Company Name:
The Environmental Company

Contract Number:
COW-3-A-0110 (COW3A0110)

Requisition/Reference Number:
PRO-3-00000 (PRO300000)

Latest Modification Processed:
P00003

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

Services Provided:
Inventory Audit and Technical Support Services.
ORDER FOR SUPPLIES OR SERVICES

1. DATE OF ORDER
2. CONTRACT NO. (if any)
   COW-3A-0110
3. ORDER NO.
4. REQUISITION/REFERENCE NO.
   PRO-3-00000
5. ISSUING OFFICE, (Address correspondence to)
   Department of Homeland Security
   Bur of Immigr & Customs Enforcement
   425 I St. N.W. Room 2208
   Washington DC 20536
6. SHIP TO:
   a. NAME OF CONSIGNEE
      Department of Homeland Security
      Receiving Unit Run 1126
   b. STREET ADDRESS
      425 I St. N.W.
   c. CITY
      Washington
   d. STATE
      DC
   e. ZIP CODE
      20536
   f. SHIP VIA

7. TO:
   THE ENVIRONMENTAL COMPANY
   2496 OLD IVY ROAD SUITE 300
   PO BOX 5127
   CHARLOTTESVILLE VA 22905

8. TYPE OF ORDER
   x a. PURCHASE - Reference Your
      Please furnish the following on the terms and conditions specified on
      both sides of this order and on the attached sheet, if any, including
      delivery as indicated.
   □ b. DELIVERY - Except for billing instructions on the reverse, this
      delivery order is subject to instructions contained on this side only of
      this form and is issued subject to the terms and conditions of the
      above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA
   N/A

CONTRACTOR TIN: 541524820

10. REQUISITIONING OFFICE
    HQLOG

11. BUSINESS CLASSIFICATION, (Check appropriate box(es))
   □ SMALL □ OTHER THAN SMALL
   □ DISADVANTAGED □ WOMEN-OWNED

12. F.O.B. POINT
    Destination

13. PLACE OF
    a. INSPECTION
    b. ACCEPTANCE

14. GOVERNMENT B/L NO.
15. DELIVER TO F.O.B. POINT
    ON OR BEFORE (Date)

16. DISCOUNT TERMS (b)(2)

17. SCHEDULE (See reverse for Rejections)

<table>
<thead>
<tr>
<th>ITEM NO. (a)</th>
<th>SUPPLIES OR SERVICES (b)</th>
<th>QUANTITY ORDERED (c)</th>
<th>UNIT (d)</th>
<th>UNIT PRICE (e)</th>
<th>AMOUNT (f)</th>
<th>QUANTITY ACCEPTED (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>THIS IS A BLANKET PURCHASE AGREEMENT (BPA) BETWEEN THE BICS AND THE ENVIRONMENTAL COMPANY, UNDER GSA SCHEDULE INDUSTRIAL CLASS 8742, MANAGEMENT, ORGANIZATIONAL,</td>
<td>1.00</td>
<td>SV</td>
<td>$0.0000</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

21. MAIL INVOICE TO:
   a. NAME
      Bur of Immigr & Customs Enforcement
      Accounts Payable
   b. STREET ADDRESS (or P.O. Box)
      800 K Street NW
      10th Floor
   c. CITY
      Washington
   d. STATE
      DC
   e. ZIP CODE
      20536

22. UNITED STATES OF AMERICA
23. NAME (Typed)
   TITLE: CONTRACTING/ORDERING OFFICER

SEE INSTRUCTIONS ON REVERSE

17(h) TOT. (Cont. pages)
$0.00

17(f) GRAND TOTAL
$0.00

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 48 CFR 53.213 (e)
AND BUSINESS IMPROVEMENT SERVICES (MOBIS), CONTRACT NUMBER GS-10F-0334M.

THIS BPA INCORPORATES BY REFERENCE TEC'S TECHNICAL AND COST INFORMATION DATED AUGUST 8, 2003.

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED BLANKET PURCHASE AGREEMENT AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.
### SUPPLEMENTAL INVOICING INFORMATION

NOTE - If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of $___________. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed $10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

### RECEIVING REPORT

<table>
<thead>
<tr>
<th>SHIPMENT NUMBER</th>
<th>PARTIAL</th>
<th>DATE RECEIVED</th>
<th>SIGNATURE OF AUTHORIZED U.S. GOVT. REP.</th>
<th>DATE</th>
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<tbody>
<tr>
<td>TOTAL CONTAINERS</td>
<td>GROSS WEIGHT</td>
<td>RECEIVED AT</td>
<td>TITLE</td>
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### REPORT OF REJECTIONS

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>UNIT</th>
<th>QUANTITY REJECTED</th>
<th>REASON FOR REJECTED</th>
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<tbody>
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</table>
1. BLANKET PURCHASE AGREEMENT (BPA)

1.1 Blanket Purchase Agreement

In the spirit of the Federal Acquisition Streamlining Act, the Bureau of Immigration and Customs Enforcement and (Insert Contractor's Name) enter into a blanket purchase agreement (BPA) to support the Department of Homeland Security (DHS). The intent is to further reduce the administrative costs by acquiring commercial items and services from the General Services Administration (GSA) Federal Supply Schedule Contract(s).

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: the search for sources; the development of technical documents and solicitations; and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduces paperwork and save time by eliminating the need for repetitive, individual purchases from the Schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

DHS/BICE Contracting Officer

[Signature]

Contractor The Environmental Company, Inc.

[Signature]

1

8
2. BPA TERMS AND CONDITIONS

This section presents the general requirements applicable to the Blanket Purchase Agreement (BPA) Contractor.

The following contract services/products can be ordered under this BPA. It is anticipated that the vast majority of orders in terms of dollar value will be for the BICE Office of Management of the Department of Homeland Security for inventory audits and technical support services.

It is the responsibility of the Offeror to notify the Contracting Officer of GSA Schedule price changes affecting line items and services listed in this BPA prior to award of any order. Discounts shall be in terms of a flat percentage discount to be applied against the GSA Schedule price for the product or service. If discounts are conditional on a given dollar volume or other condition, this must be stated clearly. Contractors may offer further price reductions in accordance with their commercial practice. For orders issued under this BPA, the price paid shall be the GSA Schedule price in effect at the time the order is issued less applicable discounts under this BPA. The relationship between the current price in the GSA Schedule and the price offered in the contractor's proposal shall remain constant; i.e., the discount shall remain the same throughout the term of the BPA. All orders placed against this BPA are subject to the terms and conditions of the GSA Schedule contract.

2.1 Federal Supply Schedule

All orders placed against this BPA are subject to the terms and conditions of the Offeror's Federal Supply Schedule (FSS) contract.

2.2 Delivery

Delivery destination and Schedule will be specified in each order.

2.3 BPA Volume

The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be $1 million over 60 months.

2.4 Obligation

This BPA does not obligate any funds.

2.5 Referenced FAR Clauses

The following clause is referenced, and applies to the order(s) to be issued as a result of this acquisition.
39.203(b) (3) and (c) (2) for Electronic and Information Technology; Compliance with Section 508 of the Rehabilitation Act of 1973, 1988 Amendments

Section 508 requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, Federal employees with disabilities and members of the public with disabilities seeking information or services from a federal agency, have comparable access to and use of information and data as employees and members of the public who have no disabilities, unless an undue burden would be imposed on the agency. By submitting a bid or offer in response to this solicitation, the contractor makes an affirmative statement that the product or services to be provided are in compliance with the Electronic and Information Technology Accessibility Standards (36 CFR 1194) as specified in the Statement of Work or in the technical specifications, as a minimum.

2.6 BPA Expiration

This BPA expires at the end of the current Offeror’s GSA Schedule contract period or each subsequent contract period for which GSA extends the GSA Schedule contract by modification, in which case this BPA will be comparably extended by modification not to exceed a total period of performance of sixty (60) months.

2.7 Ordering Officers

Department of Homeland Security, Bureau of Immigration & Customs Enforcement Contracting Officers are hereby authorized to place orders under this BPA.

Orders will be placed against this BPA only by individuals authorized to bind the Government (subject to the limit of their delegated authority).

Andrea K. Grimsley
Jan K. Wisor
Victoria D. Short

2.8 Ordering Procedures

Orders will be placed against this BPA via facsimile or hard copy.

2.9 Award of Orders Under the BPA

Each Call issued under this BPA will include the following information as applicable:

(1) BPA number and Task Order number;
(2) Date of the order;
(3) Description of the work to be performed;
(4) The work Schedule, period of performance, or required completion date;
(5) Place of delivery or performance;
(6) Deliverables;
(7) CLIN number and description, quantity, unit price and extended total;
(8) The firm fixed price to complete the requirements and/or the ceiling price for those tasks to be performed on a "not-to-exceed" or time-and materials or labor-hour basis;
(9) The security requirements;
(10) The payment Schedule; and
(11) Accounting and appropriation data.

2.10 Invoicing

The Contractor shall submit invoices for each Call by the 10th working day following the end of each period of performance directly to the COTR for verification. The COTR will forward the verified invoice to the Procurement Office for certification for payment. The Contractor shall track the costs associated with each task listed in the Statement of Work. Each invoice shall include the following: funds expended during the reporting period per Call, deliverable/labor categories, applicable accounting and appropriation codes, cumulative funds expended per Call and funds remaining on each Call.

2.11 Order of Precedence

The terms and conditions included in this BPA apply to all orders/calls issued pursuant to it. In the event of an inconsistency between the provisions of this BPA and the terms and conditions of the contractor's Schedule contract, the latter will take precedence.

2.12 Security Requirements

Security requirements for access to sensitive government information are required. Please see Statement of Work for security language.

2.13 Place of Performance

Based upon issuance of written Calls by the Contracting Officer (CO), Contractor personnel shall be required to perform these services in the locations specified in each Call. All Contractor personnel assigned and billed to the resulting call(s) shall be subject to the Personnel Security Requirements set forth in the resulting call(s).

2.14 Post Award Conference

The Contractor shall meet with the Government COTR and the Contracting Officer within five (5) working days of award of the first Call before work commences under this Blanket Purchase Agreement. This meeting will be conducted to identify primary points of contact, scope of efforts, task(s) and an understanding of technical approach.
2.15 Formal Reviews

Department of Homeland Security will periodically evaluate contractor performance in accordance with contract requirements and standards such as: good workmanship, the contractor’s record of forecasting and controlling costs, the contractor’s adherence to contract schedules, the contractor’s history of reasonable and cooperative behavior and commitment to customer satisfaction, and, generally, the contractor’s business-like concern for the interests of the customer.

(Remainder of Page Intentionally Left Blank)

(Remainder of Page Intentionally Left Blank)
STATEMENT OF WORK
DEPARTMENT OF HOMELAND SECURITY
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT
INVENTORY AUDIT AND TECHNICAL SUPPORT SERVICES
JULY 22, 2003

1. Title of Project

Department of Homeland Security (DHS), Bureau of Immigration and Customs Enforcement (BICE), Inventory Audit and Technical Support Services, 6 pages.

2. Period of Performance

Date of award through five years.

3. Contracting Officer's Technical Representative (COTR)

Bureau of Immigration and Customs Enforcement
Attn: Eric Petersen
425 I Street NW, Rm. 2236
Washington, DC 20536

4. Background

The DHS controls large quantities of installation (real) and personal property at numerous sites throughout the United States, its' Commonwealth, Territories, and overseas facilities. One means of monitoring property accountability and accuracy is through a mandatory annual physical inventory of all DHS organizations. In years past, property management decisions and enhancements have been instituted based on inventory certifications and the results of subsequent inventory audits. To improve inventory procedures throughout the DHS requires ongoing analysis to identify current shortfalls and deficiencies and recommend improvements. In addition, technical support services augmentation is required to ensure that results are properly identified, analyzed, and all corrective actions are accomplished in a timely manner.

5. Objectives/Scope

The purpose of this Blanket Purchase Agreement (BPA) is to assist the government by providing system planning, property and policy assessment, property reconciliation, property control actions/audits and on-site technical support services to the Headquarters Director of Logistics.

6. Task Requirements

The audit effort will be divided as follows:

   Task 1. Action Planning
Task 2. Audit of Selected DHS installations  
Task 3. Monthly Progress Reports  
Task 4. Delivery of draft and final Audit Reports  

6.1 Action Plan  

The Contractor shall develop an action plan for each Call, in coordination with the Director, Office of Logistics, for executing each task. The contractor shall attend and participate in action planning and coordination meetings to capture the essential elements of the project/task scheduling and other management issues. The contractor shall continuously update, modify, and revise all actions previously developed and keep the Logistics Director informed of all actions and adjusted milestones for each Call. The contractor shall be responsible for recording and documenting all items of discussion/decision at meetings, interviews, and telephone conference conversations.

**Deliverable:** Action plans and minutes or memoranda of record as required by the Government team.

6.2 Audit of Selected DHS installations  

TBD in each Call.

6.3 Monthly Progress Reports  

The Contractor shall submit two (2) copies, one electronic copy and one original hard copy of a monthly report to the COTR by the 15th working day following the end of each month for review, processing, and acceptance. The electronic copy shall be provided on 3.5 inch 1.44 MB media in Windows 98 or 2000 format. The monthly report shall contain, but is not limited to, the following:

**6.3.1 Management Summary:** Documenting any major problems/issues and any significant progress or events.

**6.3.2 Resource Expenditures:** Funds expended during the reporting period for each deliverable, cumulative total, and funds remaining on contract.

**6.3.3 Narrative:** Description of work performed on the task during the reporting period and work anticipated to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month. The contractor shall report task status in accordance with the milestones and objectives identified in the approved project plan.

**6.3.4 Task Report Headings:** The heading of all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Task/Project
- COTR’s Name
- Management Summary
- Resource Expenditures
- Narrative
- Problems and Issues

Deliverable: Monthly progress reports are to be submitted in accordance with the Section 6.3 of the SOW.

6.4 Delivery of Draft and Final Task/Project Report

Deliverable: Draft and final audit reports are to be produced in accordance with the current Inventory Report format, to be provided at time of award. The final report shall incorporate all findings and a statistical review of the audited organizations.

7. Contractor Personnel

The labor categories defined below are deemed necessary for the proposed contract. The prerequisites are the minimum acceptable level. Resumes of personnel (indicating specific experiences relevant to the person’s contribution to specific tasks) shall be submitted by the contractor. The contractor in response to each Call shall submit resumes of personnel indicating the specific experiences relevant to this SOW.

- **Key Personnel: The Project Manager** listed below is considered key personnel/essential to the work being performed hereunder. Prior to removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the Contracting Officer via the Contracting Officer’s Technical Representative reasonably in advance (but not less than 30 days) and shall submit written justification (including proposed substitutions resume) in sufficient detail to permit evaluation of the impact on this contract. The contractor without the written consent of the Contracting Officer shall make no diversion.

- **Skills. Educational Equivalency:** A Masters degree is equivalent to a Bachelors degree with four years of additional work experience in the specified field. An equivalent of a Bachelors degree is three years of additional work experience in the specified field. An equivalent of an Associate degree is two years of additional work experience in the specified field. The degrees must be from accredited institutions.

7.1 Project Manager (1): This position requires expertise in managing audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of seven (7) years of recent and progressive management experience in multi-disciplined government contracts similar in size and complexity. The project manager
must have experience developing and executing tasks, applying analytical methodologies, providing technical direction to project staff, and allocating project resources effectively. The project manager must also have experience working as an effective liaison with government personnel and other contracting staff.

7.2 Sr. Consultant: This position requires expertise in audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of six (6) years of recent audit experience. The Sr. Consultant must have experience conducting property audits, preparing audit reports, and providing advice and guidance on the phases of audit projects. Must have experience working to independently develop comprehensive and complex project plans and schedules and continually monitoring and updating plans and schedules to ensure that project goals are achieved.

7.3 Consultant: This position requires expertise in audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of four (4) years of recent audit experience. The Consultant must have experience conducting property audits and preparing audit reports. Must have experience in monitoring project progress and proposing changes in plans and schedules to senior managers when required to achieve project goals.

7.4 Sr. Technical Writer: This position requires expertise in writing and design layout.

Education: A Bachelor’s degree from an accredited college or university in English or Journalism, or related field is required.

Experience: This position requires a minimum of four (4) years of recent experience in writing and design layout for technical manuals, manuscripts, and reports. Requires analytical ability to review documents, correct typographical errors, and rewrite documents to increase clarity.

7.5 Sr. Administrative Support Specialist: This position requires expertise in general office support software and formal correspondence and document development.

Education: A High School diploma is required.

Experience: This position requires a minimum of six (6) years of recent experience in preparing technical correspondence and formal documentation. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated databases and spreadsheet software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets.

8. Audit of Selected Installations
The contractor shall plan, organize, and execute a representative audit sampling of four categories of personal property, i.e., “Property Valued over $5,000,” “Firearms,” “Laptops,” and “Vehicles,” at selected DHS Headquarters and field locations. Additionally, the contractor shall conduct a Floor-to-List (reverse sample) of randomly selected items comprising at least 10% of the sample audit population at each location. Upon completion of the audit, the Contractor shall prepare a draft and a final audit report, using the format provided after award of BPA, for each DHS organization audited. Compilation of a “draft” and the final Audit Report shall be accomplished at the contractor’s office.

**ATTENTION:** On March 1, 2003, the Immigration and Naturalization Service (INS) was absorbed into the U.S. Department of Homeland Security. As a consequence of this reorganization, INS offices and functions have been realigned and assigned to one or more of the following departments or bureaus:

(a) Department of Homeland Security (DHS);
(b) Bureau of Immigration and Customs Enforcement (BICE);
(c) Bureau of Customs and Border Protection (BCBP); and
(d) Bureau of Citizenship and Immigration Services (BCIS).

Consequently, sites selected for audit may contain property belonging to one or more bureaus listed above. The auditor shall accurately identify all property inventoried by bureau on the audit report.

9. **Deliverables**

Deliverables due the Government are to be submitted in accordance with the following schedule unless otherwise directed by the Government’s Contracting Officer.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Submittal Date</th>
</tr>
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<tbody>
<tr>
<td>6.1</td>
<td>Action Plan (1 original and 1 electronic copy)</td>
<td>TBD</td>
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<tr>
<td>6.2</td>
<td>On-Site Audits</td>
<td>TBD</td>
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<tr>
<td>6.3</td>
<td>Monthly Progress Report (1 original and 1 electronic copy)</td>
<td>15th of each Month</td>
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<tr>
<td>6.4</td>
<td>Draft Audit Report (1 original and 1 electronic copy)</td>
<td>TBD</td>
</tr>
<tr>
<td>6.4</td>
<td>Final Audit Report (1 original, 1 copy and 1 electronic copy)</td>
<td>90 days after approval of the Contractor’s Action Plan</td>
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</tbody>
</table>

*Unless otherwise indicated, electronic copies of documents must be submitted in Microsoft Word 97 format.

The government will have **14** days to review and provide comments to the contractor prior to acceptance of all deliverables. The contractor must then respond within **14** days after receiving the government’s comments with a final report.

10. **Government Furnished Property/Information**

The government will provide access to all necessary and available information and documentation required to accomplish each task including (at a minimum):

10.1 Contractor access building badges for contractor personnel working on-site
and/or visiting DHS facilities.

10.2 Access (escorted if necessary) to DHS contractor or DHS operated maintenance facilities and access to all internal documentation pertaining to, but not limited to, the internal operational procedures of the facilities.

10.3 Access to telephone and fax machines and temporary use of office space as determined necessary by the Director of Logistics.

10.4 On-site computer equipment with access to DHS Internet and electronic mail for use by contractor personnel in the execution of each task as needed.

11. Travel

Allowable travel, as defined in the Federal Travel Regulations, is travel other than that required in commuting to and from the employee’s place of employment. Other than local travel can only be claimed when specifically authorized in advance in writing by the Contracting Officer’s Technical Representative (COTR) or Contracting Officer (CO) in his/her absence, and only up to the amount specified in any resultant BPA Call. All travel will be reimbursed in accordance with the provisions of the Federal Travel Regulations.

12. Hours Of Operation

Normal Government duty hour’s range from 8:00 AM to 4:30 PM, Monday through Friday, excluding Government holidays. Modification to contractor personnel’s duty hours may be required to accommodate DHS headquarters and field office staff alternate work schedules.

13. Special Considerations

1. All original materials, visual aids, software, and text developed in performance of the tasks listed herein will be the property of the Government and will not be used, distributed or published by the Contractor or any of its employees, direct or indirect, without specific permission of the Contracting Officer.

2. The Contractor or persons employed by or in any way responsible to the contractor with respect to accomplishment of this scope of work shall make themselves available to respond to technical issues. Technical issues are perceived to be any difficulty encountered in explaining results and methodology.

3. The Contractor shall make no public announcements or disclosures relative to information contained or developed under this contract.

4. The Contractor shall be required to provide a record, to the COTR, of requests for and/or receipt of government-furnished materials or data that, if not furnished in a timely manner, would significantly impair the normal progression of work under this contract.

5. The Contractor may be required to design, develop or operate as part of this analysis, a system of records on individuals, to accomplish any Agency function subject to the Privacy Act of 1974,
Public Law 93-579, December 31, 1974 (5 U.S.C. 55a) and applicable Agency regulations. Violation of the Act may involve imposition of criminal penalties.

6. Final trim size of all delivered documents shall be 8.5 x 11 inches. Image size of standard text shall not exceed 7 x 10 inches. Wherever possible, avoid the use of oversized illustrations, charts, maps or artwork. Fold-Outs shall not exceed 11 x 17 inches with a maximum image size of 9.75 x 15.5 inches. Electronic submission formats shall be coordinated with the COTR.

7. It is possible that the Government will choose to use other support contractors in the pursuit of the goals of this program. If this occurs they may be invited to attend any meetings held in conjunction with a BPA Call. Their purpose will be to learn how the project is being developed and to provide any special insight they may have. The Contractor is expected to work with the support contractor as directed by the Government, providing and receiving information as required. Neither contractor shall be expected to review or be responsible for the data provided by the other party.

14. Security Requirements

14.1 General

The Department of Homeland Security (DHS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), require access to sensitive DHS information, and that the Contractor will adhere to the following.

14.2 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 unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Security Office. 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.

14.3 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. All background investigations will be processed through the Security Office. Prospective Contractor employees shall submit the following completed forms to
the Security Office through the COTR no less than 30 days before the starting date of the contract or 30 days prior to 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. Form 555, “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act”

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the Security Office. 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 or development of any DHS IT system. DHS will consider only U.S. Citizens and LPRs for employment on this contract. DHS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development, operation, management or maintenance of DHS IT systems. By signing this contract, the contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

14.4 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 Security Office may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

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 DHS ’ Security Office. 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 Security Office 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.

14.5 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.

14.6 Security Management

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office 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 Security Office 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.

14.7 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.* 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).

14.8 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).

15. Employment Of Illegal Aliens

Subject to existing law, regulations and other provisions of this contract, the Contractor shall not employ illegal or undocumented aliens to work on, or with this contract. The Contractor shall ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.
<table>
<thead>
<tr>
<th>CLIN</th>
<th>BPA LABOR CATEGORY</th>
<th>GSA LABOR CATEGORY</th>
<th>GSA Rate</th>
<th>BPA Discount</th>
<th>BPA Rate</th>
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</thead>
<tbody>
<tr>
<td>0001</td>
<td>Project Manager</td>
<td>Project Manager</td>
<td>$112.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>Senior Consultant</td>
<td>Senior Consultant</td>
<td>$99.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>Consultant</td>
<td>Staff Analyst</td>
<td>$62.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>Senior Technical Writer</td>
<td>Technical Editor/Publications Specialist</td>
<td>$46.69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0005</td>
<td>Senior Administrative Support Specialist</td>
<td>Clerical</td>
<td>$34.22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Per contract GS-10F-0334MX, General & Administrative cost and 10% profit shall be added to ODCs.
## ORDER FOR SUPPLIES OR SERVICES

**DATE OF ORDER:** 09/29/2003  
**CONTRACT NO.:** COW-3-A-0110

**ORDER NO.:** CALL 0001  
**REFERENCE NO.:** LOG-3M-0118

**ISSUING OFFICE:**  
US Department of Homeland Security  
ICE Office of Enforcement  
425 I St. N.W.  
Room 2208  
Washington, DC 20536

**TO:**  
THE ENVIRONMENTAL COMPANY  
2496 Old Ivy Road Suite 300  
PO Box 5127  
Charlottesville, VA 22905

**ACCOUNTING AND APPROPRIATION DATA:**  
SEE ATTACHMENT A

**CONTRACTOR TIN:** 541524820

**PLACE OF: a. INSPECTION**  
**b. ACCEPTANCE**

**GOVERNMENT BILL NO.:**  
**DELIVER TO F.O.B. POINT ON OR BEFORE (Date): 09/28/2004**

**SCHEDULE (See reverse for Rejections):**

<table>
<thead>
<tr>
<th>ITEM NO. (a)</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY ORDERED (c)</th>
<th>UNIT (d)</th>
<th>UNIT PRICE (e)</th>
<th>AMOUNT (f)</th>
<th>QUANTITY ACCEPTED (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>BPA CALL 0001 IS DERIVED FROM GSA CONTRACT NUMBER GS-10F-0334M.</td>
<td>1.00</td>
<td>LT</td>
<td>$499,587.3600</td>
<td>$499,587.36</td>
<td></td>
</tr>
</tbody>
</table>

**SHIPPING POINT:**  
**GROSS SHIPPING WEIGHT:**

**INSTRUCTIONS ON REVERSE:**

a. **NAME:** Bur of Immigr & Customs Enforcement  
b. **ADDRESS:** (or P.O. Box)  
800 K St NW  
10th FLOOR  
c. **CITY:** Washington  
d. **STATE:** DC  
e. **ZIP CODE:** 20536

**MAIL INVOICE TO:** ACCOUNTS PAYABLE  
800 K St NW  
10th FLOOR  
Washington, DC 20536  
$0.00 (Cont. pages)

**TOTAL GRAND TOTAL:**  
$499,587.36

**UNITED STATES OF AMERICA**

**BY (Signature):**  
JAN K. WISOR

**TITLE:** CONTRACTING/ORDERING OFFICER

**Optional Form 347 (Rev. 6/95)**

Prescribed by GSA/FAR 48 CFR 53.213 (e)

**Footer:** 21
## ORDER FOR SUPPLIES OR SERVICES

**Schedule - Continuation**

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

<table>
<thead>
<tr>
<th>1. DATE OF ORDER</th>
<th>2. CONTRACT NO. (if any)</th>
<th>3. ORDER NO.</th>
<th>CALL 0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/2003</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 17. SCHEDULE (See reverse for Rejections)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY ORDERED</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>QUANTITY ACCEPTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>STATEMENT OF WORK.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEE PAGE 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**OPTIONAL FORM 347 (REV. 6/95)**
1. **SECTION B- SCHEDULE OF SUPPLIES/SERVICES**

<table>
<thead>
<tr>
<th>CLIN</th>
<th>LABOR CATEGORY</th>
<th>QTY</th>
<th>UNIT</th>
<th>RATE</th>
<th>NTE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Project Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>Consultant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0006</td>
<td>ODC: Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(ODCs are inclusive of a not-to-exceed G&A Rate of)*

Total NTE Amount $499,587.36

2. **PERIOD OF PERFORMANCE:**
The period of performance of this Call is from 9/29/2003 through 9/28/2004. Work shall be completed on a Labor Hour basis.

3. **OTHER DIRECT COSTS:**
Other Direct Costs are inclusive of an indirect rate and are to be applied to Travel associated with the On-Site Technical Support Services.

4. **FUNDING:**
Funding in the amount of $499,587.36 is provided for this Call.

5. **ACCOUNTING AND APPROPRIATION DATA:**
See Attachment A

6. **FOR QUESTIONS CONCERNING THIS ORDER:**
   - Procurement: Paula Ycong, 202-305-
   - Finance: Myrna Egbefoama, 202-353-
   - COTR: Eric Petersen, 202-616-
REQUISITION NUMBER: LOG-3M-0118

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>TASK</th>
<th>FUND</th>
<th>PROGRAM</th>
<th>ORGANIZATION</th>
<th>OBJECT</th>
<th>UDF</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

(b)(2), (b)(4)
SUPPLEMENTAL INVOICING INFORMATION

NOTE: If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of $ ______________. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. When shipping costs exceed $10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: □ inspected, □ accepted, □ received, by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

<table>
<thead>
<tr>
<th>SHIPMENT NUMBER</th>
<th>PARTIAL FINAL</th>
<th>DATE RECEIVED</th>
<th>SIGNATURE OF AUTHORIZED U.S. GOVT. REP. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL CONTAINERS</td>
<td>GROSS WEIGHT</td>
<td>RECEIVED AT TITLE</td>
<td></td>
</tr>
</tbody>
</table>

REPORT OF REJECTIONS

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>UNIT</th>
<th>QUANTITY REJECTED</th>
<th>REASON FOR REJECTED</th>
</tr>
</thead>
</table>
STATEMENT OF WORK
DEPARTMENT OF HOMELAND SECURITY
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT
ON-SITE TECHNICAL SUPPORT SERVICES
CALL 0001

1. **Title of Project**


2. **Period of Performance**

Date of award through 12 months.

3. **Contracting Officer's Technical Representative (COTR)**

Bureau of Immigration and Customs Enforcement
Attn: Eric Petersen
425 I Street NW, Rm. 2236
Washington, DC 20536

4. **Background**

Effective October 1, 2003, the Department of Homeland Security (DHS) will assume responsibility for large quantities of personal property previously controlled by the Immigration and Naturalization Service (INS). Due to the large amount of property being transferred and reallocated within DHS, the Office of Logistics finds itself inadequately staffed to perform this requirement, thus adversely affecting the smooth and timely transition of over $1 Billion dollars worth of personal property from INS to the newly created DHS.

5. **Objectives/Scope**

The purpose of this call is to provide the Office of Logistics with five (5) on-site technical support contractor personnel to ensure the accurate and timely transfer of personal property assets from INS to the newly established DHS's Headquarters and its three subordinate Bureaus.

6. **Task Requirements**

6.1 The effort consists of, but is not limited to, reconciling current inventories for accuracy; assigning appropriate DHS Bureau IDs, i.e., CIS, ICE, CBP or DHS as required to ensure proper accountability; reviewing Servicewide Reports of Survey for completeness, drafting and sending correspondence to the originating office enumerating the correction(s) of specific deficiencies to complete the Report of Survey, and attendance at meetings held at 425 I Street, Washington, DC, and within the Washington Metropolitan Area, regarding new property accountability procedures, policies, or analysis of proposed revisions to the same.

6.2 **Monthly Progress Reports**
The Contractor shall submit two (2) copies, one electronic copy and one original hard copy of a monthly report to the COTR by the 15th working day following the end of each month for review, processing, and acceptance. The electronic copy shall be provided on 3.5 inch 1.44 MB media in Windows 98 or 2000 format or by electronic mail. The monthly report shall contain, but is not limited to, the following:

6.2.1 Management Summary: Documenting any major problems/issues and any significant progress or events.

6.2.2 Resource Expenditures: Funds expended during the reporting period for each deliverable, cumulative total, and funds remaining on contract.

6.2.3 Narrative: Description of work performed on the task during the reporting period and work anticipated to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.

6.2.4 Task Report Headings: The heading of all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Task
- COTR’s Name
- Management Summary
- Resource Expenditures
- Narrative
- Problems and Issues

Deliverable: Monthly progress reports are to be submitted in accordance with the Section 6.2 of the SOW.

7. Delivery of Final Task Report

A final report is to be produced in accordance with an agreed upon format, e.g., Excel spreadsheet, Word document, etc., TBD by the Office of Logistics at the start of each task. The final report shall incorporate the total number of hours worked by each Consultant, and a statistical analysis of all completed and any remaining incomplete assigned task(s).

8. Contractor Personnel

The labor categories defined below are deemed necessary for the proposed contract. The prerequisites are the minimum acceptable level. Resumes of personnel (indicating specific experiences relevant to the person’s contribution to specific tasks) shall be
submitted by the contractor. The contractor in response to each shall submit resumes of personnel indicating the specific experiences relevant to this SOW.

8.1 Project Manager (1): This position requires expertise in managing audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of seven (7) years of recent and progressive management experience in multi-disciplined government contracts similar in size and complexity. The project manager must have experience developing and executing tasks, applying analytical methodologies, providing technical direction to project staff, and allocating project resources effectively. The project manager must also have experience working as an effective liaison with government personnel and other contracting staff.

8.2 Consultant (5): This position requires expertise in audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of four (4) years of recent audit experience. The Consultant must have experience conducting property audits and preparing audit reports. Must have experience in monitoring project progress and proposing changes in plans and schedules to senior managers when required to achieve project goals.

9. Place of Performance

Work shall primarily be performed at the government’s facility, located at Chester Arthur Building, 425 I Street NW, WASHINGTON, DC 20536. Upon occasion, contractor personnel may be required to travel to off-site locations for performance of site inventory, audit reconciliation, or system review and evaluation.

10. Travel

Travel to other DHS locations in the continental United States shall be required. Travel shall not be performed in connection with this call without prior approval of the COTR. The Contractor’s travel shall be reimbursed at cost in accordance with Federal Travel Regulations. Upon completion of travel, all documentation associated with the respective travel shall be submitted with the invoices.

Local travel under this call is not authorized. Actual travel time incurred by the Contractor shall not be subject to reimbursement. Indirect costs, such as G&A or overhead costs, applied to travel shall only be allowed in accordance with the Contractor’s applicable GSA schedule contract.
11. Government Furnished Property/Information

The government will provide access to all necessary and available information and documentation required to accomplish the task including (at a minimum):

11.1 Contractor access building badges for personnel working on-site longer than 30 days.

11.2 Access to all internal documentation pertaining to the task to be performed.

11.3 Access to telephone and fax machines and temporary use of office space as determined necessary by the Director of Logistics.

11.4 On-site computer equipment with access to DHS Internet and electronic mail for use by contractor personnel in the execution of the task as needed.
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO. MOD# 1

3. EFF. DATE 09/28/04

4. REQUISITION/PURCHASE REQ. NO. LOG-5M-0007

5. PROJECT NO. (If applicable)

6. ISSUED BY IMMIGRATION & CUSTOMS ENFORCEMENT

    CODE HQPRO

    425 I STREET NW ROOM 2208

    WASHINGTON DC 20536

7. ADMINISTERED BY (If other than item 6) IMMIGRATION & CUSTOMS ENFORCEMENT

    CODE

    425 I STREET NW ROOM 2208

    WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

    THE ENVIRONMENTAL COMPANY

    2496 OLD IVY ROAD SUITE 300

    PO BOX 5127

    CHARLOTTESVILLE VA 22905

9. AMENDMENT OF SOLICITATION NO.

9A. DATED (see item 11)

9B. DATED (see item 13) 09/25/2003

10. MODIFICATION OF CONTRACT/ORDER NO.

10A. COW-3-A-0110 / CALL 01

10B. DATED (see item 13) 09/25/2003

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

   ☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

   (a) By completing items 8 and 16, and returning ☐ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number(s). FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

   Subject to Availability of Funds

   NET CHANGES: $131,559.00

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

   A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

   X

   B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).

   C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

   D. OTHER (Specify type of modification and authority)

14. DESCRIPTION OF AMENDMENT/MODIFICATION (organized by UCF section headings, including solicitation/contract subject matter where feasible.)

   The purpose of this modification to provide incremental funding for contract # COW-3-A-0110, CALL 01.

   1. Funding is provided Subject to Availability of Funds for technical support services for logistics. The period of performance is from September 28, 2004 through March 28, 2005.

   Questions regarding this modification should be addressed to:

   COTR- Eric Peterson @ 202-616- [redacted]

   Procurement- Larry Goode @ 202-353- [redacted] (b)(2)

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

15A NAME AND TITLE OF SIGNER (Type or print)

Jan K. Wisor

15B. CONTRACTOR/OFFEROR

/vendor [redacted] [redacted] [redacted] [redacted]

15C. DATE SIGNED 10/22/04

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

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED 10/22/04

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA FAR (48 CFR) 53.243

30
<table>
<thead>
<tr>
<th>2. AMENDMENT/MODIFICATION NO.</th>
<th>3. EFF. DATE</th>
<th>4. REQUISITION/PURCHASE REQ. NO.</th>
<th>PAGE OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>M002</td>
<td>09/28/2004</td>
<td>LOG-5M-0007</td>
<td>2</td>
</tr>
</tbody>
</table>

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Invoicing- Rosa Casil@ 202-353- [REDACTED] (b)(2)
Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: LOG-SM-0007

UNFUNDED

Subject to Availability of Funds

(b)(2), (b)(4)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.
   A001

3. EFF. DATE
   09/24/2004

4. REQUISITION/PURCHASE REQ. NO.
   F140-00000

5. PROJECT NO. (If applicable)

6. ISSUED BY
   CODE
   Immigration & Customs Enforcement
   HQMC
   425 I Street NW Room 2208
   Washington, DC 20536

7. ADMINISTERED BY (If other than item 6)
   CODE
   Immigration & Customs Enforcement
   425 I Street NW Room 2208
   Washington, DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (Name, street, county, State and Zip Code)
   THE ENVIRONMENTAL COMPANY
   2406 Old Ivy Road Suite 300
   PO Box 5127
   Charlottesville
   VA 22905

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (See Item 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
   CON-3-A-0110 / CALL 01

10B. DATED (See Item 13)
   09/29/2003

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above number identifies a solicitation as set forth in item 14. The hour and date specified for receipt of offer is extended. Offers must be received at the place designated for the receipt of offers prior to the hour and date specified in the solicitation and the amendment number.
☐ The above number identifies a solicitation as set forth in item 14. The hour and date specified for receipt of offer is not extended. Offers must be received at the place designated for the receipt of offers prior to the hour and date specified in the solicitation and the amendment number.

☐ By completing Items 6 and 15, and returning copies of this amendment to one of the following:
☐ By returning a signed copy of this amendment
☐ By acknowledging receipt of this amendment on each copy of the offer submitted
☐ By signing a letter of acceptance

(1) Failure of your acknowledgement to be received at the place designated for the receipt of offers prior to the hour and date specified may result in rejection of your offer.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

NA

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

A. THIS AMENDMENT ORDER IS ISSUED PURSUANT TO: (Specify authority) the changes set forth in item 14 are made in the contract order in item 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in pricing, work, amount, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)
  Mutual agreement of both parties

X

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by VCF section headings, including solicitation/contract subject matter where feasible)

The purpose of this modification is to extend the period of performance for contract # CON-3-A-0110, CALL 01 at no-cost to the government.

1. The period of performance is hereby extended at no-cost from September 28, 2004 through March 28, 2005. See contractor's concurrence on attachment A.

Questions regarding this modification should be addressed to:

COTR- Eric Peterson @ 202-616-

Procurement- Larry Godding @ 202-353-

Invoicing- Rosa Cusato @ 202-353-

Except as provided herein, all terms and conditions of the documents referenced in Items 9A or 10A are not affected, remain unchanged, and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Richard T. Heidenstadt, Executive VP

15B. CONTRACTOR/ORDER

(Signature of person authorized to sign)

9/23/04

15C. DATE SIGNED

15D. UNITED STATES OF AMERICA

15E. DATE SIGNED

STANDARD FORM 80 (REV. 10-03)

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

Jon K. Woot

16B. DATE SIGNED

9/24/04

(Signature of Contracting Officer)

Vendor  Other

Officer  G104 Oblig.

Requestor

Other

STANDARD FORM 80 (REV. 10-03)

Presented by GSA FAR (48 CFR) 62.243
July 28, 2004

Mr. Eric Peterson  
Department of Homeland Security  
425 I Street NW  
Washington, DC 20535

Mr. Peterson,

A no-cost modification, not exceeding 6 months in duration, will be acceptable to The Environmental Company, Inc. for work performed under Call 1 of Contract Number COW-3-A-0110.

The Environmental Company is looking forward to continuing support of logistical operations at ICE.

Sincerely,

Richard Heiderstadt  
Executive Vice President  
The Environmental Company, Inc.  
2496 Old Ivy Road, Suite 300 (P.O. Box 5127)  
Charlottesville, Virginia 22905  
(434) 295 4446 (phone)  
(434) 295 5535 (FAX)
**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

<table>
<thead>
<tr>
<th>1. CONTRACT ID CODE</th>
<th>2. AMENDMENT/MODIFICATION NO.</th>
<th>3. EFF. DATE</th>
<th>4. REQUISITION/PURCHASE REQ. NO.</th>
<th>5. PROJECT NO. (If applicable)</th>
<th>6. ISSUED BY CODE</th>
<th>7. ADMINISTERED BY (If other than Item 6) CODE</th>
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<tr>
<td></td>
<td>M001</td>
<td>09/28/04</td>
<td>LOG-5M-0007</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HQPRO</td>
<td>425 I Street NW Room 2208</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Washington DC 20536</td>
<td>Washington DC 20536</td>
</tr>
</tbody>
</table>

**8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)***

THE ENVIRONMENTAL COMPANY

2496 Old Ivy Road Suite 300
PO Box 5127
Charlottesville VA 22905

**9A. AMENDMENT OF SOLICITATION NO.**

**9B. DATED (SEE ITEM 11)**

**10A. MODIFICATION OF CONTRACT/ORDER NO.**

COW-3-A-0110 / CALL 01

**10B. DATED (SEE ITEM 13)**

09/29/2003

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended, not extended.

(a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

NET CHANGES: $131,559.00

Subject to Availability of Funds

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

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

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

**14. DESCRIPTION OF AMENDMENT/MODIFICATION**

The purpose of this modification to provide incremental funding for contract # COW-3-A-0110, CALL 01.

1. Funding is provided Subject to Availability of Funds for technical support services for logistics. The period of performance is from September 28, 2004 through March 28, 2005.

Questions regarding this modification should be addressed to:

COTR- Eric Peterson @ 202-616-**

Procurement- Larry Gooding @ 202-353-**

(b)(2)

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

**15A. NAME AND TITLE OF SIGNER (Type or print)**

**15B. CONTRACTOR/OFFEROR**

(Signature of person authorized to sign)

Vendor Receiving Requestor

Official G164 Oblig. Other

**15C. DATE SIGNED**

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

Jan K. Wiskor

**16B. UNITED STATES OF AMERICA**

BY (Signature of Contracting Officer) 10/22/04

**16C. DATE SIGNED**

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA FAR (49 CFR) 53.243

35
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. A001
3. EFF. DATE 09/24/2004
4. REQUISITION/PURCHASE REQ. NO. ERD-4-00000
5. PROJECT NO. (if applicable) 

6. ISSUED BY CODE
   Immigration & Customs Enforcement
   HQPPO
   425 I Street NW Room 2205
   Washington DC 20536

7. ADMINISTERED BY (if other than item 6) CODE
   Immigration & Customs Enforcement
   425 I Street NW Room 2205
   Washington DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)
   THE ENVIRONMENTAL COMPANY
   2466 Old Ivy Road Suite 300
   PO Box 5137
   Charlottesville VA 22905

9A. AMENDMENT OF SOLICITATION NO.
   DATE (SEE ITEM 11) 
   MODIFICATION OF CONTRACT/ORDER NO.
   COW-3-A-0110 CALL 01

10B. DATED (SEE ITEM 13) 09/29/2003

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
   (a) By completing items 6 and 16, and returning
   (b) By acknowledging receipt of this amendment, in a copy of the offer
   submitted to: ( ) By written letter or telegram which includes a reference to the solicitation
   submitted or to: ( ) By written letter or telegram which includes a reference to the solicitation
   submission date, etc. ( b) 1ST FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.102 (C).
   Failure of your acknowledgment to be received at the place designated for the receipt of offers prior to
   the hour and date specified may result in rejection of your offer if, by virtue of this amendment you desire to
   change an offer already submitted, such change may be made by telegram or letter, provided the
copies are sent to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required) 
   N/A

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

   A. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REPEAL THE ADMINISTRATIVE CHANGES 
      (Such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.102 (C).

   B. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

   X
   O. OTHER (Specify type of modification and authority)
      Mutual agreement of both parties

   14. DESCRIPTION OF AMENDMENT/MODIFICATION
      (Organized by GPO section headings, including solicitation/contract subject matter where feasible)

      The purpose of this modification to extend the period of performance for
      contract # COW-3-A-0110, CALL 01 at no-cost to the government.

      1. The period of performance is hereby extended at no-cost from September 28, 2004 through March 28, 2005. See contractor's concurrence on attachment A.

      Questions regarding this modification should be addressed to:
      CONTRACTOR- Eric Peterson @ 202-616- 
      Procurement- Larry Gooding @ 202-353- 
      Invoicing- Rosa Casto @ 202-353- 

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

15A. NAME AND TITLE OF SIGNER (Type or print) 
   Richard T. Hodge, Sr., Executive VP

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) 
   Jan K. Wilson

15B. CONTRACT/ORDER NO. 
15C. DATE SIGNED 9/23/04

16B. UNITED STATES OF AMERICA 
16C. DATE SIGNED 9/24/04

Vendor  Official  Requester
Receiving  G104 Oblig.  Other

STANDARD FORM 30 (REV. 10-63) 
Prepared by GSA FAR (19 CFR) 63.243
<table>
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<th>4. REQUISITION/PURCHASE REQ. NO.</th>
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<td>M002</td>
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<td>LOG-3M-0007</td>
<td>2</td>
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14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Invoicing: Rosa Casile 202-353 [redacted] (b)(2)

STANDARD FORM 30 (REV. 10-83)
AMENDMENT OF SOLICITATION/MODIFICATION NO. OF CONTRACT

2. AMENDMENT/MODIFICATION NO.  P00002
3. EFFECTIVE DATE See Block 16C
4. REQUISITION/PURCHASE REQ.# LOG-5M-1015
5. PROJECT NO. (If applicable) CODE ICE
6. ISSUED BY U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW Rm 2208 Washington DC 20536
7. ADMINISTERED BY (If other than Item 6) CODE ICE

U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW Rm 2208 Washington DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
THE ENVIRONMENTAL COMPANY INC
PO BOX 5127
CHARLOTTESVILLE VA 229055127

CODE 6116034570000 FACILITY CODE

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

☐ HAROLD ANTHONY

12. ACCOUNTING AND APPROPRIATION DATA (If required.)
See Schedule Net Increase: $131,559.00

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

☐ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.124(a).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCP section headings, including calculation/contract subject matter where feasible)
GSA Contract #: GS-10F-0334M
Tax ID Number: 541524820
DUNS Number: 611603457
The purpose of this modification is to provide incremental funding.

Funding in the amount of $131,559.00 is hereby provided for management, organizational and business improvement services. As results of this modification the total obligated amount is increased from $499,587.36 to 631,146.36 for a net increase of $131,559.00.

Any questions regarding this modification should be addressed as follows:
COTR- Eric Peterson 0 202-616-616

Continued ...

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

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Jan K. Wisor

15B. CONTRACTOR/OFFEROR

16B. UNITED STATES OF AMERICA

19C. DATE SIGNED

19D. UNITED STATES OF AMERICA

Signature of person authorized to sign (Signature of Contracting Officer)

NSN 7540-01-152-9070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83) Prescribed by GSA
FAR (48 CFR) 36.243

38
<table>
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<tr>
<th>ITEM NO. (A)</th>
<th>SUPPLIES/SERVICES (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
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<tr>
<td></td>
<td>Procurement- Larry Gooding @ 202-353</td>
<td>(b)(2)</td>
<td></td>
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</tbody>
</table>

**FOB: Destination**

Discount Terms: (b)(2)

**Period of Performance:** 09/30/2004 to 03/28/2005

0002

The purpose of this modification is to provide incremental funding.

**Accounting Info:**

(b)(2), (b)(4)

(b)(2), (b)(4)

(b)(2), (b)(4)

(b)(2), (b)(4)
REQUISITION NUMBER: LOG-5M-1015

(b)(2), (b)(4)
REQUISITION — MATERIALS-SUPPLIES-EQUIPMENT

SEE INSTRUCTIONS ON REVERSE

1. NAME AND ADDRESS — PROCUREMENT SECTION (OR STOREROOM)
PROCUREMENT OFFICE
455 I STREET, NW, ROOM 2206
WASHINGTON, DC 20536

2. NUMBER
LOG-5M-1015

3. DATE
15-DEC-2004

4. ACTIVITY SYMBOL
See Attachment A

5. FROM NAME AND ADDRESS — REQUESTIONER
HLOGISTICS BRANCH
455 I STREET, NW, ROOM 2206
WASHINGTON, DC 20536

ATTN: VERA J. WRIGHT (202) 354-1271

(b)(2)

<table>
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<tr>
<th>STOCK NUMBER</th>
<th>DESCRIPTION OF ARTICLE (MAKE, MODEL, TYPE, SIZE, COLOR, MFG., ETC)</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
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<td>INCREASE FUNDS TO COVER PERFORMANCE PERIOD: 10/1/04-12/31/04. PROVIDE CONTRACTOR SUPPORT TO RESOLVE ANNUAL INVENTORY ISSUES. REF: GS A CONTRACT 825-156-23344. BPA/COW 3-AP112.</td>
<td>1</td>
<td>EA</td>
<td>131,559</td>
<td>131,559</td>
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</table>

DEC 16'04 PM 1:37

JUSTIFICATION:

DHS AGENCIES TRANSFERRING INTO ICE REQUIRE DATA CONVERSION AND TRANSFER BETWEEN VARIOUS PROPERTY MGMT. SYS. ADDITIONAL RESOURCES NEEDED TO ADJUDICATE CASES FOR LOST/MISSING PROPERTY. EXTERNAL AUDITS OF PERSONAL PROPERTY ANTICIPATED.

RECOMMENDED VENDOR: 541524820
THE ENVIRONMENTAL COMPANY
2456 OLD I'Y ROAD SUITE 300
PO BOX 5127
CHARLOTTESVILLE, VA 22905

PHONES:
Contact: 

13. SIGNATURE OF APPROVING OFFICIAL

12/15/04

14. TITLE OF APPROVING OFFICIAL
LOGISTICS DIRECTOR

15. KEY TO ACTION CODE

16. TOTAL

131,559

19. PURCHASE ORDER

20. LOCATION

21. DATE

22. SIGNATURE

23. TITLE

UNITED STATES DEPARTMENT OF JUSTICE
IMMIGRATION AND NATURALIZATION SERVICE
FORM G-514 (REV. 8-1-98)

FFMS
FROM: Larry Gooding  
Contract Specialist, HQPRO  
Office/Voice: (202) 353-______  
Fax: (202) 514-3353  
E-mail: ____________

To: Eric Petersen

Fax: (202) 514-1867

Phone: ____________

Reference: COW-3-A-0110 CALL 01 Mod 02

MESSAGE:

Please find attached modification to incremental funding CALL 1 of contract COW -3-A-0110. If you have any questions please call me.

Thanks,

Larry Gooding

Please acknowledge receipt of this facsimile and return this form by facsimile to (202) 514-3353. Name____________________Signature____________________
FROM:

Larry Gooding
Contract Specialist, HQPRO
Office/Voice: (202) 353-****
Fax: (202) 514-3353
E-mail: .............................

To: Bill Pavlick

Fax: 434-295-5535
Phone:

Reference: COW-3-A-0110 CALL 01 Mod 02

MESSAGE:

Please find attached modification to incremental funding CALL 1 of contract COW-3-A-0110. If you have any questions please call me.

Thanks,

Larry Gooding

Please acknowledge receipt of this facsimile and return this form by facsimile to (202) 514-3353. Name________________________ Signature________________________
U. S. Department of Homeland Security
Immigration and Customs Enforcement

Memorandum to the File
Contract Number: GS-10F-0334M
Type: T&M
Delivery Order Number: COW-3-A-0110, Call 1, Mod 2
Modification: Date: January 3, 2005

Background:
Department of Homeland Security, Immigration & Customs Enforcement awarded a contract to The Environmental Company to provide Management, Organizational and Business Improvement Services. The scope of the existing contract with The Environmental Company relates to Management, Organizational and Business Improvement Services.

Description of Services: This call is within the scope of the Blanket Purchase Agreement (BPA) and General Services Administration (GSA) Schedule Contract, GS-10F-0334M. This call provides Management, Organizational and Business Improvement Services.

Purpose:
The purpose of this modification is to provide funding to COW-3-A-0110, CALL 1 for The Environmental Company contract. The previous modification was un-funded; this modification is to add funding to CALL 1.

Recommendation:
Based on the information presented in the paragraphs above, and to continue services provided under this contract it is in the best interest of the Government to add funding CALL 1 for $131,559.00, as funds are available.

Determination:
It has been determined that it is in the best interest of the Government to add funding CALL 1. The period of performance is from September 9/28/2004 to March 28, 2005.

Larry Gooding
Contract Specialist
PROCUREMENT POLICY, PLANNING AND OVERSIGHT BRANCH
REVIEW OF A PROPOSED CONTRACT ACTION

Larry Gooding, Contract Specialist at the ICE Office of Procurement has submitted the file being reviewed. A Blanket Purchase Agreement (COW-3-A-0110) is in place for management, organizational, and business improvement services. A previous call on this blanket purchase agreement requires the vendor to provide services to the ICE Office of Logistics for the six-month period commencing September 28, 2004.

This proposed contract modification seeks to add incremental funding in the amount of $131,559 to the call. The content of the file is found to be in acceptable order.

The file is herewith sent to the Office of Principle Legal Advisor for their review.

Reviewed by: [Signature]

Date: 8 February 2005

Procurement Policy, Planning and Oversight
CONTRACT ACTION REVIEW SHEET

Date: 1/04/05

Contract Specialist: Larry Gooding

BPA No: COW-3-A-0110 Contractor: The Environmental Company

TASK No:

Modification No: P0003 – Incremental Funding

NOTE:

Approved 1/29/05

Approved subject to correction listed below see attached email

Disapproved for the reasons listed below

K. W

Contract Officer Date: 1/17/05

The major points must be corrected and re-submitted for approval

Approved subject to the corrections

Approved

Thomas Sides Policy, Planning and Oversight Date: 2/8/05

The major points must be corrected and re-submitted for approval

Approved subject to the corrections

Approved

Legal Office Date: 10 Feb 05
FROM:
Larry Gooding
Contract Specialist, HQPRO
Office/Voice: (202) 353-5143
Fax: (202) 514-3353
E-mail: [REDACTED]

To: Eric Petersen

Fax: (202) 514-1867
Phone:

Reference: COW-3-A-0110 CALL 01 Mod 02

MESSAGE:

Please find attached modification to incremental funding CALL 1 of contract COW 3-A-0110. If you have any questions please call me.

Thanks,
Larry Gooding

Please acknowledge receipt of this facsimile and return this form by facsimile to (202) 514-3353. Name_________________ Signature__________________
FROM:
Larry Gooding
Contract Specialist, HQPRO
Office/Voice: (202) 353-__xx__
Fax: (202) 514-3353 (b)(2)
E-mail: ________________

To: Bill Pavlick

Fax: 434-295-5535
Phone: ________________

Reference: COW-3-A-0110 CALL 01 Mod 02

MESSAGE:

Please find attached modification to incremental funding CALL 1 of contract COW-3-A-0110. If you have any questions please call me.

Thanks,
Larry Gooding

Please acknowledge receipt of this facsimile and return this form by facsimile to (202) 514-3353. Name________Signature________________

TRANSMISSION VERIFICATION REPORT

49
General Information

Current Registration Status: Active in CCR; Registration valid until 12/09/2005.

DUNS: 611603457
DUNS PLUS4: 
CAGE/NCAGE Code: 0L251
Legal Business Name: THE ENVIRONMENTAL COMPANY INC
Doing Business As (DBA): 
Division Name: 
Division Number: 
Company URL: 

Physical Street Address: 2496 OLD IVY RD STE 300
Physical Street Address 2: 
Physical City: CHARLOTTESVILLE
Physical State: VA
Physical Zip/Postal Code: 22903-3489
Physical Country: USA

Mailing Name: THE ENVIRONMENTAL COMPANY, INC.
Mailing Address: 
P.O. BOX 5127
Mailing Address 2: 
Mailing City: CHARLOTTESVILLE
Mailing State: VA
Mailing Zip/Postal Code: 22905-5127
Mailing Country: USA

Business Start Date: 11/03/1989

Corporate Information

Type of Organization
Corporate Entity, Not Tax Exempt
(State of Incorporation is VA)

Business Types/Grants
21 - Small Business
77 - Service Provider
95 - Research and Development
E6 - Architecture and Engineering
VN - Contracts
XS - S Corporation

Goods / Services

North American Industry Classification System (NAICS)
514210 DATA PROCESSING SERVICES
518210 DATA PROCESSING, HOSTING, AND RELATED SERVICES
541330 ENGINEERING SERVICES

http://www.bpn.gov/ccrinq/scripts/results2.asp
Search Results for Parties Excluded by SSN/TIN: 541524820

Exact Name: The Environmental Company

As of 03-Jan-2005

No records were found matching this criteria.

http://www.epls.gov/epls/servlet/EPLSGetInputSearch

3/3/2005
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ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 09/30/2003
2. CONTRACT NO. (if any): COW-3-A-0110
3. ORDER NO.: CALL 0002
4. REQUISITION/REFERENCE NO.: LOG-3M-0090
5. ISSUING OFFICE (Address correspondence to): US Department of Homeland Security
   Bar of Immigr & Customs Enforcement
   425 I St. N.W. Room 2208
   Washington DC 20536
6. SHIP TO:
   a. NAME OF CONSIGNEE: Bureau of Immigration & Customs Enforcement
   b. STREET ADDRESS: Attn: Eric Petersen
      425 I Street NW Room 2236
   c. CITY: Washington
   d. STATE: DC
   e. ZIP CODE: 20536
   f. SHIP VIA: 
7. TO:
   THE ENVIRONMENTAL COMPANY
   2496 OLD IVY ROAD SUITE 300
   PO BOX 5127
   CHARLOTTESVILLE VA 22905
8. TYPE OF ORDER:
   a. PURCHASE - Reference Your
      Please furnish the following on the terms and conditions specified on
      both sides of this order and on the attached sheet, if any, including
      delivery as indicated.
   b. DELIVERY - Except for billing instructions on the reverse, this
      delivery order is subject to instructions contained on this side only of
      this form and is issued subject to the terms and conditions of the
      above-numbered contract.
9. ACCOUNTING AND APPROPRIATION DATA
   SEE ATTACHMENT A
10. REQUISITIONING OFFICE
    HQLOG
11. BUSINESS CLASSIFICATION (Check appropriate box(es))
    a. SMALL
    b. DISADVANTAGED
    x. OTHER THAN SMALL
    d. WOMEN-OWNED
12. F.O.B. POINT DESTINATION
13. PLACE OF
    a. INSPECTION
    b. ACCEPTANCE
14. GOVERNMENT BILL NO.
15. DELIVER TO F.O.B. POINT
    ON OR BEFORE (Date): 01/31/2004
16. DISCOUNT TERMS
    (b)(2)
17. SCHEDULE (See reverse for Rejections)

<table>
<thead>
<tr>
<th>ITEM NO. (d)</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY ORDERED (c)</th>
<th>UNIT (d)</th>
<th>UNIT PRICE (e)</th>
<th>AMOUNT (f)</th>
<th>QUANTITY ACCEPTED (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>ACTION PLAN</td>
<td>1.00</td>
<td>LT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>ON-SITE AUDITS IN ACCORDANCE WITH THE ATTACHED SOW. SEE ATTACHED TEC PRICE PROPOSAL FOR PRICING BREAKDOWN.</td>
<td>1.00</td>
<td>LT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

17(h) TOTAL (Cont. pages)

21. MAIL INVOICE TO:

   a. NAME: Bar of Immigr & Customs Enforcement
   b. STREET ADDRESS (or P.O. Box):
      800 K St NW
      10th FLOOR
   c. CITY: Washington
   d. STATE: DC
   e. ZIP CODE: 20536

SEE BILLING INSTRUCTIONS ON REVERSE

22. UNITED STATES OF AMERICA

23. NAME (Typed):
    JAN K. WISOR
    TITLE: CONTRACTING/ORDERING OFFICER

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 48 CFR 53.213 (e)

Vendor Official Requestor
Receiving G104 Oblig. Other
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY ORDERED</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>QUANTITY ACCEPTED</th>
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<tbody>
<tr>
<td>0003</td>
<td>MONTHLY PROGRESS REPORTS</td>
<td>1.00</td>
<td>LT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>DRAFT AUDIT REPORT</td>
<td>1.00</td>
<td>LT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0005</td>
<td>FINAL AUDIT REPORT</td>
<td>1.00</td>
<td>LT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0006</td>
<td>ODC'S - TRAVEL (INCLUSIVE OF G&amp;A RATE)</td>
<td>1.00</td>
<td>LT</td>
<td></td>
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</tr>
</tbody>
</table>

**PERIOD OF PERFORMANCE:** FROM SEPTEMBER 30, 2003 THROUGH JANUARY 31, 2004

**ACCOUNTING AND APPROPRIATION DATA:** SEE ATTACHMENT A

**FOR QUESTIONS CONCERNING THIS ORDER:**

**CUSTOMER:** ERIC PETERSEN, 202-616

**FINANCE:** MYRNA EGBUFOAMA, 202-353

**PROCUREMENT:** PAULA YCONG, 202-305

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*(b)(2) *(b)(4)
# ATTACHMENT A

**REQUISITION NUMBER:** LOG-3M-0090

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>TASK</th>
<th>FUND</th>
<th>PROGRAM</th>
<th>ORGANIZATION</th>
<th>OBJECT</th>
<th>UDF</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

(b)(2), (b)(4)
**SUPPLEMENTAL INVOICING INFORMATION**

NOTE - If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor’s invoice, instead of a separate invoice, provided the following statement (signed and dated), is on (or attached to) the order: “Payment is requested in the amount of $_____________. No other invoice will be submitted.” However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed $10 (except for parcel post), the billing must supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

**RECEIVING REPORT**

Quantity in the “Quantity Accepted” column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received, by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

<table>
<thead>
<tr>
<th>SHIPMENT NUMBER</th>
<th>PARTIAL</th>
<th>DATE RECEIVED</th>
<th>SIGNATURE OF AUTHORIZED U.S. GOVT. REP.</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL CONTAINERS</td>
<td>GROSS WEIGHT</td>
<td>RECEIVED AT</td>
<td>TITLE</td>
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**REPORT OF REJECTIONS**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES OR SERVICES</th>
<th>UNIT</th>
<th>QUANTITY REJECTED</th>
<th>REASON FOR REJECTED</th>
</tr>
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### PRICING TABLE
FOR CALL No. 1

<table>
<thead>
<tr>
<th>Category</th>
<th>QTY</th>
<th>Unit</th>
<th>Total</th>
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<tbody>
<tr>
<td>6.1 Action Plan</td>
<td>1</td>
<td>LT</td>
<td></td>
</tr>
<tr>
<td>6.2 On-Site Audits</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Phase 1</td>
<td>1</td>
<td>LT</td>
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</tr>
<tr>
<td>Phase 2</td>
<td>1</td>
<td>LT</td>
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<tr>
<td>Phase 3</td>
<td>1</td>
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<td>Phase 6</td>
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<td>6.3 Monthly Progress Reports</td>
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<td>6.4 Draft Audit Report</td>
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<td>LT</td>
<td></td>
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<tr>
<td>6.5 Final Audit Report</td>
<td>1</td>
<td>LT</td>
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<tr>
<td>ODC’s Travel (inclusive of G&amp;A rate)</td>
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<td>Phase 1</td>
<td>1</td>
<td>LT</td>
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<td>Phase 2</td>
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<td>Phase 6</td>
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<tr>
<td>TOTAL FFP AMOUNT</td>
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<td>$198,679.88</td>
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</tbody>
</table>

(b)(4)
1. Title of Project

Department of Homeland Security (DHS), Bureau of Immigration and Customs Enforcement (BICE), Inventory Audit and Technical Support Services, 6 pages.

2. Period of Performance

Date of award through 4 months.

3. Contracting Officer's Technical Representative (COTR)

Bureau of Immigration and Customs Enforcement
Attn: Eric Petersen
425 1 Street NW, Rm. 2236
Washington, DC 20536

4. Background

The DHS controls large quantities of installation (real) and personal property at numerous sites throughout the United States, its' Commonwealth, Territories, and overseas facilities. One means of monitoring property accountability and accuracy is through a mandatory annual physical inventory of all DHS organizations. In years past, property management decisions and enhancements have been instituted based on inventory certifications and the results of subsequent inventory audits. To improve inventory procedures throughout the DHS requires ongoing analysis to identify current shortfalls and deficiencies and recommend improvements. In addition, technical support services augmentation is required to ensure that results are properly identified, analyzed, and all corrective actions are accomplished in a timely manner.

5. Objectives/Scope

The purpose of this Call is to assist the government by providing property and policy assessment, property reconciliation, property control actions/audits and on-site technical support services to the Headquarters Director of Logistics.

6. Task Requirements

The audit effort will be divided as follows:

   Task 1. Action Planning
   Task 2. Audit of Selected DHS installations
   Task 3. Monthly Progress Reports
   Task 4. Delivery of draft and final Audit Reports

6.1 Action Plan
The Contractor shall develop an action plan for each Call, in coordination with the Director, Office of Logistics, for executing each task. The contractor shall attend and participate in action planning and coordination meetings to capture the essential elements of the project/task scheduling and other management issues. The contractor shall continuously update, modify, and revise all actions previously developed and keep the Logistics Director informed of all actions and adjusted milestones for each Call. The contractor shall be responsible for recording and documenting all items of discussion/decision at meetings, interviews, and telephone conference conversations.

**Deliverable: Action plans and minutes or memoranda of record as required by the Government team.**

6.2 Audit of Selected DHS installations

See Attachment 1.

6.3 Monthly Progress Reports

The Contractor shall submit two (2) copies, one electronic copy and one original hard copy of a monthly report to the COTR by the 15th working day following the end of each month for review, processing, and acceptance. The electronic copy shall be provided on 3.5 inch 1.44 MB media in Windows 98 or 2000 format. The monthly report shall contain, but is not limited to, the following:

6.3.1 Management Summary: Documenting any major problems/issues and any significant progress or events.

6.3.2 Resource Expenditures: Funds expended during the reporting period for each deliverable, cumulative total, and funds remaining on contract.

6.3.3 Narrative: Description of work performed on the task during the reporting period and work anticipated to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month. The contractor shall report task status in accordance with the milestones and objectives identified in the approved project plan.

6.3.4 Task Report Headings: The heading of all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Task/Project
- COTR’s Name
- Management Summary
- Resource Expenditures
- Narrative
- Problems and Issues

**Deliverable: Monthly progress reports are to be submitted in accordance with the Section 6.3 of the SOW.**
6.4 Delivery of Draft and Final Task/Project Report

Deliverable: Draft and final audit reports are to be produced in accordance with the current Inventory Report format, to be provided at time of award. The final report shall incorporate all findings and a statistical review of the audited organizations.

7. Contractor Personnel

The labor categories defined below are deemed necessary for the proposed contract. The prerequisites are the minimum acceptable level. Resumes of personnel (indicating specific experiences relevant to the person’s contribution to specific tasks) shall be submitted by the contractor. The contractor in response to each Call shall submit resumes of personnel indicating the specific experiences relevant to this SOW.

- **Key Personnel: The Project Manager** listed below is considered key personnel/essential to the work being performed hereunder. Prior to removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the Contracting Officer via the Contracting Officer’s Technical Representative reasonably in advance (but not less than 30 days) and shall submit written justification (including proposed substitutions resume) in sufficient detail to permit evaluation of the impact on this contract. The contractor without the written consent of the Contracting Officer shall make no diversion.

- **Skills. Educational Equivalency:** A Masters degree is equivalent to a Bachelors degree with four years of additional work experience in the specified field. An equivalent of a Bachelors degree is three years of additional work experience in the specified field. An equivalent of an Associate degree is two years of additional work experience in the specified field. The degrees must be from accredited institutions.

7.1 Project Manager (1): This position requires expertise in managing audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of seven (7) years of recent and progressive management experience in multi-disciplined government contracts similar in size and complexity. The project manager must have experience developing and executing tasks, applying analytical methodologies, providing technical direction to project staff, and allocating project resources effectively. The project manager must also have experience working as an effective liaison with government personnel and other contracting staff.

7.2 Sr. Consultant: This position requires expertise in audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of six (6) years of recent audit experience. The Sr. Consultant must have experience conducting property audits, preparing audit reports, and providing advice and guidance to the phases of audit projects. Must have experience working to independently develop comprehensive and complex project plans and schedules and continually monitoring and updating plans and schedules to ensure that project goals are achieved.

7.3 Consultant: This position requires expertise in audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.
Experience: This position requires a minimum of four (4) years of recent audit experience. The Consultant must have experience conducting property audits and preparing audit reports. Must have experience in monitoring project progress and proposing changes in plans and schedules to senior managers when required to achieve project goals.

7.4 Sr. Technical Writer: This position requires expertise in writing and design layout.

Education: A Bachelor’s degree from an accredited college or university in English or Journalism, or related field is required.

Experience: This position requires a minimum of four (4) years of recent experience in writing and design layout for technical manuals, manuscripts, and reports. Requires analytical ability to review documents, correct typographical errors, and rewrite documents to increase clarity.

7.5 Sr. Administrative Support Specialist: This position requires expertise in general office support software and formal correspondence and document development.

Education: A High School diploma is required.

Experience: This position requires a minimum of six (6) years of recent experience in preparing technical correspondence and formal documentation. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated databases and spreadsheet software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets.

8. Audit of Selected Installations

The contractor shall plan, organize, and execute a representative audit sampling of four categories of personal property, i.e., “Property Valued over $5,000,” “Firearms,” “Laptops,” and “Vehicles,” at selected DHS Headquarters and field locations. Additionally, the contractor shall conduct a Floor-to-List (reverse sample) of randomly selected items comprising at least 10% of the sample audit population at each location. Upon completion of the audit, the Contractor shall prepare a draft and a final audit report, using the format provided after award of BPA, for each DHS organization audited. Compilation of a “draft” and the final Audit Report shall be accomplished at the contractor’s office.

ATTENTION: On March 1, 2003, the Immigration and Naturalization Service (INS) was absorbed into the U.S. Department of Homeland Security. As a consequence of this reorganization, INS offices and functions have been realigned and assigned to one or more of the following departments or bureaus:

(a) Department of Homeland Security (DHS);
(b) Bureau of Immigration and Customs Enforcement (BICE);
(c) Bureau of Customs and Border Protection (BCBP); and
(d) Bureau of Citizenship and Immigration Services (BCIS).

Consequently, sites selected for audit may contain property belonging to one or more bureaus listed above. The auditor shall accurately identify all property inventoried by bureau on the audit report.

9. Deliverables

Deliverables due the Government are to be submitted in accordance with the following schedule unless otherwise directed by the Government’s Contracting Officer.
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Action Plan</td>
<td>10 working days after award of Call</td>
</tr>
<tr>
<td></td>
<td>(1 original and 1 electronic* copy)</td>
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</tr>
<tr>
<td>6.2</td>
<td>On-Site Audits</td>
<td>To be completed within 90 working days following the award of Call</td>
</tr>
<tr>
<td>6.3</td>
<td>Monthly Progress Report</td>
<td>15th of each Month</td>
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<td>(1 original and 1 electronic* copy)</td>
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<tr>
<td>6.4</td>
<td>Draft Audit Report</td>
<td>To be completed within 15 working days after completion of on-site audits</td>
</tr>
<tr>
<td></td>
<td>(1 original and 1 electronic* copy)</td>
<td></td>
</tr>
<tr>
<td>6.4</td>
<td>Final Audit Report</td>
<td>105 days after approval of the Contractor’s Action Plan</td>
</tr>
<tr>
<td></td>
<td>(1 original, 1 copy and 1 electronic* copy)</td>
<td></td>
</tr>
</tbody>
</table>

*Unless otherwise indicated, electronic copies of documents must be submitted in Microsoft Word 97 format.

The government will have **14** days to review and provide comments to the contractor prior to acceptance of all deliverables. The contractor must then respond within **14** days after receiving the government’s comments with a final report.

**10. Government Furnished Property/Information**

The government will provide access to all necessary and available information and documentation required to accomplish each task including (at a minimum):

10.1 Contractor access building badges for contractor personnel working on-site and/or visiting DHS facilities.

10.2 Access (escorted if necessary) to DHS contractor or DHS operated maintenance facilities and access to all internal documentation pertaining to, but not limited to, the internal operational procedures of the facilities.

10.3 Access to telephone and fax machines and temporary use of office space as determined necessary by the Director of Logistics.

10.4 On-site computer equipment with access to DHS Internet and electronic mail for use by contractor personnel in the execution of each task as needed.

**11. Travel**

Allowable travel, as defined in the Federal Travel Regulations, is travel other than that required in commuting to and from the employee’s place of employment. Other than local travel can only be claimed when specifically authorized in advance in writing by the Contracting Officer’s Technical Representative (COTR) or Contracting Officer (CO) in his/her absence, and only up to the amount specified in any resultant BPA Call. All travel will be reimbursed in accordance with the provisions of the Federal Travel Regulations.

**12. Hours Of Operation**

Normal Government duty hour’s range from 8:00 AM to 4:30 PM, Monday through Friday, excluding Government holidays. Modification to contractor personnel’s duty hours may be required to accommodate DHS headquarters and field office staff alternate work schedules.
13. Special Considerations

1. All original materials, visual aids, software, and text developed in performance of the tasks listed herein will be the property of the Government and will not be used, distributed or published by the Contractor or any of its employees, direct or indirect, without specific permission of the Contracting Officer.

2. The Contractor or persons employed by or in any way responsible to the contractor with respect to accomplishment of this scope of work shall make themselves available to respond to technical issues. Technical issues are perceived to be any difficulty encountered in explaining results and methodology.

3. The Contractor shall make no public announcements or disclosures relative to information contained or developed under this contract.

4. The Contractor shall be required to provide a record, to the COTR, of requests for and/or receipt of government-furnished materials or data that, if not furnished in a timely manner, would significantly impair the normal progression of work under this contract.

5. The Contractor may be required to design, develop or operate as part of this analysis, a system of records on individuals, to accomplish any Agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 55a) and applicable Agency regulations. Violation of the Act may involve imposition of criminal penalties.

6. Final trim size of all delivered documents shall be 8.5 x 11 inches. Image size of standard text shall not exceed 7 x 10 inches. Wherever possible, avoid the use of oversized illustrations, charts, maps or artwork. Fold-Outs shall not exceed 11 x 17 inches with a maximum image size of 9.75 x 15.5 inches. Electronic submission formats shall be coordinated with the COTR.

7. It is possible that the Government will choose to use other support contractors in the pursuit of the goals of this program. If this occurs they may be invited to attend any meetings held in conjunction with a BPA Call. Their purpose will be to learn how the project is being developed and to provide any special insight they may have. The Contractor is expected to work with the support contractor as directed by the Government, providing and receiving information as required. Neither contractor shall be expected to review or be responsible for the data provided by the other party.

14. Security Requirements

14.1 General

The Department of Homeland Security (DHS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), require access to sensitive DHS information, and that the Contractor will adhere to the following.

14.2 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 unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Security Office. 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.

14.3 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. All background investigations will be processed through the Security Office. Prospective Contractor employees shall submit the following completed forms to the Security Office through the COTR no less than 30 days before the starting date of the contract or 30 days prior to 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. Form 555, “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act”

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the Security Office. 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 or development of any DHS IT system. DHS will consider only U.S. Citizens and LPRs for employment on this contract. DHS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development, operation, management or maintenance of DHS IT systems. By signing this contract, the contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

14.4 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 Security Office may require drug screening for probable cause at any time and/or when the contractor independently identifies, circumstances where probable cause exists.
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).

14.8 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).

15. Employment Of Illegal Aliens

Subject to existing law, regulations and other provisions of this contract, the Contractor shall not employ illegal or undocumented aliens to work on, or with this contract. The Contractor shall ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.
CALL 0001  
PHASE I  
WESTERN REGION AUDIT LOCATIONS

**Places of Performance:** The Contractor shall perform inventory audits at the following DHS locations:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>CODE</th>
<th>OVER $5K</th>
<th>VEHICLES</th>
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<th>LAPTOPS</th>
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**CALL 0001**
**PHASE 1**
**WESTERN REGION AUDIT LOCATIONS**
(continued)

**Places of Performance:** The Contractor shall perform inventory audits at the following DHS locations:

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<th>OFFICE</th>
<th>CODE</th>
<th>OVER $5K</th>
<th>VEHICLES</th>
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**COST OF INDIVIDUAL CALL 0001/PHASE 1 $__________**
**BPA CALL 0001**  
**PHASE 2**  
**CENTRAL REGION AUDIT LOCATIONS**

**Places of Performance:** The Contractor shall perform inventory audits at the following DHS locations:

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<th>VEHICLES</th>
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<th>LAPTOPS</th>
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<td>850 South Street</td>
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<td>Dallas District Office</td>
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<tr>
<td>Dallas, TX 75247</td>
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- Office of Deportation & Removal
- Office of Investigations
- Office of Intelligence

| San Antonio District Office    | (SNA)|          |          |          |         |
| 8940 Fourwinds Drive           |      |          |          |          |         |
| San Antonio, TX 78239          |      |          |          |          |         |

- Office of Deportation & Removal
- Office of Investigations
- Office of Intelligence

| El Paso District Office        | (ELP)|          |          |          |         |
| 1545 Hawkins Boulevard, Suite 167 |      |          |          |          |         |
| El Paso, TX 79925              |      |          |          |          |         |

- Office of Deportation & Removal
- Office of Investigations
- Office of Intelligence

(b)(2)
**Places of Performance:** The Contractor shall perform inventory audits at the following DHS locations:

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<th>OFFICE</th>
<th>CODE</th>
<th>OVER $5K</th>
<th>VEHICLES</th>
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<th>LAPTOPS</th>
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<tr>
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(b)(2)

**COST OF INDIVIDUAL CALL 0001/PHASE 2**

$
**BPA CALL 0001**  
**PHASE 3**  
**EASTERN REGION AUDIT LOCATIONS**

**Places of Performance:** The Contractor shall perform inventory audits at the following DHS locations:

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BPA CALL 0001
PHASE 3
EASTERN REGION AUDIT LOCATIONS
(continued)

PlACES OF PERFORMANCE: The Contractor shall perform inventory audits at the following DHS locations:

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COST OF INDIVIDUAL CALL 0001/PHASE 3 $
**BPA CALL 0001**  
**PHASE 4**  
**EASTERN REGION AUDIT LOCATIONS**

**Places of Performance:** The Contractor shall perform inventory audits at the following DHS locations:

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<th>CODE</th>
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<tr>
<td>Williston, VT 05495</td>
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<td>IMC Main Office</td>
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<tr>
<td>21 Gregory</td>
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<td>— Krome Processing Center</td>
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(b)(2)

COST OF INDIVIDUAL CALL 0001/PHASE 4 $_________
**BPA CALL 0001**  
**PHASE 5**  
**HEADQUARTERS (WASHINGTON, DC) AUDIT LOCATIONS**

**Places of Performance:** The Contractor shall perform inventory audits at the following DHS locations:

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<tr>
<th>OFFICE</th>
<th>CODE</th>
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<th>VEHICLES</th>
<th>FIREARMS</th>
<th>LAPTOPS</th>
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<td>Arlington Asylum Office</td>
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<tr>
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<tr>
<td>Arlington, VA 22209</td>
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<tr>
<td>HQ Investigations</td>
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<td>Washington, DC 20536</td>
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<tr>
<td>HQ Training</td>
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<td>HQ International Affairs</td>
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<td>111 Massachusetts Ave., NW</td>
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<tr>
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<tr>
<td>— Chester Arthur Building</td>
<td>(COW00)</td>
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<td>— Veterans Affairs Building</td>
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<td>— Tech World 2000</td>
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<td>1001 G Street</td>
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(b)(2)
### BPA CALL 0001
#### PHASE 5
#### HEADQUARTERS (WASHINGTON, DC) AUDIT LOCATIONS
(continued)

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<td>Springfield, VA</td>
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**COST OF INDIVIDUAL CALL 0001/PHASE 5**

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<th>LAPTOPS</th>
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<td>Federal Law Enforcement Center.</td>
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<td>Training</td>
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<td>1300 W. Richey Ave.</td>
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<td>2000 Bainbridge Ave.</td>
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<td>Charleston, SC 29405</td>
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**COST OF INDIVIDUAL CALL 0001/PHASE 6**

$________________

**TOTAL COST FOR ALL CALL 0001 PHASES**

$________________
**Important: Mark all packages and papers with contract and/or order numbers.**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Supplies or Services</th>
<th>Quantity Ordered</th>
<th>Unit</th>
<th>Unit Price (d)</th>
<th>Amount ($)</th>
<th>Quantity Accepted</th>
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18. Shipping Point

19. Gross Shipping Weight

20. Invoice No.

21. Mail Invoice To:
   - **a. Name**: Dallas Finance Center
   - **b. Street Address** (or P.O. Box): P.O. Box 561567
     Attn: Bolton/Sheffield
   - **c. City**: Dallas
   - **d. State**: TX
   - **e. Zip Code**: 75336-1567

22. United States of America

23. Name (Typed): Jan K. Wisor
   Title: Contracting/Ordering Officer

VPN 750-01-152-8063
Previous Edition Not Usable

Optional Form 347 (Rev. 02/2016)
**Important:** Mark all packages and papers with contract and/or order numbers.

**Date of Order:** 07/06/2005  
**Contract No.:** COW-3-A-0110  
**Order No.:** COW-3-A-0110/CALL03

<table>
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<th>SUPPLIES/SERVICES</th>
<th>QUANTITY ORDERED</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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</table>
| 0001     | Contractor support for property management services  
BPA CALL 003 is devised from GSA Contract # GS-10F-0334M. | 1 | EA | 129,544.00 | 129,544.00 |

The purpose of CALL 03 under contract COW-3-A-0110 is to provide on-site technical support services. Tasks shall be performed in accordance with the attached scope of work. Funds will be incrementally funded as available. Funds are hereby provided in the amount of $129,544.00.

Any questions about this CALL should be addressed to:

COTR - Eric Petersen @ 202-616-
Procurement - Larry Gooding @ 202-353-

Total amount of award: $129,544.00. The obligation for this award is shown in box 17(1).
Form G-514
REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: LOG-5M-1038

<table>
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<tr>
<th>PROJECT</th>
<th>TASK</th>
<th>FUND</th>
<th>PROGRAM</th>
<th>ORGANIZATION</th>
<th>OBJECT</th>
<th>UDF</th>
<th>AMOUNT</th>
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</table>

(b)(2), (b)(4)
STATEMENT OF WORK
DEPARTMENT OF HOMELAND SECURITY
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT
ON-SITE TECHNICAL SUPPORT SERVICES
CALL 0003

1. Title of Project


2. Period of Performance

Date of award through 12 months.

3. Contracting Officer's Technical Representative (COTR)

U.S. Immigration and Customs Enforcement
Attn: Eric Petersen
425 I Street NW, Rm. 1122
Washington, DC 20536

4. Background

Effective October 1, 2003, the Department of Homeland Security (DHS) will assume responsibility for large quantities of personal property previously controlled by the Immigration and Naturalization Service (INS). Due to the large amount of property being transferred and reallocated within DHS, the Office of Logistics finds itself inadequately staffed to perform this requirement, thus adversely affecting the smooth and timely transition of over $1 Billion dollars worth of personal property from INS to the newly created DHS.

5. Objectives/Scope

The purpose of this call is to provide the Office of Logistics with five (5) on-site technical support contractor personnel to ensure the accurate and timely transfer of personal property assets from INS to the newly established DHS's Headquarters and its three subordinate Bureaus.

6. Task Requirements

6.1 The effort consists of, but is not limited to, reconciling current inventories for accuracy; assigning appropriate DHS Bureau IDs, i.e., CIS, ICE, CBP or DHS as required to ensure proper accountability; reviewing Servicewide Reports of Survey for completeness, drafting and sending correspondence to the originating office enumerating the correction(s) of specific deficiencies to complete the Report of Survey, and attendance at meetings held at 425 I Street, Washington, DC, and within the Washington Metropolitan Area, regarding new property accountability procedures, policies, or analysis of proposed revisions to the same.
6.2 Monthly Progress Reports

The Contractor shall submit two (2) copies, one electronic copy and one original hard copy of a monthly report to the COTR by the 15th working day following the end of each month for review, processing, and acceptance. The electronic copy shall be provided on 3.5 inch 1.44 MB media in Windows 98 or 2000 format or by electronic mail. The monthly report shall contain, but is not limited to, the following:

6.2.1 Management Summary: Documenting any major problems/issues and any significant progress or events.

6.2.2 Resource Expenditures: Funds expended during the reporting period for each deliverable, cumulative total, and funds remaining on contract.

6.2.3 Narrative: Description of work performed on the task during the reporting period and work anticipated to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.

6.2.4 Task Report Headings: The heading of all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Task
- COTR’s Name
- Management Summary
- Resource Expenditures
- Narrative
- Problems and Issues

Deliverable: Monthly progress reports are to be submitted in accordance with the Section 6.2 of the SOW.

7. Delivery of Final Task Report

A final report is to be produced in accordance with an agreed upon format, e.g., Excel spreadsheet, Word document, etc., TBD by the Office of Logistics at the start of each task. The final report shall incorporate the total number of hours worked by each Consultant, and a statistical analysis of all completed and any remaining incomplete assigned task(s).

8. Contractor Personnel

The labor categories defined below are deemed necessary for the proposed contract. The prerequisites are the minimum acceptable level. Resumes of personnel
(indicating specific experiences relevant to the person's contribution to specific tasks) shall be submitted by the contractor. The contractor in response to each Call shall submit resumes of personnel indicating the specific experiences relevant to this SOW.

8.1 Consultant: This position requires expertise in audit and program evaluation projects.

Education: A Bachelor's degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of four (4) years of recent audit experience. The Consultant must have experience conducting property audits and preparing audit reports. Must have experience in monitoring project progress and proposing changes in plans and schedules to senior managers when required to achieve project goals.

9. Place of Performance

Work shall primarily be performed at the government's facility, located at Chester Arthur Building, 425 I Street NW, WASHINGTON, DC 20536. Upon occasion, contractor personnel may be required to travel to off-site locations for performance of site inventory, audit reconciliation, or system review and evaluation.

10. Government Furnished Property/Information

The government will provide access to all necessary and available information and documentation required to accomplish the task including (at a minimum):

10.1 Contractor access building badges for personnel working on-site longer than 30 days.

10.2 Access to all internal documentation pertaining to the task to be performed.

10.3 Access to telephone and fax machines and temporary use of office space as determined necessary by the Director of Logistics.

10.4 On-site computer equipment with access to DHS Internet and electronic mail for use by contractor personnel in the execution of the task as needed.

11. Travel

Some travel expenses are anticipated and will be reimbursed by the government if official travel outside of the Washington Metropolitan Area is required by a specified task.
**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

<table>
<thead>
<tr>
<th>1. CONTRACT ID CODE</th>
<th>2. AMENDMENT/MODIFICATION NO.</th>
<th>3. EFFECTIVE DATE</th>
<th>4. REQUISITION/PURCHASE REQNO.</th>
<th>5. PROJECT NO. (If applicable)</th>
<th>6. ISSUED BY CODE</th>
<th>7. ADMINISTERED BY (If other than Item 6) CODE</th>
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<td>LOG-5M-1064</td>
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<td>See Block 16C</td>
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<td>CODE ICE</td>
<td>CODE ICB</td>
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<tr>
<td>425 I Street, NW</td>
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<td>Rm 2208</td>
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<td>Washington DC 20536</td>
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<td>CHARLOTTESVILLE VA 229055127</td>
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</table>

**8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)**

THE ENVIRONMENTAL COMPANY INC
PO BOX 5127
CHARLOTTESVILLE VA 229055127

**CODE 61160345700000 FACILITY CODE**

**10A. MODIFICATION OF CONTRACT/ORDER NO.**

COW-3-A-0110
COW3A0110CALL01

**10B. DATED (SEE ITEM 13)**

07/06/2005

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☑ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. □ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) by completing items 8 and 15, and returning copies of the amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Attachment A
Net Increase: $86,356.00

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

☑ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☑ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☑ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:

☑ D. OTHER (Specify type of modification and authority)

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

**14. DESCRIPTION OF AMENDMENT/MODIFICATION** (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

GSA Contract #: GS10F033M
Tax ID Number: 541524820
DUNS Number: 611603457
FOB: Destination
Discount Terms: (b)(2)

The purpose of this modification is to provide incremental funding to TEC contract COW-3-A-0110 for period of performance 6/29/05 through 6/28/06. Continued ...

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

**15A. NAME AND TITLE OF SIGNER (Type or print)**

Jan K. Wisor

**16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)**

Jan K. Wisor

**15B. UNITED STATES OF AMERICA**

9/24/05

**16C. DATE SIGNED**

Signature of person authorized to sign

Signature of Contracting Officer

NSN 7540-01-102-8370
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243
This modification increases the cumulative amount on the contract from $129,000.00 by $86,356.00 to $215,900.00. Reference requisition # LOG-5M-1064 on attachment A.

Invoices should be provided to the COTR - Eric Petersen @ 202-616-xxxx Procurement issues contact Larry Gooding @ 202-353-xxxx
Form G-514
REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: LOG-5M-1064

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<th>OBJECT</th>
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<th>AMOUNT</th>
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(b)(2), (b)(4)
**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

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<td>ZCB</td>
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<th>9. AMENDMENT OF SOLICITATION NO.</th>
<th>10. DATED (see item 11)</th>
<th>11A. MODIFICATION OF CONTRACT/ORDER NO.</th>
<th>10B. DATED (see item 12)</th>
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12. This item applies only to amendments of solicitations

**No cost modification**

13. This item applies only to modifications of contracts/ord

14. DISPOSITION OF AMENDMENT/MODIFICATION (Commented by OCP section boards, including solicitations and audit)

GSA Contract #: GS10F0353XM
Tax ID Number: 541531230
DUNS Number: 611603457
FBO: Destination
Discount Terms:

(b)(2)

This purpose of this modification is establish travel, CLIN and transfer funds from labor to travel:

Continued...

Except as provided herein, all terms and conditions of the document referenced herein at 8A or 10A, as hereinafter amended, remain unchanged and in full force and effect.

14A. NAME AND TITLE OF SIGNER (Type or print)
Donald E. Nelson, Chief Financial Officer

14B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Jan K. Wisor

16A. UNITED STATES OF AMERICA

16C. DATE SIGNED
12/20/05
1) The following CLIN 02 is added to the contract - It is anticipated that travel shall be required to field offices. Travel expenses shall be reimbursed based on the Federal Travel Regulations and per diem rates (meal and incidental expenses) in the effect at the travel location, with lodging and transportation reimbursed at actual costs. The COTA shall approve all travel in advance in writing. The Contractor shall not be reimbursed for transportation expense for assigned personnel for local commuting between their place of residence and their place of work.

2) The amount of [REDACTED] is hereby provided for CLIN # 2 for travel expense to Contract CON-3-A-0110 under CALL 03. The Labor CLIN # 1 is reduced from [REDACTED] to [REDACTED] at no additional cost to the Government.

Invoices should be sent to COTR for verification. Eric Peterson @ 202-816 [REDACTED]
Procurement issues should be addressed by Larry Gooding @ 202-333 [REDACTED]
The purpose of this modification is to provide incremental funds:

Incremental funding in the amount of $100,768.00 is hereby provided for TEC contract Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 3A or 16A, as heretofore changed, remains unchanged and in full force and effect.

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

Jan K. Wisor

16B. CONTRACTOR/OFFEROR

THE ENVIRONMENTAL COMPANY INC

108. UNITED STATES OF AMERICA

1SC. DATE SIGNED

2\slash 17\slash 06

(Signature of Contractor/Offeror)

(Signature of person authorized to sign)

STANDARD FORM 30 (REV. 10-83)  Prescribed by GSA
FAR (48 CFR) 53.243

Previous edition unusable

95

13
COW-3-A-0110, CALL 03 for DHS/ICE/Logistics office. As a result of this modification the total obligated amount increases from $85,284.19 by $100,768.00 to $186,052.19.

The contractor shall notify the COTR and Contracting Officer in writing when 85% of the funding has been expended.

Invoices should be provided to the COTR Eric Petersen @ 202-616- [redacted] Procurement issues and contact Larry Gooding @ 202-353- [redacted]
Form G-514
REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: LOG-6M-1006

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<th>OBJECT</th>
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(b)(2), (b)(4)
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE: LOG-6M-1010

2. AMENDMENT/MODIFICATION NO.: P00004

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.: 425 I Street, NW

5. PROJECT NO. (if applicable): Rm 2208

6. ISSUED BY: U.S. Dept. of Homeland Security

7. ADMINISTERED BY (if other than Item 5): Immigration and Customs Enforcement

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code): Rm 2208

THE ENVIRONMENTAL COMPANY INC

9A. AMENDMENT OF SOLICITATION NO.: PO BOX 5127

9B. DATED (SEE ITEM 11): CHARLOTTESVILLE VA 229055127

CON-3-A-0110

10A. MODIFICATION OF CONTRACT/ORDER NO.: CON-3-A-0110

10B. DATED (SEE ITEM 13): CALL: 03

07/06/2005

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended. ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: ☐ By completing and returning items 6 and 15, and retuning copies of the amendment; ☐ By acknowledging receipt of this amendment on each copy of the offer submitted; ☐ By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required): Net Increase: $201,535.00

See Attachment A

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

☐ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

X B. THE ABOVE-numbered CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by each section heading, including solicitation control and other matter where feasible.)

GSA Contract #: GSIF0334M

Tax ID Number: 541524820

DUNS Number: 611603457

FOB: Destination

Discount Terms: 

(b)(2)

The purpose of this modification is to provide incremental funds:

Incremental funding in the amount of $201,535.00 is hereby provided for TEC contract

Continued ...

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

15A. NAME AND TITLE OF SIGNER (Type or print)

Jan K. Wisor

15C. DATE SIGNED

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

Ja K. Wisor

16C. DATE SIGNED

2/27/06

NSN 7540-01-020-5070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 52.243

98
The contractor shall notify the COTR and Contracting Officer in writing when 85% of the funding has been expended.

Invoices should be provided to the COTR - Eric Petersen & 202-616-_____
Procurement issues contact Larry Gooding - 202-353 ______ (b)(2)
Form G-514
REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT
Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: LOG-5M-1010

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(b)(2), (b)(4)
AMENDMENT OF SOLICITATION MODIFICATION

2. AMENDMENT/MODIFICATION NO.: PPP0005
3. EFFECTIVE DATE: Sep 19, 2000
4. PROCUREMENT/PURCHASE REQ. NO.: PRO-050000
5. ISSUED BY: ODEL 6208
6. ADMINISTERED BY: Office of the Procurement

U.S. Dept. of Homeland Security
Immigration and Customs Enforcement
425 I Street, NW
Rm 2208
Washington, DC 20536

7. NAME AND ADDRESS OF CONTRACTOR ( Firm, Name, City, State and ZIP Code):

THE ENVIRONMENTAL COMPANY INC
PO BOX 5137
CHARLOTTESVILLE VA 22905-5137

8. AMENDMENT OF SOLICITATION NO.: (a)
9. DATED (SEE ITEM 11):

10. MODIFICATION OF CONTRACT ORDER NO.: CONT-1100-00-003
11. DATED (SEE ITEM 11):

07/06/2003

12. ACCOUNTING AND APPROPRIATION DATA (if required):

NA

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

X

14. THIS MODIFICATION IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X Mutual agreement between both parties

E. IMPORTANT: The dollar amount on this agreement must be equal to the sum of the dollar amounts on all modification notices issued in connection with this contract, to the extent that the contract price can be ascertained. 

GSA Contract #: GS10F0334K
Tax ID Number: 54-1524620
DUNS Number: 611803457

The purpose of this modification is to extend the end of the period of performance from June 28, 2006 to August 31, 2006 at no additional cost to the Government.

Any questions regarding this modification should be addressed to:
COTR - Eric Peterson - 202-615-
Procurement Issues contact Jarry Coadijng - 202-353-

Richard T. Helderstadt, President

[Signature]

6-28-06

NSN 7544-01-356-9070
Previous editionヌリテ

101
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<td>U.S. Dept. Of Homeland Security Immigration and Customs Enforcement 425 I Street, NW 20536</td>
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<td>NAME AND ADDRESS OF CONTRACTOR</td>
<td>THE ENVIRONMENTAL COMPANY INC. PO BOX 5127 CHARLOTTESVILLE VA 22905127</td>
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<td>FACILITY CODE</td>
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*Note: The above numbered substitution is intended to be an addendum to item 14. The hour and date specified for receipt of offer(s) refers to the submission of this amendment.*

**Attachment A:**

**Description:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>The purpose of this modification is to provide additional funding in the amount of $2,624.00.</td>
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<tr>
<td>2.</td>
<td>Total funds are increased from $387,587.19 by $2,624.00 to $390,211.19.</td>
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Any questions regarding this modification, please contact Valerie Proctor, (202) 514-______ Continued...

**Signature:**

Richard J. Reiderstedt, President

**Effective Date:**

8/9/06

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<td>MOD0000011005103</td>
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<td>07/06/05</td>
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**Contractor Information:**

GSA Contract #: GS10F0334M
Tax ID Number: 54-1594220
DUNS Number: 611602843
AMENDMENT OF SOLICITATION/MODIFICATION NO. 1 ON CONTRACT

2. AMENDMENT/MODIFICATION NO. 1
3. EFFECTIVE DATE 08/18/2006
4. REQUISITION/PURCHASE REQ. NO. LOG-06M-1028
5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Dept. Of Homeland Security
   Immigration and Customs Enforcement
   425 I Street, NW
   Rm 2208
   Washington DC 20536
   CODE ICE

8. NAME AND ADDRESS OF CONTRACTOR (Abb. street, city, State and ZIP Code)

   THE ENVIRONMENTAL COMPANY INC
   PO BOX 5127
   CHARLOTTESVILLE VA 229055127
   CODE 6116034570000 FACILITY CODE

10. MODIFICATION OF CONTRACT/ORDER NO. CON-3-A-0110
11. CODE

10A. AMENDMENT OF SOLICITATION NO.
11A. DATED (See Item 11) 07/06/2005
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Attachment A Net Increase: $215,897.00
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTORS ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE:
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.102(j).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PERSUASIVE TO AUTHORITY OF:
   X FAR 52-217-8 Option to Extend Services
D. OTHER (Specify type of modification and authority)
E. IMPORTANT: Contractor □ is not □ is required to sign this document and return ________ copies of the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter wherever feasible.)

GSA Contract #: GS10F0334M
Tax ID Number: 54-1524520
DUNS Number: 611603457

This purpose of this modification is to reflect the following:


2. Total funds are increased from $390,211.19 by $215,897.00 to $606,108.19.

Continued...

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

15A. NAME AND TITLE OF SIGNER (Type or print)

ELIZABETH C. HEITZ

15C. DATE SIGNED 8/18/2006

16B. UNITED STATES OF AMERICA

STANDARD FORM 30 (REV. 10-83) PUBLISHED BY GSA

FAR (49 CFR) 53.343

NSN 7540-01-152-8870
Previous edition unsuitable

103
Any questions regarding this modification, please contact Valerie Proctor, (202) 514 [REDACTED].
Period of Performance: 09/01/2006 to 09/30/2006
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19. GROSS SHIPPING WEIGHT

20. INVOICE NO

21. MAIL INVOICE TO:

a. NAME
   U.S. Dept. Of Homeland Security

b. STREET ADDRESS
   Immigration and Customs Enforcement
   425 I Street, NW
   Rm 1122

c. CITY
   Washington

d. STATE
   DC

e. ZIP CODE
   20536

22. UNITED STATES OF AMERICA

BY (Signature)

WICKI L. GRANAT
TITLE: CONTRACTING/ORDERING OFFICER

17(h) TOTAL (Cont. on reverse)

17(i) GRAND TOTAL
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<tr>
<td>0001</td>
<td>Contractor support for property management services. BPA Call 04 is derived from GSA Contract # GS-10F-0334M. Tasks shall be performed in accordance with the attached Statement of Work. Any questions regarding this Call, please contact Procurement - Valerie Proctor, (202) 514-xxxx COTR - Bernadette Barnes, (202) 616-xxxx Invoicing Instructions - Send one original invoice to the Program Office POC. The Program Office Official must determine if goods/services have been received and accepted before the Dallas Finance Office can process the invoice for payment. Please include the Delivery Order/Call number on all invoices. Accounting Info: SEE ATTACHMENT A $560,600.00 (Subject to Availability of Funds) The total amount of award: $560,600.00. The obligation for this award is shown in box 17(i).</td>
<td>1 LO</td>
<td>560,600.00</td>
<td>0.00</td>
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</table>
STATEMENT OF WORK
DEPARTMENT OF HOMELAND SECURITY
UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT
ON-SITE TECHNICAL SUPPORT SERVICES
CALL 0004

1. **Title of Project**


2. **Period of Performance**

October 1, 2006 thru September 30, 2007

3. **Contracting Officer's Technical Representative (COTR)**

U.S. Immigration and Customs Enforcement
Attn: Bernadette Barnes
425 I Street N.W., Rm. 1122
Washington, DC 20536

4. **Background**

The Department of Homeland Security (DHS) assumed responsibility for large quantities of personal property previously controlled by the former Immigration and Naturalization Service (INS). Due to the large amount of property transferred and reallocated within DHS, the former Office of Logistics found itself inadequately staffed to perform this requirement, thus adversely affecting the smooth and timely transition of over $1 Billion dollars worth of personal property to the newly created DHS.

5. **Objectives/Scope**

The purpose of this call is to provide the newly formed Office of Asset Management with five (5) on-site technical support contractor personnel to ensure the accurate and timely transfer of personal property assets to the newly established DHS’s Headquarters and its subordinate Components.

6. **Task Requirements**

6.1 The effort consists of, but is not limited to reconciling current inventories for accuracy; assigning appropriate DHS Component ID’s, i.e. CIS, ICE, CBP or DHS as required to ensure proper accountability; reviewing servicewide Reports of Survey for completeness; drafting and sending correspondence to the originating office enumerating the correction(s) of specific deficiencies to complete the Report of
Survey, and attendance at meetings held at 425 I Street, Washington, DC, and within the Washington Metropolitan Area, regarding new property accountability procedures, policies, or analysis of proposed revisions of the same.

6.2 Monthly Progress Reports

The Contractor shall submit two (2) copies, one electronic copy and one original hard copy of a monthly report to the COTR by the 15th working day following the end of each month for review, processing and acceptance. The electronic copy shall be provided on 3.5 inch 1.44 MB media in Windows 98 or 2000 format or by electronic mail. The monthly report shall contain, but is not limited to the following:

6.2.1 Management Summary: Documenting any major problems/issues and any significant progress or events.

6.2.2 Resources Expenditures: Funds expended during the reporting period for each deliverable, cumulative total, and funds remaining on contract.

6.2.3 Narrative: Description of work performed on the task during the reporting period and work anticipated to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.

6.2.4 Task Report Headings: The heading of all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Task
- COTR’s Name
- Management Summary
- Resource Expenditures
- Narrative
- Problems and Issues

Deliverable: Monthly progress reports are to be submitted in accordance with Section 6.2 of the SOW
7 Delivery of Final Task Report

A final report is to be produced in accordance with an agreed upon format, e.g. Excel spreadsheet, Word document, etc., TBD by the Office of Asset Management at the start of each task. The final report shall incorporate the total number of hours worked by each Consultant, and a statistical analysis of all completed and any remaining incomplete assigned task(s).

8 Contractor Personnel

The labor categories defined below are deemed necessary for the contract. The prerequisites are the minimum acceptable level. Resumes of personnel (indicating specific experiences relevant to the person’s contribution to specific tasks) shall be submitted by the contractor. The Contractor in response to each Call shall submit resumes of personnel indicating the specific experiences relevant to this SOW.

8.2 Project Manager (1): This position requires expertise in managing audit and program evaluation projects.

   Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

   Experience: This position requires a minimum of seven (7) years of recent and progressive management experience in multi-disciplined government contracts similar in size and complexity. The Project Manager must have experience developing and executing tasks, applying analytical methodologies, providing technical direction to project staff, and allocating project resources effectively. The Project Manager must also have experience working as an effective liaison with government personnel and other contracting staff.

8.3 Consultant (5): This position requires expertise in audit and program evaluation projects.

   Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

   Experience: This position requires a minimum of four (4) years of recent audit experience. The Consultant must have experience conducting property audits and preparing audit reports. Must have experience in monitoring project progress and proposing changes in plans and schedules to senior managers when required to achieve project goals.
9 Place of Performance

Work shall primarily be performed at the government’s facility located at Chester Arthur Building, 425 I Street, NW, Washington, DC 20536. Upon occasion, contractor personnel may be required to travel to off-site locations for performance of site inventory, audit reconciliation, or system review and evaluation.

10 Travel

Travel to other DHS locations in the continental United States shall be required. Travel shall not be performed in connection with this Call without prior approval of the COTR. The Contractor’s travel shall be reimbursed at cost in accordance with Federal Travel Regulations. Upon completion of travel, all documentation associated with the respective travel shall be submitted with the invoices.

Local travel under this Call is not authorized. Actual travel time incurred by the Contractor shall not be subject to reimbursement. Indirect costs, such as G&A or overhead costs, applied to travel shall only be allowed in accordance with the Contractor’s applicable GSA schedule contract.

11 Government Furnished Property/Information

The government will provide access to all necessary and available information and documentation required to accomplish the task including (at a minimum)

11.1 Contractor access building badges for personnel working on-site longer than 30 days.

11.2 Access to all internal documentation pertaining to the task to be performed.

11.3 Access to telephone and fax machines and temporary use of office space as determined necessary by the Director, Office of Asset Management.

11.4 On-site computer equipment with access to DHS Internet and electronic mail for use by contractor personnel in the execution of the task as needed.
## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

### 1. CONTRACT ID CODE: LOC-7M-1003.1
### 2. AMENDMENT/MODIFICATION NO.: F000001
### 3. EFFECTIVE DATE: 01/30/2007
### 4. REQUISITION/PURCHASE REQ. NO.
### 5. PROJECT NO. (If applicable): 1003.1
### 6. ISSUED BY:
#### U.S. Dept. Of Homeland Security
Immigration and Customs Enforcement
425 I Street, NW
Rm 2208
Washington DC 20536

### 7. ADMINISTERED BY:
#### U.S. Dept. Of Homeland Security
Immigration and Customs Enforcement
425 I Street, NW
Rm 2208
Washington DC 20536

### 8. NAME AND ADDRESS OF CONTRACTOR
#### THE ENVIRONMENTAL COMPANY INC
PO BOX 5127
CHARLOTTESVILLE VA 229055127

### 9A. AMENDMENT OF SOLICITATION NO.: (Blank)
### 10A. MODIFICATION OF CONTRACT/ORDER NO.: COW-3-A-0110 CAL04

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers is extended. ☐ is extended ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) by completing items 8 and 15, and returning therewith copies of the amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change any offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Attachment A

### Net Increase: $560,600.00

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

### CHECK ONE:
☐ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)

☐ X  FAR 52.232-18  Availability of Funds

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

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

GSA Contract #: GS-10F-0334M
Tax ID Number: 54-1524820
DUNS Number: 611603457

The purpose of this modification is as follows:

1. In accordance with FAR 52.232-18 "Availability of Funds" April 1984, the Contracting Officer hereby notifies the contractor that funds in the amount of $560,600.00 are now available.

2. This modification changes the obligated amount from 0.00 to $560,600.00 for a Net Increase of $560,600.00.

Continued ...
All other terms and conditions remain unchanged.

Questions regarding this modification contact
Valerie Proctor, Contract Specialist, (202) 514-7
Program POC: Veral Wright, (202) 514-7
Period of Performance: 10/01/2006 to 09/30/2007
## ATTACHMENT A

### REQUISITION NUMBER:

**LOG-7M-1003.1**

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>TASK</th>
<th>FUND</th>
<th>PROGRAM</th>
<th>ORGANIZATION</th>
<th>OBJECT</th>
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(b)(2), (b)(4)
STATEMENT OF WORK
DEPARTMENT OF HOMELAND SECURITY
UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT
ON-SITE TECHNICAL SUPPORT SERVICES
CALL 0004

1. Title of Project


2. Period of Performance

October 1, 2006 thru September 30, 2007

3. Contracting Officer's Technical Representative (COTR)

U.S. Immigration and Customs Enforcement
Attn: Bernadette Barnes
425 I Street N.W., Rm. 1122
Washington, DC 20536

4. Background

The Department of Homeland Security (DHS) assumed responsibility for large quantities of personal property previously controlled by the former Immigration and Naturalization Service (INS). Due to the large amount of property transferred and reallocated within DHS, the former Office of Logistics found itself inadequately staffed to perform this requirement, thus adversely affecting the smooth and timely transition of over $1 Billion dollars worth of personal property to the newly created DHS.

5. Objectives/Scope

The purpose of this call is to provide the newly formed Office of Asset Management with five (5) on-site technical support contractor personnel to ensure the accurate and timely transfer of personal property assets to the newly established DHS’s Headquarters and its subordinate Components.

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The Contractor shall submit two (2) copies, one electronic copy and one original hard copy of a monthly report to the COTR by the 15th working day following the end of each month for review, processing and acceptance. The electronic copy shall be provided on 3.5 inch 1.44 MB media in Windows 98 or 2000 format or by electronic mail. The monthly report shall contain, but is not limited to the following:

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6.2.2 **Resources Expenditures:** Funds expended during the reporting period for each deliverable, cumulative total, and funds remaining on contract.

6.2.3 **Narrative:** Description of work performed on the task during the reporting period and work anticipated to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.

6.2.4 **Task Report Headings:** The heading of all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Task
- COTR’s Name
- Management Summary
- Resource Expenditures
- Narrative
- Problems and Issues

**Deliverable:** Monthly progress reports are to be submitted in accordance with Section 6.2 of the SOW.
7 Delivery of Final Task Report

A final report is to be produced in accordance with an agreed upon format, e.g. Excel spreadsheet, Word document, etc., TBD by the Office of Asset Management at the start of each task. The final report shall incorporate the total number of hours worked by each Consultant, and a statistical analysis of all completed and any remaining incomplete assigned task(s).

8 Contractor Personnel

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9 Place of Performance

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Building, 425 I Street, NW, Washington, DC 20536. Upon occasion, contractor
personnel may be required to travel to off-site locations for performance of site inventory,
audit reconciliation, or system review and evaluation.

10 Travel

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shall not be performed in connection with this Call without prior approval of the COTR.
The Contractor’s travel shall be reimbursed at cost in accordance with Federal Travel
Regulations. Upon completion of travel, all documentation associated with the respective
travel shall be submitted with the invoices.

Local travel under this Call is not authorized. Actual travel time incurred by the
Contractor shall not be subject to reimbursement. Indirect costs, such as G&A or
overhead costs, applied to travel shall only be allowed in accordance with the
Contractor’s applicable GSA schedule contract.

11 Government Furnished Property/Information

The government will provide access to all necessary and available information and
documentation required to accomplish the task including (at a minimum)

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days.

11.2 Access to all internal documentation pertaining to the task to be performed.

11.3 Access to telephone and fax machines and temporary use of office space as
determined necessary by the Director, Office of Asset Management.

11.4 On-site computer equipment with access to DHS Internet and electronic mail for
use by contractor personnel in the execution of the task as needed.
**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

<table>
<thead>
<tr>
<th>2. AMENDMENT/MODIFICATION NO.</th>
<th>PO0002</th>
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<tbody>
<tr>
<td>3. EFFECTIVE DATE</td>
<td>07/31/2007</td>
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<tr>
<td>4. REQUISITION/PURCHASE REQ. NO.</td>
<td>LOG-7M-1057.1</td>
</tr>
<tr>
<td>5. PROJECT NO. (If applicable)</td>
<td>CODE ICE/MS/ASST SEC</td>
</tr>
<tr>
<td>6. ISSUED BY</td>
<td>CODE ICE/MS/ASST SEC</td>
</tr>
<tr>
<td>7. ADMINISTERED BY (If other than Item 5)</td>
<td>CODE ICE/MS/ASST SEC</td>
</tr>
<tr>
<td>ICE/Mission Support/Asst. Secretary Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Washington DC 20536</td>
<td></td>
</tr>
<tr>
<td>8. NAME AND ADDRESS OF CONTRACTOR (City, state, county, State and ZIP Code)</td>
<td>THE ENVIRONMENTAL COMPANY INC PO BOX 5127 CHARLOTTESVILLE VA 229055127</td>
</tr>
<tr>
<td>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</td>
<td></td>
</tr>
<tr>
<td>The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) by completing Items 8 and 15, and returning ______ copies of the amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If you wish to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</td>
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</tr>
<tr>
<td>12. ACCOUNTING AND APPROPRIATION DATA (If required)</td>
<td>SEE ATTACHMENT A Net Increase: $32,495.76</td>
</tr>
<tr>
<td>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT ORDER NO. AS DESCRIBED IN ITEM 14.</td>
<td>CHECK ONE</td>
</tr>
<tr>
<td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A</td>
<td>X</td>
</tr>
<tr>
<td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td>
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<tr>
<td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td>
<td></td>
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<tr>
<td>D. OTHER (Specify type of modification and authority)</td>
<td></td>
</tr>
<tr>
<td>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</td>
<td>GSA Contract #: GS-10F-0334M</td>
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<tr>
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<td>DUNS Number: 611603457</td>
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<td>The purpose of this modification is to reflect the following:</td>
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<tr>
<td>1. Provide additional funding for Call 4 in accordance with the attached Statement of Work.</td>
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<td>2. This modification has increased the total obligated amount from $560,600.00 by $32,495.76 to $593,095.76.</td>
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<td>Contact Information:</td>
<td>Continued ...</td>
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<tr>
<td>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</td>
<td>ELIZABETH C. HEITZ</td>
</tr>
<tr>
<td>(Signature of person authorized to sign)</td>
<td>(Signature of Contracting Officer)</td>
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<tr>
<td>16B. CONTRACT/ORDER #</td>
<td>16C. DATE SIGNED</td>
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<tr>
<td>NSN 7540-01-152-6070</td>
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STANDARD FORM 30 (REV. 10/63)
Prescribed by GSA
FAR (48 CFR) 55.243
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<th>AMOUNT (F)</th>
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<tr>
<td></td>
<td>Procurement POC: Valerie Proctor, Contract Specialist, (202) 514...</td>
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<td>Program POC: Bernadette Barnes, (202) 616...</td>
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<td>Delivery Location Code: ICE/CFO/ADMIN SRVS ICE CFO Administrative Services Immigration and Customs Enforcement</td>
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<td>Personal property inventory audit of selected installations</td>
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ATTACHMENT A
ACCOUNTING AND APPROPRIATION INFORMATION

REQUISITION NUMBER: **LOG-7M-1057.1**

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<th>PROJECT</th>
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<th>ORGANIZATION</th>
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(b)(2), (b)(4)
STATEMENT OF WORK
DEPARTMENT OF HOMELAND SECURITY
UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT
INVENTORY AUDIT AND TECHNICAL SUPPORT SERVICES

1. Title of Project

Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE), Inventory Audit and Technical Support Services.

2. Period of Performance

Date of award through 21 August 2007.

3. Contracting Officer’s Technical Representative (COTR)

U.S. Immigration and Customs Enforcement
Attn: Bernadette Barnes
425 I Street NW, Rm. 2236
Washington, DC 20536

4. Background

The DHS controls large quantities of installation (real) and personal property at numerous sites throughout the United States, its Commonwealth, Territories, and overseas facilities. One means of monitoring property accountability and accuracy is through a mandatory annual physical inventory of all DHS organizations. In years past, property management decisions and enhancements have been instituted based on inventory certifications and the results of subsequent inventory audits. To improve inventory procedures throughout the DHS requires ongoing analysis to identify current shortfalls and deficiencies and recommend improvements. In addition, technical support services augmentation is required to ensure that results are properly identified, analyzed, and all corrective actions are accomplished in a timely manner.

5. Objectives/Scope

The purpose of this Call is to assist the government by providing property and policy assessment, property reconciliation, property control actions/audits and on-site technical support services to the Office of Asset Management.

6. Task Requirements

The audit effort will be divided as follows:

- Task 1. Action Planning
- Task 2. Audit of Selected DHS installations
- Task 3. Monthly Progress Reports
- Task 4. Delivery of draft and final Audit Reports
6.1 Action Plan

The Contractor shall develop an action plan, in coordination with the Office of Asset Management, Chief Property Branch for executing each task. The contractor shall attend and participate in action planning and coordination meetings to capture the essential elements of the project/task scheduling and other management issues. The contractor shall continuously update, modify, and revise all actions previously developed and keep the Chief, Property Branch informed of all actions and adjusted milestones for each Call. The contractor shall be responsible for recording and documenting all items of discussion/decision at meetings, interviews, and telephone conference conversations.

**Deliverable:** Action plan and minutes or memoranda of record as required by the Government team.

6.2 Audit of Selected DHS installations

See Attachment 1. All three facilities require to be completed by August 20, 2007. TEC will coordinate dates with Chief, Property Branch

6.3 Monthly Progress Reports

The Contractor shall submit two (2) copies, one electronic copy and one original hard copy of a monthly report to the COTR by the 15th working day following the end of each month for review, processing, and acceptance. The monthly report shall contain, but is not limited to, the following:

6.3.1 Management Summary: Documenting any major problems/issues and any significant progress or events.

6.3.2 Resource Expenditures: Funds expended during the reporting period for each deliverable, cumulative total, and funds remaining on contract.

6.3.3 Narrative: Description of work performed on the task during the reporting period and work anticipated to be performed during the next month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month. The contractor shall report task status in accordance with the milestones and objectives identified in the approved project plan.

6.3.4 Task Report Headings: The heading of all reports shall contain the following information:

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance
- Contract Program Manager
- Total Dollar Value
- Title of Task/Project
- COTR’s Name
- Management Summary
• Resource Expenditures
• Narrative
• Problems and Issues

Deliverable: Contractor shall perform audits in three locations during the month of August 2007 as outlined in the Statement of Work. 100% Inventory review of laptops shall be made at the five locations. Monthly progress reports are to be submitted in accordance with the Section 6.3 of the SOW.

6.4 Delivery of Draft Task/Project Report

Deliverable: Draft audit reports are to be produced in accordance with the current Inventory Report format, to be provided at time of award.

6.5 Delivery of Final Task/Project Report

Deliverable: Final audit reports are to be produced in accordance with the current Inventory Report format, to be provided at time of award. The final report shall incorporate all findings and a statistical review of the audited organizations.

7. Contractor Personnel

The labor categories defined below are deemed necessary for the proposed contract. The prerequisites are the Minimum acceptable level. Resumes of personnel (indicating specific experiences relevant to the person’s contribution to specific tasks) shall be submitted by the contractor as required by the Director, Office of Asset Management. The contractor in response to each Call shall submit resumes of personnel indicating the specific experiences relevant to this SOW.

• **Key Personnel: The Project Manager** listed below is considered key personnel/essential to the work being performed hereunder. Prior to removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the Contracting Officer via the Contracting Officer’s Technical Representative reasonably in advance (but not less than 30 days) and shall submit written justification (including proposed substitutions resume) in sufficient detail to permit evaluation of the impact on this contract. The contractor without the written consent of the Contracting Officer shall make no diversion.

• **Skills. Educational Equivalency:** A Masters degree is equivalent to a Bachelors degree with four years of additional work experience in the specified field. An equivalent of a Bachelors degree is three years of additional work experience in the specified field. An equivalent of an Associate degree is two years of additional work experience in the specified field. The degrees must be from accredited institutions.

7.1 **Project Manager (1):** This position requires expertise in managing audit and program evaluation projects.
Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of seven (7) years of recent and progressive management experience in multi-disciplined government contracts similar in size and complexity. The project manager must have experience developing and executing tasks, applying analytical methodologies, providing technical direction to project staff, and allocating project resources effectively. The project manager must also have experience working as an effective liaison with government personnel and other contracting staff.

7.2 Sr. Consultant: This position requires expertise in audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of six (6) years of recent audit experience. The Sr. Consultant must have experience conducting property audits, preparing audit reports, and providing advice and guidance on the phases of audit projects. Must have experience working to independently develop comprehensive and complex project plans and schedules and continually monitoring and updating plans and schedules to ensure that project goals are achieved.

7.3 Consultant: This position requires expertise in audit and program evaluation projects.

Education: A Bachelor’s degree from an accredited college or university in education, public administration, business administration, or related field is required.

Experience: This position requires a minimum of four (4) years of recent audit experience. The Consultant must have experience conducting property audits and preparing audit reports. Must have experience in monitoring project progress and proposing changes in plans and schedules to senior managers when required to achieve project goals.

7.4 Sr. Technical Writer: This position requires expertise in writing and design layout.

Education: A Bachelor’s degree from an accredited college or university in English or Journalism, or related field is required.

Experience: This position requires a minimum of four (4) years of recent experience in writing and design layout for technical manuals, manuscripts, and reports. Requires analytical ability to review documents, correct typographical errors, and rewrite documents to increase clarity.

7.5 Sr. Administrative Support Specialist: This position requires expertise in general office support software and formal correspondence and document development.

Education: A High School diploma is required.

Experience: This position requires a minimum of six (6) years of recent experience in preparing technical correspondence and formal documentation. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated databases and spreadsheet
software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets.

8. Audit of Selected Installations

The contractor shall plan, organize, and execute a representative audit sampling of four categories of personal property, i.e., “Property Valued over $5,000,” “Firearms,” “Laptops,” and “Vehicles,” at selected DHS Headquarters and field locations. Additionally, the contractor shall conduct a Floor-to-List (reverse sample) of randomly selected items comprising at least 10% of the sample audit population at each location. Upon completion of the audit, the Contractor shall prepare a draft and a final audit report, using the format provided after award of BPA, for each DHS organization audited. Compilation of a “draft” and the final Audit Report shall be accomplished at the contractor’s office. See Attachment 1 for the list of DHS installations to be audited.

**ATTENTION:** On March 1, 2003, the Immigration and Naturalization Service (INS) was absorbed into the U.S. Department of Homeland Security. As a consequence of this reorganization, INS offices and functions have been realigned and assigned to one or more of the following departments or offices:

(a) Department of Homeland Security (DHS);
(b) U.S. Immigration and Customs Enforcement (ICE);
(c) U.S. Customs and Border Protection (CBP); and
(d) U.S. Citizenship and Immigration Services (CIS).

Consequently, sites selected for audit may contain property belonging to one or more offices listed above. The auditor shall accurately identify all property inventoried by office on the audit report.

9. Deliverables

Deliverables due the Government are to be submitted in accordance with the following schedule unless otherwise directed by the Government’s Contracting Officer.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Submittal Date</th>
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<tbody>
<tr>
<td>6.1</td>
<td>Action Plan (1 original and 1 electronic copy)</td>
<td>10 working days after award of Call</td>
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<tr>
<td>6.2</td>
<td>On-Site Audits</td>
<td>To be completed during the month of July 2007 working days following the award of Call</td>
</tr>
<tr>
<td>6.3</td>
<td>Monthly Progress Report (1 original and 1 electronic copy)</td>
<td>15th of each Month</td>
</tr>
<tr>
<td>6.4</td>
<td>Draft Audit Report (1 original and 1 electronic copy)</td>
<td>To be completed within 15 working days after completion of on-site audits</td>
</tr>
<tr>
<td>6.4</td>
<td>Final Audit Report (1 original, 1 copy and 1 electronic copy)</td>
<td>105 days after approval of the Contractor’s Action Plan</td>
</tr>
</tbody>
</table>
The government will have 14 days to review and provide comments to the contractor prior to acceptance of all deliverables. The contractor must then respond within 14 days after receiving the government’s comments with a final report.

10. Government Furnished Property/Information

The government will provide access to all necessary and available information and documentation required to accomplish each task including (at a minimum):

10.1 Contractor access building badges for contractor personnel working on-site and/or visiting DHS facilities.

10.2 Access (escorted if necessary) to DHS contractor or DHS operated maintenance facilities and access to all internal documentation pertaining to, but not limited to, the internal operational procedures of the facilities.

10.3 Access to telephone and fax machines and temporary use of office space as determined necessary by the Director, Office of Asset Management.

10.4 On-site computer equipment with access to DHS Internet and electronic mail for use by contractor personnel in the execution of each task as needed.

10.5 Access to the inventory information contained in the Sunflower database so that it can be used in Microsoft Access format.

11. Travel

Allowable travel, as defined in the Federal Travel Regulations, is travel other than that required in commuting to and from the employee’s place of employment. Other than local travel can only be claimed when specifically authorized in advance in writing by the Contracting Officer’s Technical Representative (COTR) or Contracting Officer (CO) in his/her absence, and only up to the amount specified in any resultant BPA Call. All travel will be reimbursed in accordance with the provisions of the Federal Travel Regulations.

12. Hours Of Operation

Government duty hours is from 8:00 AM to 4:30 PM, Monday through Friday, excluding Government holidays. Modification to contractor personnel’s duty hours may be required to accommodate DHS headquarters and field office staff alternate work schedules.

13. Special Considerations

1. All original materials, visual aids, software, and text developed in performance of the tasks listed herein will be the property of the Government and will not be used, distributed or published by the Contractor or any of its employees, direct or indirect, without specific permission of the Contracting Officer.

2. The Contractor or persons employed by or in any way responsible to the contractor with respect to accomplishment of this scope of work shall make themselves available to respond
to technical issues. Technical issues are perceived to be any difficulty encountered in explaining results and methodology.

3. The Contractor shall make no public announcements or disclosures relative to information contained or developed under this contract.

4. The Contractor shall be required to provide a record, to the COTR, of requests for and/or receipt of government-furnished materials or data that, if not furnished in a timely manner, would significantly impair the normal progression of work under this contract.

5. The Contractor may be required to design, develop or operate as part of this analysis, a system of records on individuals, to accomplish any Agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 55a) and applicable Agency regulations. Violation of the Act may involve imposition of criminal penalties.

6. Final trim size of all delivered documents shall be 8.5 x 11 inches. Image size of standard text shall not exceed 7 x 10 inches. Wherever possible, avoid the use of oversized illustrations, charts, maps or artwork. Fold-Outs shall not exceed 11 x 17 inches with a maximum image size of 9.75 x 15.5 inches. Electronic submission formats shall be coordinated with the COTR.

7. It is possible that the Government will choose to use other support contractors in the pursuit of the goals of this program. If this occurs they may be invited to attend any meetings held in conjunction with a BPA Call. Their purpose will be to learn how the project is being developed and to provide any special insight they may have. The Contractor is expected to work with the support contractor as directed by the Government, providing and receiving information as required. Neither contractor shall be expected to review or be responsible for the data provided by the other party.

14. Security Requirements

14.1 General

The Department of Homeland Security (DHS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), require access to sensitive DHS information, and that the Contractor will adhere to the following.

14.2 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 unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Security Office. 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.

14.3 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. All background investigations will be processed through the Security Office. Prospective Contractor employees shall submit the following completed forms to the Security Office through the COTR no less than 30 days before the starting date of the contract or 30 days prior to 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. Form 555, “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act”

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the Security Office. 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 or development of any DHS IT system. DHS will consider only U.S. Citizens and LPRs for employment on this contract. DHS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development, operation, management or maintenance of DHS IT systems. By signing this contract, the contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

14.4 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 Security Office may require drug screening for probable cause at any time and/or when the contractor independently identifies, circumstances where probable cause exists.

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 DHS' Security Office. 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 Security Office 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.

**14.5 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.

**14.6 Security Management**

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office 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 Security Office 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.
14.7 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*. 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).

14.8 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. If required for this Call, 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).

15. Employment of Illegal Aliens

Subject to existing law, regulations and other provisions of this contract, the Contractor shall not employ illegal or undocumented aliens to work on, or with this contract. The Contractor shall ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.
ATTACHMENT 1

AUDIT LOCATIONS

Places of Performance: The Contractor shall perform inventory audits at the following DHS locations:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>CODE</th>
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<tbody>
<tr>
<td>Dallas</td>
<td></td>
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<tr>
<td>8101 North Stemmons Freeway</td>
<td></td>
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<tr>
<td>Dallas, TX 75247</td>
<td></td>
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<tr>
<td>— Office of Detention &amp; Removal</td>
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<tr>
<td>— Chief Counsel Office</td>
<td>(b)(2)</td>
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<tr>
<td>— Chief Information Officer</td>
<td></td>
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<tr>
<td>— Federal Protective Service</td>
<td>(b)(2)</td>
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<tr>
<td>Atlanta</td>
<td></td>
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<tr>
<td>77 Forsyth Street</td>
<td></td>
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<tr>
<td>Atlanta, Georgia</td>
<td></td>
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<tr>
<td>— Office of Detention &amp; Removal</td>
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<tr>
<td>— Office of Investigations</td>
<td>(b)(2)</td>
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<tr>
<td>— Federal Protective Service</td>
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<tr>
<td>— Chief Counsel Atlanta</td>
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<tr>
<td>Miami</td>
<td></td>
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<tr>
<td>909 S.E. First Ave</td>
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<tr>
<td>Miami, FL</td>
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<tr>
<td>— Office of Intelligence</td>
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</table>
Federal Protective Service

Miami
8075 N.W. 53rd Street
Miami, FL

Office of Investigations, SAC Miami

Office of Public Affairs
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
2. AMENDMENT/MODIFICATION NO. PD00003
3. EFFECTIVE DATE 08/20/2007
4. REQUISITION/PURCHASE REQ. NO. LGC-7M-1064
5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/MS/ASST SEC
7. ADMINISTERED BY (If other than Item 6) CODE ICE/MS/ASST SEC

ICE/Mission Support/Asst. Secretary Immigration and Customs Enforcement Office of Acquisition Management 425 I Street NW, Suite 2208 Washington DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (incl. street, county, State and ZIP Code)

THE ENVIRONMENTAL COMPANY INC
PO BOX 5127
CHARLOTTESVILLE VA 229055127

9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)

10A MODIFICATION OF CONTRACT ORDER NO. CON-3-A-0110 CALL04

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended.
- Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning copies of the amendment, (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by value of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

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

CHECK ONE
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
B. THE ABOVE NUMBERED CONTRACT ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.102(c).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF
D. OTHER (Specify type of modification and authority)

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by IUCF section headings, including solicitation/contract subject matter where feasible)

GSA Contract #: GS-10F-0334M
Tax ID Number: 54-1524820
DUNS Number: 611603457

The purpose of this modification is to reflect the following:

1. Please reprogram funding in the amount [blacked out] from (CLIN 0003) to CLIN 0006 (Travel).

(b)(4)

Contact Information:
Continued...

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

16A. NAME AND TITLE OF SIGNER (Type or print)
ELIZABETH C. HEITZ
[Signature of person authorized to sign]

16B. CONTRACT/ORDER NO. 16C. DATE SIGNED
16D. UNITED STATES OF AMERICA 8/20/2007
[Signature of Contracting Officer]

NSN 7540-01-162-9070
Previous edition unusable

STANDARD FORM 30 (REV. 10/83)
Prescribed by GSA
FAR (49 CFR) 51.243

133
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<th>ITEM NO. (A)</th>
<th>SUPPLIES/SERVICES (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
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<td>Program POC: Bernadette Barnes, (202) 616- ___</td>
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<td>ICE CFO Ofc of Asset Management</td>
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<td></td>
<td>Immigration and Customs Enforcement</td>
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<td>0004</td>
<td>FUNDS AVAILABLE IN CLIN 0003 OF CALL #4 ARE TO BE REPROGRAMMED TO CLIN 0006 TO PROVIDE FUNDING FOR ODC TRAVEL</td>
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<td>0.00</td>
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