.54
15110	- Test Proctor	17.31
15120	- Tutor	17.31
16000 -	Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	8.71
16030	- Counter Attendant	8.71
16040	- Dry Cleaner	11.10
16070	- Finisher, Flatwork, Machine	8.71
16090	- Presser, Hand	8.71
16 1 10	- Presser, Machine, Drycleaning	8.71
16130	- Presser, Machine, Shirts	8.71
	- Presser, Machine, Wearing Apparel, Laundry	8.71
16190	- Sewing Machine Operator	11,90
	- Tailor	12.63
16250	- Washer, Machine	9.44
19000 -	Machine Tool Operation And Repair Occupations	
	~ Machine-Tool Operator (Tool Room)	18.95
	- Tool And Die Maker	23.05
21000 -	Materials Handling And Packing Occupations	
21020	- Forklift Operator	16.25
21030	- Material Coordinator	20.54
21040	- Material Expediter	20.54
21050	- Material Handling Laborer	12.65
21071	- Order Filler	13.21
21080	- Production Line Worker (Food Processing)	16.25
21110	- Shipping Packer	14.46
21130	- Shipping/Receiving Clerk	14.46
21140	- Store Worker I	9.96
21150	- Stock Clerk	14.35
21210	- Tools And Parts Attendant	16.99
21410	- Warehouse Specialist	16.25
23000 -	Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	23.35
23021	- Aircraft Mechanic I	22.24
23022	- Aircraft Mechanic II	23.35
23023	- Aircraft Mechanic III	24,52
23040	- Aircraft Mechanic Helper	15.10
	- Aircraft, Painter	21.29
	- Aircraft Servicer	17.82
	- Aircraft Worker	18.09
23110	- Appliance Mechanic	20,60
23120	- Bicycle Repairer	14.43
23125	- Cable Splicer	24,77
23130	- Carpenter, Maintenance	20.36
	- Carpet Layer	18.70
23160	- Electrician, Maintenance	24.85

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23182 23183 23260	- Electronics Technician Maintenance I - Electronics Technician Maintenance II - Electronics Technician Maintenance III - Fabric Worker - Fire Alarm System Mechanic	21.36 22.80 24.02 17.90 21.46
23310	- Fire Extinguisher Repairer	16.50
23311	- Fuel Distribution System Mechanic	22.81
23312	- Fuel Distribution System Operator	19.38
	- General Maintenance Worker	19.01
	- Ground Support Equipment Mechanic	22.24
	- Ground Support Equipment Servicer	17.82
	- Ground Support Equipment Worker	18.09
	- Gunsmith I	16.50
-	- Gunsmith II - Gunsmith III	19.18
	- Gunsmith III - Heating, Ventilation And Air-Conditioning Mechanic	21.46 20.99
	- Heating, Ventilation And Air Conditioning Mechanic (Research	
22.12	Realing, Ventilation and All conditioning Rechanic (Research	raciiicy)
-	- Heavy Equipment Mechanic	21,46
	- Heavy Equipment Operator	21.46
	- Instrument Mechanic	21.46
	- Laboratory/Shelter Mechanic	20.36
	- Laborer	14.27
	- Locksmith	19.17
	- Machinery Maintenance Mechanic	21.46
	- Machinist, Maintenance	21.52
	- Maintenance Trades Helper	15.10
	- Metrology Technician I	21.46
	- Metrology Technician II Matrology Technician II	22.61
	- Metrology Technician III - Millwright	23.72 23.30
	- Office Appliance Repairer	20.36
	- Painter, Maintenance	20.36
	- Pipefitter, Maintenance	22.76
	- Plumber, Maintenance	20.99
	- Pneudraulic Systems Mechanic	21.46
23850	- Rigger	21.46
	- Scale Mechanic	19.18
	- Sheet-Metal Worker, Maintenance	21.46
	- Small Engine Mechanic	20.05
	- Telecommunications Mechanic I	24.43
	- Telecommunications Mechanic II	25.75
	~ Telephone Lineman	22.21
	- Welder, Combination, Maintenance - Well Driller	21.46 21.46
	- Woodcraft Worker	21.46
	- Woodworker	16.50
	Personal Needs Occupations	10.00
	- Child Care Attendant	11.58
24580	- Child Care Center Clerk	16.15
24610	- Chore Aide	9,58
	- Family Readiness And Support Services Coordinator	12.95
	- Homemaker	16.75
	Plant And System Operations Occupations	
	- Boiler Tender	24.06
	- Sewage Plant Operator	20.08
	- Stationary Engineer - Ventilation Equipment Tender	24.06 16.76
	- Water Treatment Plant Operator	20.08
	Protective Service Occupations	20.00

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27004	- Alarm Monitor	17.19
27007	- Baggage Inspector	11.51
27008	- Corrections Officer	18.75
	- Court Security Officer	21.42
	- Detection Dog Handler	16.67
	- Detention Officer	18.75
—	- Firefighter	21.58
	- Guard I	11.51
	- Guard II	16.67
	- Police Officer I	23.94
	- Police Officer II	26.60
	Recreation Occupations	20.00
	- Carnival Equipment Operator	12.35
	- Carnival Equipment Repairer	13.30
	- Carnival Equpment Worker	8.40
	- Gate Attendant/Gate Tender	12.68
	- Lifeguard	12.00
		14.18
	- Park Attendant (Aide)	
	~ Recreation Aide/Health Facility Attendant	10.35
	- Recreation Specialist	17.57
	- Sports Official	11.29
	- Swimming Pool Operator	15.32
	Stevedoring/Longshoremen Occupational Services	00 55
	- Blocker And Bracer	20.55
	- Hatch Tender	20.55
	- Line Handler	20.55
	- Stevedore I	19.18
	- Stevedore II	21.64
	Technical Occupations	
	- Air Traffic Control Specialist, Center (HFO) (2)	33.82
	- Air Traffic Control Specialist, Station (HFO) (2)	23.32
	- Air Traffic Control Specialist, Terminal (HFO) (2)	25.68
	- Archeological Technician I	16.92
	- Archeological Technician II	18.85
	- Archeological Technician III	23.53
	- Cartographic Technician	24.62
	- Civil Engineering Technician	22.19
	- Drafter/CAD Operator I	17.77
	- Drafter/CAD Operator II	19.87
	- Drafter/CAD Operator III	22.15
	- Drafter/CAD Operator IV	25.66
	- Engineering Technician I	18.80
	- Engineering Technician II	21.11
	- Engineering Technician III	23.61
	- Engineering Technician IV	29.26
	- Engineering Technician V	35.26
	- Engineering Technician VI	43.30
	- Environmental Technician	21.22
	- Laboratory Technician	20.42
-	- Mathematical Technician	24.62
	- Paralegal/Legal Assistant I	20.03
	- Paralegal/Legal Assistant II	24.82
	- Paralegal/Legal Assistant III	30.35
	- Paralegal/Legal Assistant IV	36.73
	- Photo-Optics Technician	24.62
	- Technical Writer I	20.25
	- Technical Writer II	24.77
	- Technical Writer III	29.97
	- Unexploded Ordnance (UXO) Technician I	21.49
30492	- Unexploded Ordnance (UXO) Technician II	26.00

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30493 - Unexploded Ordnance (UXO) Technician III	31.17
30494 - Unexploded (UXO) Safety Escort	21.49
30495 - Unexploded (UXO) Sweep Personnel	21.49
30620 - Weather Observer, Combined Upper Air Or Surfa	ice Programs (3) 20.13
30621 - Weather Observer, Senior (3)	21.80
31000 ~ Transportation/Mobile Equipment Operation Occup	pations
31020 - Bus Aide	10.90
31030 - Bus Driver	15.95
31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	8.67
31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	13.89
31362 - Truckdriver, Medium	17.09
31363 - Truckdriver, Heavy	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	9.78
99095 - Embalmer	21.77
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	10.85
99310 - Mortician	27.25
99410 - Pest Controller	13.74
99510 - Photofinishing Worker	11.29
99710 - Recycling Laborer	14.50
99711 - Recycling Specialist	17.02
99730 - Refuse Collector	12.86
99810 - Sales Clerk	11.13
99820 ~ School Crossing Guard	11.37
99830 - Survey Party Chief	19.16
99831 - Surveying Aide	11.91
99832 - Surveying Technician	18.21
99840 - Vending Machine Attendant	11.46
99841 - Vending Machine Repairer	14.88
99842 - Vending Machine Repairer Helper	11.46

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.01 per hour or \$120.40 per week or \$521.73 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: 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)

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THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) 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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 ordance, (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 ordance, 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 ordance, 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:

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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.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

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.

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The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).

2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), 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.

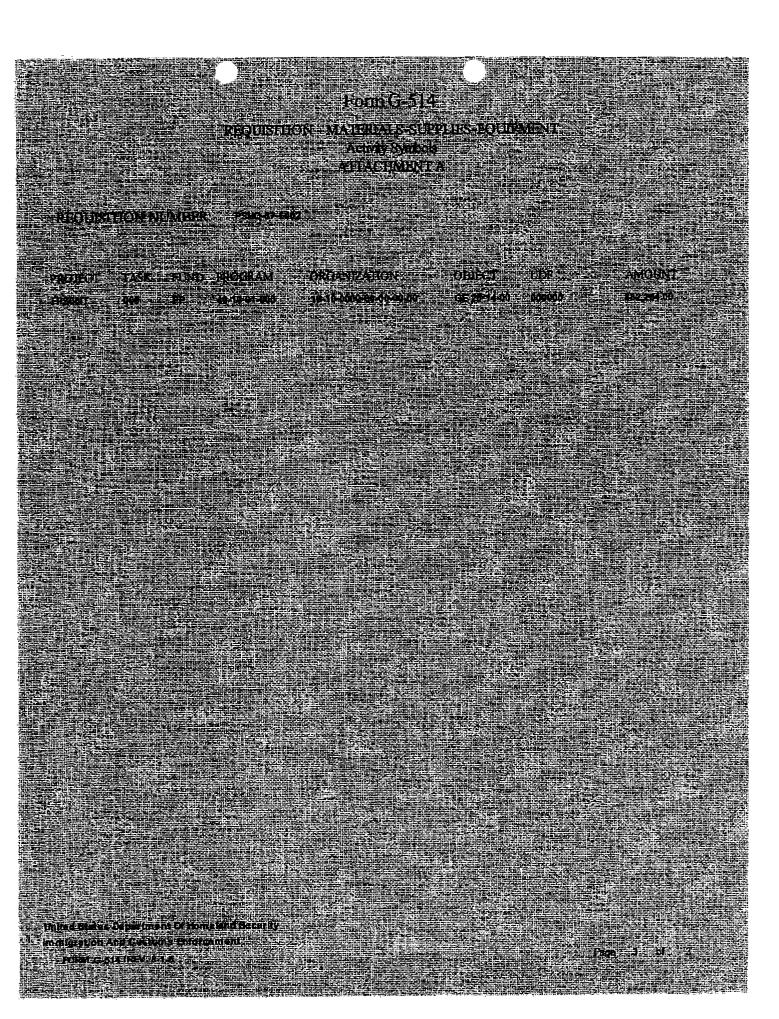
When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the 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.

AMENIOMENT OF SOLICITA		FCONTRACT		1. CONTRACT ID C.	PAGE O	FPAGES	
		_	4 10		1	3	
2. AMENDMENTMODIFICATION N				OUISITION/PURCHASE REQ. NO. 0-07-6002	5. PROJECT NO), (IT app#cable)	
<u>P00001</u> 6. ISSUED BY	CODE FPS HO		7. ADMINISTERED BY (If other than item 6) CODE FPS HQ				
Federal Protective		<u> </u>	FA	deral Protective Serv		ng	
Department of Home			1	partment of Homeland	-		
800 North Capital	Street		80	North Capital Stree	t NW		
Suite 500	~			ite 500			
Washington DC 2053	6		Wa	shington DC 20536			
B. NAME AND ADDRESS OF CONT	'RACTOR (No., street, county, state	and ZIP Code)	(x) [€]	A AMENDMENT OF SOLICITATION NO.			
SSI BUSINESS SOLUTI	LONS, INC.						
420 KING STREET			6	B. DATED (SEE ITEM 11)			
SUITE 500	10750						
LEXANDRIA VA 22314	12/50			04. MODIFICATION OF CONTRACT/ORI	DER NO.		
				SCEPX-06-F-F00026			
				OB DATED (SEE ITEM 11)			
CODE 8253233710000	FACILITY	CODE	1	09/20/2006			
		TEM ONLY APPLIES TO A		MENTS OF SOLICITATIONS			
THE PLACE DESIGNATED FOR virtue of this amendment you desi- reference to the solicitation and th	THE RECEIPT OF OFFERS PR re to change an offer already sub is amendment, and is received p	IOR TO THE HOUR AND D pritted, such change may b	DATE S De med	AILURE OF YOUR ACKNOWLEDGEME) PECIFIED MAY RESULT IN REJECTION • by telagram or latter, provided each teleg pecified	OF YOUR OFFER. If by		
12. ACCOUNTING AND APPROPRI	ATION DATA (# required)	Net	t In	crease:	\$82,264.00		
See Attached				DIFIES THE CONTRACTION DER NO. AS		•	
		OF CONTINUE THORDERS	5. IA MP	JUPIES TRE COM (MACTIORDER NO. AS		•	
CHECK ONE A THIS CHANGE O ORDER NO. IN T	RDER 16 ISSUED FURSUANT TEM 10A	TO: (Specify authority) TH	E CHAI	IGES SET FORTH IN ITEM 14 ARE MAD	E IN THE CONTRACT		
B. THE ABOVE NUN appropriation date	MBERED CONTRACT/ORDER] 9, atc.) SET FORTH IN ITEM 14	S MODIFIED TO REFLECT	i the A Thori	DMINISTRATIVE CHANGES (such as ch Y OF FAR 43 103(b).	anges in paying office,		
C. THIS SUPPLEME	ENTAL AGREEMENT IS ENTER	ED INTO PURSUANT TO A	AUTHO	RITY OF			
D. OTHER (Specify:	type of modification and authorit	y)					
X FAR 52.232	-18 Availability	of Funds					
E. IMPORTANT: Contractor		ed to sign this document an	nd retur) copies to the is	suing office.		
14. DESCRIPTION OF AMENOMEN	IT/MODIFICATION (Organized I	by UCF section headings, in	nc hud ing	solicitation/contract subject matter where	(masible.)		
provide official n	notice to the co	ntractor that	: fu	Funds, this modific nding is available u	nder		
	=			07. As a result of		-	
	nt of \$82,264.00	are hereby o	bli	gated. All other te	rms and cond	litions	
emain unchanged.							
Discount Terms:							
let 30	A 1						
elivery Location							
rederal Protective	-						
Department of Home	-						
300 North Capital	Street NW						
Continued	and paralitized all the damas	microsceri in Kam DA or 40	A	eretofore changed, remains unchanged ar	with the first from a send and set		
Except as provided herein, all terms		and a second in provide the TO	- 7	NAME AND TITLE OF CONTRACTING			
				ter J. Andrews			
150 CONTRACTOROSESBOD		15C. DATE SIGNED		UNITED STATES OF AMERICA		DATE CONTE	
158. CONTRACTOR/OFFEROR		ISC. DATE SIGNED	168	De de la marte	7	C. DATE SIGNED	
/©	wated to bind			Aquille	/	12/22/2	
(Signature of person auth NSN 7540-01-152-8070	na 12 de 10 angelj			Signature of Contracting Officer)	STANDARD FORM	30 /REV 10-831	
Previous edition unusable		ve	endo (Prescribed by GSA		

FAR (48 CFR) 53.243

CONTIN	UATION SHEET				PAGE OF
	FEROR OR CONTRACTOR INESS SOLUTIONS, INC.				
ЛЕМ NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE	AMOUNT (F)
	Suite 500		╞		
	Washington DC 20536				
	FOB: Destination Period of Performance: 10/01/2006 to 09/30/2007				
	Change Item 0001 to read as follows(amount shown is the obligated amount):				
0001	Secretary V	2080	HR	39.55	82,264.00
,					
		1			
		4			
SN 7540-01-15	Z2007 Vendor	1			DPTIONAL FORM 336 (4-86) Iponsened by GSA

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AMENDMENT OF SOLICITATION/MOL		1. CONTRACT ID CODE	PAGE OF PAGES
			1 4
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO (# applicable)
<u>P00002</u>	03/19/2007		
6. (SSUED 8Y C	ODE FPS HQ	7. ADMINISTERED BY (If other than item 6)	CODE FPS HQ
Federal Protective Servic	e HQ	Federal Protective Serv	ice HQ
Department of Homeland Se	curity	Department of Homeland	Security
800 North Capital Street	-	800 North Capital Stree	-
Suite 500		Suite 500	
Washington DC 20536		• Washington DC 20536	
8. NAME AND ADDRESS OF CONTRACTOR (No	, street, county, State and ZUP Code)	(X) 94 AMENDMENT OF SOLICITATION NO.	
OF DUSTINESS SATURIANS I	NC		
SSI BUSINESS SOLUTIONS, I	NC.	98. DATED (SEE ITEM 11)	
1420 KING STREET			
SUITE 500			
ALEXANDRIA VA 223142750		X IDA. MODIFICATION OF CONTRACT/OR	DER NO
		^ GS-07E-0032N	
		HSCEPX-06-F-F00026	
		10B. DATED (SEE ITEM 11)	
CODE 8253233710000	FACILITY CODE	09/20/2006	
	11. THIS ITEM ONLY APPLIE	S TO AMENDMENTS OF SOLICITATIONS	
The above numbered solicitation is amended as Offers must advnowledge receipt of this amend items 8 and 15, and returning	ment prior to the hour and date specifie	te specified for receipt of Offers Id in the solicitation or as envended, by one of the following denowledging receipt of this emendment on each copy of	
separate letter or telegram which includes a refe	erence to the solicitation and amendme	Int numbers. FAILURE OF YOUR ACKNOWLEDGEMEN	TTO BE RECEIVED AT
		AND DATE SPECIFIED MAY RESULT IN REJECTION	-
	-	e may be made by telegram or letter, provided each telec	inam or letter makes
reference to the solicitation and this amendment 12. ACCOUNTING AND APPROPRIATION DATA		BULT And CARTE Specified.	· · · · · · · · · · · · · · · · · · ·
See Schedule			
-	O MODIFICATION OF CONTRACTS/O	RDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS	BESCRIBED IN ITEM 14.
CHECK ONE A. THIS CHANGE ORDER IS ISS ORDER NO. IN ITEM 10A.	UED PURSUANT TO: (Speafy suthor)	IN THE CHANGES SET FORTH IN ITEM 14 ARE MAD	E IN THE CONTRACT
8. THE ABOVE NUMBERED CO appropriation data, etc.) SET 1	NTRACT/ORDER IS MODIFIED TO RE FORTH IN ITEM 14, PURSUANT TO TH	ELECT THE ADMINISTRATIVE CHANGES (such as ch HE AUTHORITY OF FAR 43,103(b).	anges in paying office.
C THIS SUPPLEMENTAL AGRE	EMENT IS ENTERED INTO PURSUAN	NT TO AUTHORITY OF:	
D. OTHER (Specify type of modifi	cation and authority)		
E IMPORTANT: Contractor	notis required to sign this docur	ment and return copies to the is	suing office.

14 DESCRIPTION OF AMENDMENTMODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where heasible.) The purpose of this modification is to revise the procedure for contractors to submit their invoices for all acquisitions from FPS Headquarters. This procedure takes effect on March 19, 2007 and pertains to all invoices submitted on that date and thereafter.

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

a. By mail:

DHS, ICE

Debt Management Center

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Ikern 9A or 10A, as heretofore changed, remains unchanged and in full force and affect. 15A. NAME AND TITLE OF SIGNER (Type or print)
18A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

		Peter J. Andrews	
15B CONTRACTOR/OFFEROR	15C. DATE SIGNED	18B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to algn)		(Signature of Contracting Officer)	G C C
NSN 7540-01-152-8070		STA	NDARD FORM 30 (REV. 10-83)
Previous edition unusable		(Press	cribed by GSA
		FAR	(48 CFR) 53 243

TINUATION SHEET				PAGE OF
SB 011-0032471130124 00 1 1000207100002				
BUSINESS SOLUTIONS, INC.				
NO. SUPPLIES/BERVICES	QUANTITY	UNIT		AMOUNT
) (B)	(C)	(D)	(E)	(F)
P.O. Box 1279				
Williston, VT 05495-1279				
Attn: FPS Headquarters Invoice				
b. By facsimile (fax): 802-288-7658	}			
(include a cover sheet with point of contact & # of pages)				
c. By e-mail:				
Invoice.Consolidation@dhs.gov			ĺ	
<pre>Invoices submitted by other than these three methods will be returned. The contractor's Taxpayer Identification Number (TIN) must be registered in the Central Contractor Registration (http://www.ccr.gov) prior to award and shall be notated on every invoice submitted to FPS on or after January 29, 2006 to ensure prompt payment provisions are met. The FPS Region number shall also be notated on every invoice. To assist in timely payment, it is also recommended that the contractor provide the Accounting Transaction Number (also known as the "PJ" number) on the submitted invoice. The "PJ" number for this contract is: PJ7R06002 2. In accordance with Section I, Contract Clauses, FAR 52.212-4 (g)(1), Contract Terms and Conditions Commercial Items, or FAR 52.232-25 (a)(3), Prompt Payment, as applicable, the information required with each invoice submission is as follows:</pre>				
<pre>"An invoice must include- (i) Name and address of the Contractor; (ii) Invoice date and number; (iii) Contract number, contract line item number and, if applicable, the order number; (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered; (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading; (vi) Terms of any discount for prompt payment offered; (vii) Name and address of official to whom payment is to be sent; Continued</pre>				

NSN 7540-01-152-9067

OPTIONAL FORM 338 (4-66) Spansored by GSA FAR (48 CFR) 53.110

CONTINUATION SHEET REFERENCE NO. OF DOLL WENT BEING CONTINUED GS-07F-0032N/HSCEPX-06-F-F00026/P000	
	GS-07F-0032N/HSCEPX-06-F-F00026/P00002

PAGE OF 3 4

NAME OF OFFEROR OR CONTRACTOR SSI BUSINESS SOLUTIONS, INC.

EM NO.	SUPPLIES/SERVICES		UNIT	UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
_	(viii) Name, title, and phone number of person to				
	notify in event of defective invoice; and				
	(ix) Taxpayer Identification Number (TIN). The	ľ			
	Contractor shall include its TIN on the invoice				
	only if required elsewhere in this contract. (See		1 1		
	paragraph 1 above.)				
	(x) Electronic funds transfer (EFT) banking				
	information.				
	(A) The Contractor shall include EFT banking				
	information on the invoice only if required				
	elsewhere in this contract.				
	(B) If EFT banking information is not required to				
	be on the invoice, in order for the invoice to be				
	a proper invoice, the Contractor shall have				
	submitted correct EFT banking information in			1	
	accordance with the applicable solicitation	[
	provision, contract clause (e.g., 52.232-33,				
	Payment by Electronic Funds Transfer-Central				
	Contractor Registration, or 52.232-34, Payment by				
	Electronic Funds Transfer-Other Than Central				
	Contractor Registration), or applicable agency				
	procedures.				
	(C) EFT banking information is not required if				
	the Government waived the requirement to pay by	ļ			
	EFT."				
			ΙÌ		
	Invoices without the above information may be				
	returned for resubmission.				
	The Contracting Officer is: Peter J. Andrews				
	215-521-2153				
	The Contracting Officers Technical Representative	}			
	(COTR) is: To Be Assigned				
	3. All other terms and conditions remain the same.				
	Period of Performance: 10/01/2006 to 09/30/2007				

OPTIONAL FORM 338 (4-86) Spontored by GSA FAR (48 CFR) 53 110