Company Name:
SSI Business Solutions

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

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

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

Latest Modification Processed:
P00002

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

Services Provided:
Providing administrative support services (Secretary V) in the Information Technology (IT) Department, Federal Protective Service (FPS), Immigration and Customs Enforcement (ICE) at 800 North Capitol Street, NW, Washington, DC 20536.
**ORDER FOR SUPPLIES OR SERVICES**

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

1. **DATE OF ORDER**
   09/20/2006

2. **CONTRACT NO.**
   GS-07F-0032N

3. **ORDER NO.**
   HSCEPX-06-F-FO0025

4. **REQUISITION REFERENCE NO.**
   PSMQ-07-1015

5. **ISSUING OFFICE**
   Federal Protective Service HQ

   Department of Homeland Security
   800 North Capital Street
   Suite 500
   Washington DC 20536

6. **TO.**
   SSI BUSINESS SOLUTIONS, INC.

7. **NAME OF CONTRACTOR**
   SSI BUSINESS SOLUTIONS, INC.

8. **TYPE OF ORDER**
   - 1. PURCHASE
   - 2. F.O.S. DELIVERY

   Please furnish the following on the reverse, the 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-mentioned contract.

9. **ACCOUNTING AND APPROPRIATION DATA**
   See Attached

10. **REQUISITIONING OFFICE**
    Federal Protective Service HQ

11. **BUSINESS CLASSIFICATION**
    - 1. SMALL
    - 2. WOMEN-OWNED

12. **F.O.B. POINT**
    Department of Homeland Security
    200 Chestnut St
    Suite 356
    Attn: Peter Andrews

13. **PLACE OF DESTINATION**
    Philadelphia, PA 19106

14. **GOVERNMENT BILL NO.**
    0000000000

15. **DELIVER TO F.O.B. POINT ON OR BEFORE**
    (DD/MM/YY)

16. **DISCOUNT TERMS**
    Net 30

17. **SCHEDULE**
    (See reverse for Requisitions)

<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>
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<tbody>
<tr>
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**ITEM NO.**

| 17 **TO**: TOTAL | $0.00 |
| 18 **SHIP VIA** | \[ (Blank) \] |
| 19 **INVOICE NO.** | \[ (Blank) \] |
| 20 **INVOICE NO.** | \[ (Blank) \] |

18. **SHIPPING POINT**

19. **GROSS SHIPPING WEIGHT**

20. **INVOICE NO.**

21. **MAIL INVOICE TO**
    Federal Protective Service HQ

22. **UNITED STATES OF AMERICA**
    Name: Peter J. Andrews
    Title: Contracting Officer

**AUTHORIZED FOR LOCAL REPRODUCTION**
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 03/06)

Prepared by OMAF-46 CFR 213.15a
**ORDER FOR SUPPLIES OR SERVICES**

**SCHEDULE - CONTINUATION**

**DATE OF ORDER** 09/20/2006  
**CONTRACT NO.** GS-07F-0032N  
**ORDER NO.** HSEC-FX-06-F-00025

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**Admin Office:**  
Federal Protective Service HQ  
Department of Homeland Security  
800 North Capital Street NW  
Suite 500  
Washington DC 20536  
Period of Performance: 10/01/2006 to 09/30/2007

**Secretary V**

**Accounting Info:**  
See Attached  
$82,264.00 (Subject to Availability of Funds)

**FAR 52.232-18 Availability of Funds (Apr 1984)**

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

The total amount of award: $82,264.00. The obligation for this award is shown in box 17(f).
**UNFUNDED**

Subject to Availability of Funds
INTRODUCTION

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

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

800 N Capitol Street NW
Washington, DC 20536

MAJOR DUTIES AND RESPONSIBILITIES

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

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

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

The employee will assist in the following areas:

1. Assist in creating procurement documents for Megacenter and IT purchase requests and inputting them into the financial system
2. Assist with maintaining office supplies for the IT Department
3. Assist and resolve any calls pertaining to IT issues that may come in by employees

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

Factor 1 – Knowledge Required by the Position

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

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

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

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

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

Factor 2 – Supervisory Controls

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

Factor 3 – Guidelines

Guidelines are in the form of direct supervisor interaction and brief summaries of mission, program and fiscal objectives and are the basis for development of specific plans for the employee. Standard Operating Procedures, Instructions, an Employee handbook and memoranda provide additional guidance.
Factor 4 – Complexity

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

Factor 5 – Scope and Effect

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

Factor 6 – Personal Contacts

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

Factor 7 – Purpose of Contacts

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

Factor 8 – Physical Demands

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

Factor 9 – Work Environment

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

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

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

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

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

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

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. FD Form 258, "Fingerprint Card" (2 copies)

3. Foreign National Relatives or Associates Statement

4. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"

5. Drug Questionnaire

6. Alcohol Questionnaire

7. Financial Disclosure Report

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

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

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

CONTINUED ELIGIBILITY

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

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

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

DHS reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom DHS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.
The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU through the COTR. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees’ name and social security number, along with the adverse information being reported.

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

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

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

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

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

The following computer security requirements apply to both Department of Homeland Security (DHS) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.
INFORMATION TECHNOLOGY SECURITY CLEARANCE
When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in DHS IT Security Program Publication DHS MD 4300.Pub. or its replacement. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

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

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

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

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).
WAGE DETERMINATION NO: 05-2103 REV (01)  
AREA: DC,DISTRICT-WIDE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL WD:05-2104

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

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

Wage Determination No.: 2005-2103  
Revision No.: 1  
Date Of Revision: 08/22/2006

William W. Gross  
Division of Wage Determinations

States: District of Columbia, Maryland, Virginia

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

**Fringe Benefits Required Follow the Occupational Listing**

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<td>01012 - Accounting Clerk II</td>
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<td>01013 - Accounting Clerk III</td>
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<td>01020 - Administrative Assistant</td>
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<td>Furniture Refinisher</td>
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<td>Furniture Refinisher Helper</td>
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<td>Upholsterer</td>
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16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations

16010 - Assembler                                              8.71
16030 - Counter Attendant                                      8.71
16040 - Dry Cleaner                                           11.10
16070 - Finisher, Flatwork, Machine                          8.71
16090 - Presser, Hand                                          8.71
16110 - Presser, Machine, Drycleaning                         8.71
16130 - Presser, Machine, Shirts                              8.71
16160 - Presser, Machine, Wearing Apparel, Laundry             8.71
16190 - Sewing Machine Operator                               11.90
16220 - Tailor                                               12.63
16250 - Washer, Machine                                       9.44

19000 - Machine Tool Operation And Repair Occupations

19010 - Machine-Tool Operator (Tool Room)                      18.95
19040 - Tool And Die Maker                                     23.05

21000 - Materials Handling And Packing Occupations

21020 - Forklift Operator                                      16.25
21030 - Material Coordinator                                  20.54
21040 - Material Expeditor                                     20.54
21050 - Material Handling Laborer                              12.65
21071 - Order Filler                                          13.21
21080 - Production Line Worker (Food Processing)               16.25
21110 - Shipping Packer                                       14.46
21130 - Shipping/Receiving Clerk                              14.46
21140 - Store Worker I                                        9.96
21150 - Stock Clerk                                           14.35
21210 - Tools And Parts Attendant                              16.99
21410 - Warehouse Specialist                                  16.25

23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder                           23.35
23021 - Aircraft Mechanic I                                    22.24
23022 - Aircraft Mechanic II                                   23.35
23023 - Aircraft Mechanic III                                  24.52
23040 - Aircraft Mechanic Helper                               15.10
23050 - Aircraft, Painter                                     21.29
23060 - Aircraft Servicer                                      17.82
23080 - Aircraft Worker                                       18.09
23110 - Appliance Mechanic                                     20.60
23120 - Bicycle Repairer                                       14.43
23125 - Cable Splicer                                         24.77
23130 - Carpenter, Maintenance                                20.36
23140 - Carpenter, Maintenance                                18.70
23160 - Electrician, Maintenance                              24.85
23181 - Electronics Technician Maintenance I                   21.36
23182 - Electronics Technician Maintenance II                  22.80
23183 - Electronics Technician Maintenance III                 24.02
23260 - Fabric Worker                                         17.50
23290 - Fire Alarm System Mechanic                            21.46
23310 - Fire Extinguisher Repairer                            16.50
23311 - Fuel Distribution System Mechanic                     22.81
23312 - Fuel Distribution System Operator                     19.38
23370 - General Maintenance Worker                            19.01
23380 - Ground Support Equipment Mechanic                      22.24
23381 - Ground Support Equipment Servicer                      17.82
23382 - Ground Support Equipment Worker                       18.09
23391 - Gunsmith I
23392 - Gunsmith II
23393 - Gunsmith III
23410 - Heating, Ventilation And Air-Conditioning Mechanic
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)
22.12
23430 - Heavy Equipment Mechanic
23440 - Heavy Equipment Operator
23460 - Instrument Mechanic
23465 - Laboratory/Shelter Mechanic
23470 - Laborer
23510 - Locksmith
23530 - Machinery Maintenance Mechanic
23550 - Machinist, Maintenance
23580 - Maintenance Trades Helper
23581 - Metrology Technician I
23582 - Metrology Technician II
23583 - Metrology Technician III
23584 - Millwright
23640 - Millwright
23710 - Office Appliance Repairer
23760 - Painter, Maintenance
23790 - Pipefitter, Maintenance
23810 - Plumber, Maintenance
23820 - Pneudraulic Systems Mechanic
23850 - Rigger
23870 - Scale Mechanic
23890 - Sheet-Metal Worker, Maintenance
23910 - Small Engine Mechanic
23931 - Telecommunications Mechanic I
23932 - Telecommunications Mechanic II
23950 - Telephone Lineman
23960 - Welder, Combination, Maintenance
23965 - Well Driller
23970 - Woodcraft Worker
23980 - Woodworker
2400 - Personal Needs Occupations
24570 - Child Care Attendant
24580 - Child Care Center Clerk
24620 - Family Readiness And Support Services Coordinator
24630 - Homemaker
25010 - Boiler Tender
25040 - Sewage Plant Operator
25070 - Stationary Engineer
25190 - Ventilation Equipment Tender
25210 - Water Treatment Plant Operator
27000 - Protective Service Occupations
27004 - Alarm Monitor
27007 - Baggage Inspector
27008 - Corrections Officer
27010 - Court Security Officer
27030 - Detention Dog Handler
27040 - Detention Officer
27070 - Firefighter
27101 - Guard I
27102 - Guard II
27131 - Police Officer I
27132 - Police Officer II
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
28042 - Carnival Equipment Repairer
28043 - Carnival Equipment Worker

Page 5
28210 - Gate Attendant/Gate Tender
28310 - Lifeguard
28350 - Park Attendant (Aide)
28510 - Recreation Aide/Health Facility Attendant
28515 - Recreation Specialist
28630 - Sports Official
28690 - Swimming Pool Operator
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer
29020 - Hatch Tender
29030 - Line Handler
29041 - Stevedore I
29042 - Stevedore II
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (2)
30011 - Air Traffic Control Specialist, Station (HFO) (2)
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)
30021 - Archeological Technician I
30022 - Archeological Technician II
30023 - Archeological Technician III
30030 - Cartographic Technician
30040 - Civil Engineering Technician
30061 - Drafter/CAD Operator I
30062 - Drafter/CAD Operator II
30063 - Drafter/CAD Operator III
30064 - Drafter/CAD Operator IV
30081 - Engineering Technician I
30082 - Engineering Technician II
30083 - Engineering Technician III
30084 - Engineering Technician IV
30085 - Engineering Technician V
30086 - Engineering Technician VI
30090 - Environmental Technician
30210 - Laboratory Technician
30240 - Mathematical Technician
30361 - Paralegal/Legal Assistant I
30362 - Paralegal/Legal Assistant II
30363 - Paralegal/Legal Assistant III
30364 - Paralegal/Legal Assistant IV
30390 - Photo-Optics Technician
30461 - Technical Writer I
30462 - Technical Writer II
30463 - Technical Writer III
30491 - Unexploded Ordnance (UXO) Technician I
30492 - Unexploded Ordnance (UXO) Technician II
30493 - Unexploded Ordnance (UXO) Technician III
30494 - Unexploded (UXO) Safety Escort
30495 - Unexploded (UXO) Sweep Personnel
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)
30621 - Weather Observer, Senior (3)
31000 - Transportation/Mobile Equipment Operation Occupations
31020 - Bus Aide
31030 - Bus Driver
31043 - Driver Courier
31260 - Parking and Lot Attendant
31290 - Shuttle Bus Driver
31310 - Taxi Driver
31361 - Truckdriver, Light
31362 - Truckdriver, Medium
31363 - Truckdriver, Heavy
31364 - Truckdriver, Tractor-Trailer
99000 - Miscellaneous Occupations
99030 - Cashier
05-2103 WD DC

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<td>Mortician</td>
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<td>Pest Controller</td>
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<td>Photofinishing Worker</td>
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<td>Refuse Collector</td>
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<td>Surveying Aide</td>
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<td>Vending Machine Repairer Helper</td>
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</table>

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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

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

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

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

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

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

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

** UNIFORM ALLOWANCE **

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

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

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


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

Conformance Process:

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

The process for preparing a conformance request is as follows:

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

2) After contract award, the contractor prepares a written report listing in order proposed classification title, a Federal grade equivalency (FGE) for each proposed classification, job description, and rationale for proposed wage rate, including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

Page 9
3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(d)(2) of Regulations 29 CFR Part 4).

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

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

6) The contractor informs the affected employees.

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

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

1. **CONTRACT ID.**

2. **AMENDMENT/MODIFICATION NO.** P00001

3. **EFFECTIVE DATE.** 10/01/2006

4. **REQUISITION/PURCHASE REQ. NO.** PSHQ-07-6001

5. **PROJECT NO.** (if applicable)

6. **ISSUED BY**
   - **CODE** PS HQ
   - **NAME** Federal Protective Service HQ
   - **ADDRESS** Department of Homeland Security
   - **PHONE** 800 North Capital Street NW Suite 500 Washington DC 20536

7. **ADMINISTERED BY**
   - **CODE** PS HQ
   - **NAME** Federal Protective Service HQ
   - **ADDRESS** Department of Homeland Security
   - **PHONE** 800 North Capital Street NW Suite 500 Washington DC 20536

8. **NAME AND ADDRESS OF CONTRACTOR**
   - **NAME** SST BUSINESS SOLUTIONS, INC.
   - **ADDRESS** 1420 KING STREET SUITE 500 ALEXANDRIA VA 22314-2750

9. **AMENDMENT OF SOLICITATION NO.**

10. **DATED (SEE ITEM 11)**

11. **ACCOUNTING AND APPROPRIATION DATA** (if required)
   - **NET INCREASE** $82,264.00

12. **CONTRACTOR/ORDERER**

13. **DATE SIGNED**

14. **DESCRIPTION OF AMENDMENT/MODIFICATION**

   In accordance with FAR 52.232-18, Availability of Funds, this modification is issued to provide official notice to the contractor that funding is available under HSCEPX-06-F-F00025 for the period 10/1/06 - 9/30/07. As a result of this modification, funds in the amount of $82,264.00 are hereby obligated. All other terms and conditions remain unchanged.

   **Discount Terms:**
   - **Net 30**

   **Delivery Location Code:** FPS HQ
   - **Federal Protective Service HQ**
   - **Department of Homeland Security**
   - **800 North Capital Street NW**

   **Continued...**

   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)

15B. **CONTRACTOR/OFFEROR** (Signature of person authorized to sign)

15C. **DATE SIGNED**

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

16B. **SIGNATURE OF AUTHORITY** (Signature of contracting officer and authority)

16C. **DATE SIGNED**

**STANDARD FORM 33 (REV. 10-83)**

Prepared by GSA
- **FAR (M CFR)** 52.243
<table>
<thead>
<tr>
<th>ITEM NO. (A)</th>
<th>SUPPLIES/INVENTORIES (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Secretary V</td>
<td>2080</td>
<td>HR</td>
<td>39.55</td>
<td>82,264.00</td>
</tr>
</tbody>
</table>

Suite 500  
Washington DC 20536

FOB: Destination  
Period of Performance: 10/01/2006 to 09/30/2007

Change Item 0001 to read as follows (amount shown is the obligated amount):

2080 HR 39.55 82,264.00
<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Unit</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

**Note:** This is a table format from the image. The content should be interpreted as a table with columns for date, item, unit, description, quantity, unit price, and total price. However, specific data is not visible in the image.
The purpose of this modification is to revise the procedure for contractors to submit their invoices for all acquisitions from FPS Headquarters. This procedure takes effect on March 19, 2007 and pertains to all invoices submitted on that date and thereafter.

1. Invoices shall now be submitted via one of the following three methods:
   a. By mail:
      DHS, ICE
      Debt Management Center
      Continued ...

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

      Peter J. Andrews
      Name and Title of Signer

      Date Signed

      [Signature]

      [Signature of Contracting Officer]

      ST ANDAAD FORM 30 (REV 10-83)
      Prescribed by GSA
      FAR (48 CFR) 52.232-18 Availability of Funds

The above paragraph is a modified version of the one described in the image.
Invoices submitted by other than these three methods will be returned. The contractor's Taxpayer Identification Number (TIN) must be registered in the Central Contractor Registration (http://www.ccr.gov) prior to award and shall be notated on every invoice submitted to FPS on or after January 29, 2006 to ensure prompt payment provisions are met. The FPS Region number shall also be notated on every invoice. To assist in timely payment, it is also recommended that the contractor provide the Accounting Transaction Number (also known as the "PJ" number) on the submitted invoice.

The "PJ" number for this contract is: PJ7R06001

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

"An invoice must include—
(i) Name and address of the Contractor;
(ii) Invoice date and number;
(iii) Contract number, contract line item number and, if applicable, the order number;
(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
(vi) Terms of any discount for prompt payment offered;
(vii) Name and address of official to whom payment is to be sent;
Continued ...

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(E)</td>
<td>(F)</td>
</tr>
<tr>
<td>P.O. Box 1279</td>
<td>Williston, VT 05495-1279</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Attn: FPS Headquarters Invoice</td>
<td></td>
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<tr>
<td>b. By facsimile (fax): 802-288-7658</td>
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<tr>
<td>(include a cover sheet with point of contact &amp; # of pages)</td>
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<tr>
<td>c. By e-mail:</td>
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</tr>
<tr>
<td><a href="mailto:Invoice.Consolidation@dhs.gov">Invoice.Consolidation@dhs.gov</a></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
(viii) Name, title, and phone number of person to notify in event of defective invoice; and
(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice
only if required elsewhere in this contract. (See paragraph 1 above.)
(x) Electronic funds transfer (EFT) banking information.
(A) The Contractor shall include EFT banking information on the invoice only if required
elsewhere in this contract.
(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be
a proper invoice, the Contractor shall have submitted correct EFT banking information in
accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33,
Payment by Electronic Funds Transfer-Central Contractor Registration, or 52.232-34, Payment by
Electronic Funds Transfer-Other Than Central Contractor Registration), or applicable agency
procedures.
(C) EFT banking information is not required if the Government waived the requirement to pay by
EFT."

Invoices without the above information may be returned for resubmission.

The Contracting Officer is: Peter J. Andrews
215-521-2153

The Contracting Officers Technical Representative (COTR) is: To Be Assigned.

3. All other terms and conditions remain the same.

Period of Performance: 10/01/2006 to 09/30/2007
**ORDER...**

**SUPPLIES OR SERVICES**

---

**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>
</tr>
</thead>
<tbody>
<tr>
<td>09/20/2006</td>
<td>GS-07F-0032N</td>
<td>HSCPX-06-E-F0026</td>
</tr>
</tbody>
</table>

**SUPPLIES OR SERVICES**

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

---

1. DATE OF ORDER
2. CONTRACT NO.
3. ORDER NO.

**SHIP TO:**
Federal Protective Service HQ

**STREET ADDRESS:**
Department of Homeland Security
800 North Capital Street NW
Suite 500
Washington DC 20536

**CITY:**
Washington

**STATE:**
DC

**ZIP CODE:**
20536

**TO:**

SSI BUSINESS SOLUTIONS, INC.

**COMPANY NAME:**

**ADDRESS:**
1420 KING STREET
SUITE 500
ALEXANDRIA
VA 223142750

**ACCOUNTING AND APPROPRIATION DATA**

**See Attached**

**BUSINESS CLASSIFICATION**

- [ ] SMALL
- [ ] WOMEN-OWNED
- [ ] HUBZone
- [ ] DMV

**ISSUING OFFICE**
Federal Protective Service HQ
Department of Homeland Security
800 North Capital Street
Suite 500
Washington DC 20536

**ISSUING OFFICE (Address correspondence to):**
Federal Protective Service HQ
Department of Homeland Security
800 North Capital Street
Suite 500
Washington DC 20536

**REFERENCE YOUR:**

Please furnish the following on the line and conditions specified on both sides of the order and on the attached sheet, if any, including delivery as indicated.

**TYPE OF ORDER**

- [ ] PURCHASE
- [ ] DELIVERY

** Except for billing instructions on the receipt, this delivery order is subject to instructions contained on this side only of this form and is intended subject to the terms and conditions of the above-numbered contract.

**PLACE OF INSPECTION**

**PLACE OF ACCEPTANCE**

**REQUISITIONING OFFICE**
Federal Protective Service HQ

**F.O.B. POINT**

**DELIVER TO F.O.B. POINT**

**DISCOUNT TERMS**

**SCHEDULE**

**ITEM NO.**

**SUPPLIES OR SERVICES**

**QUANTITY ORDERED**

**UNIT PRICE**

**AMOUNT**

**QUANTITY ACCEPTED**

This procurement is for administrative support services in accordance with the attached Scope of Work and Security Requirements.

Continued...

**SHIPPING POINT**

**GROSS SHIPPING WEIGHT**

**INVOICE NO.**

**MAIL INVOICE TO:**

Federal Protective Service HQ

**STREET ADDRESS:**
Department of Homeland Security
200 Chestnut St
Suite 356
Attn: Peter Andrews

**CITY:**
Philadelphia

**STATE:**
PA

**ZIP CODE:**
19106

**United States of America**

**AUTHORIZED FOR LOCAL REPRODUCTION**

**AUTHORIZED FOR LOCAL REPRODUCTION**

**PREVIOUS EDITION NOT USABLE**

---

**SIGNATURE:**

Peter J. Andrews
TITLE: CONTRACTING/OFFICER

---

**OPTIONAL FORM 347 (Rev. 10-01) PREVIOUS EDITION NOT USABLE**

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**PREVIOUS EDITION NOT USABLE**

---

**PREVIOUS EDITION NOT USABLE**

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

**DATE OF ORDER:** 09/20/2006  
**CONTRACT NO.:** GS-07F-0032N  
**ORDER NO.:** HSCEPX-06-F-00026

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/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>
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<td>Admin Office:</td>
<td></td>
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<tr>
<td></td>
<td>Federal Protective Service HQ</td>
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<td></td>
<td>Department of Homeland Security</td>
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<tr>
<td></td>
<td>800 North Capital Street NW</td>
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<td>Suite 500</td>
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<td>Washington DC 20536</td>
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<td>Period of Performance: 10/01/2006 to 09/30/2007</td>
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<tr>
<td></td>
<td>Secretary V</td>
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<td></td>
<td>Accounting Info:</td>
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<td>See Attached</td>
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<tr>
<td></td>
<td>$82,264.00 (Subject to Availability of Funds)</td>
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<tr>
<td></td>
<td>FAR 52.232-18 Availability of Funds (Apr 1984)</td>
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<tr>
<td></td>
<td>Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.</td>
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<tr>
<td></td>
<td>The total amount of award: $82,264.00. The obligation for this award is shown in box 17(i).</td>
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<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td>TASK</td>
<td>FUND</td>
<td>PROGRAM</td>
<td>ORGANIZATION</td>
<td>OBJECT</td>
<td>UDF</td>
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<tr>
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<td>P05</td>
<td>PP</td>
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<td>19-00-0000-09-00-00-00</td>
<td>GE-25-14-00</td>
<td>00000</td>
</tr>
</tbody>
</table>

UNFUND

Subject to Availability of Funds
INTRODUCTION

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

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

800 N Capitol Street NW
Washington, DC 20536

MAJOR DUTIES AND RESPONSIBILITIES

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

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

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

The employee will assist in the following areas:

1. Assist in creating procurement documents for Megacenter and IT purchase requests and inputting them into the financial system
2. Assist with maintaining office supplies for the IT Department
3. Assist and resolve any calls pertaining to IT issues that may come in by employees.

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

**Factor 1 – Knowledge Required by the Position**

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

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

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

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

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

**Factor 2 – Supervisory Controls**

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

**Factor 3 – Guidelines**

Guidelines are in the form of direct supervisor interaction and brief summaries of mission, program and fiscal objectives and are the basis for development of specific plans for the employee. Standard Operating Procedures, Instructions, an Employee handbook and memoranda provide additional guidance.
Factor 4 – Complexity

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

Factor 5 – Scope and Effect

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

Factor 6 – Personal Contacts

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

Factor 7 – Purpose of Contacts

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

Factor 8 – Physical Demands

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

Factor 9 – Work Environment

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

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

Three to four year’s prior administrative support experience is preferred.
SECURITY REQUIREMENTS

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

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

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

1. Standard Form 85P, “Questionnaire for Public Trust Positions”
2. FD Form 258, "Fingerprint Card" (2 copies)
3. Foreign National Relatives or Associates Statement
4. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Drug Questionnaire
6. Alcohol Questionnaire
7. Financial Disclosure Report

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

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

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

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

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

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

DHS reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom DHS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.
The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU through the COTR. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

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

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

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

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

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

The following computer security requirements apply to both Department of Homeland Security (DHS) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.
INFORMATION TECHNOLOGY SECURITY CLEARANCE
When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in DHS IT Security Program Publication DHS MD 4300.Pub. or its replacement. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

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

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

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

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).
O5-2103 DC, DISTRICT-WIDE

WAGE DETERMINATION NO: O5-2103 REV (01) AREA: DC, DISTRICT-WIDE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL WD: O5-2104

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS ADMINISTRATION

WAGE AND HOUR DIVISION

WASHINGTON D.C. 20210

By direction of the Secretary of Labor

Wage Determination No.: 2005-2103

Director Wage Determinations

Revision No.: 1

Date Of Revision: 08/22/2006

William W. Gross
Division of Wage Determinations

States: District of Columbia, Maryland, Virginia

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

**Fringe Benefits Required Follow the Occupational Listing**

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I 13.79
01012 - Accounting Clerk II 15.49
01013 - Accounting Clerk III 17.32
01020 - Administrative Assistant 21.45
01040 - Court Reporter 17.49
01051 - Data Entry Operator I 12.67
01052 - Data Entry Operator II 13.82
01060 - Dispatcher, Motor Vehicle 16.50
01070 - Document Preparation Clerk 12.75
01090 - Duplicating Machine Operator 12.75
01111 - General Clerk I 13.72
01112 - General Clerk II 15.32
01113 - General Clerk III 18.74
01120 - Housing Referral Assistant 20.84
01141 - Messenger Courier 10.23
01191 - Order Clerk I 14.74
01192 - Order Clerk II 16.29
01261 - Personnel Assistant (Employment) I 15.45
01262 - Personnel Assistant (Employment) II 17.49
01263 - Personnel Assistant (Employment) III 20.84
01270 - Production Control Clerk 20.78
01280 - Receptionist 12.29
01290 - Rental Clerk 15.45
01300 - Scheduler, Maintenance 15.45

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12020 - Dental Assistant
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12030 - EKG Technician
12035 - Electroneurodiagnostic Technologist
12040 - Emergency Medical Technician
12071 - Licensed Practical Nurse I
12072 - Licensed Practical Nurse II
12073 - Licensed Practical Nurse III
12100 - Medical Assistant
12130 - Medical Laboratory Technician
12160 - Medical Record Clerk
12190 - Medical Record Technician
12195 - Medical Transcriptionist
12210 - Nuclear Medicine Technologist
12221 - Nursing Assistant I
12222 - Nursing Assistant II
12223 - Nursing Assistant III
12224 - Nursing Assistant IV
12235 - Optical Dispenser
12236 - Optical Technician
12250 - Pharmacy Technician
12280 - Phlebotomist
12305 - Radiologic Technologist
12311 - Registered Nurse I
12312 - Registered Nurse II
12313 - Registered Nurse II, Specialist
12314 - Registered Nurse III
12315 - Registered Nurse III, Anesthetist
12316 - Registered Nurse IV
12317 - Scheduler (Drug and Alcohol Testing)
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I
13012 - Exhibits Specialist II
13013 - Exhibits Specialist III
13041 - Illustrator I
13042 - Illustrator II
13043 - Illustrator III
13047 - Librarian
13050 - Library Aide/Clerk
13054 - Library Information Technology Systems Administrator
13058 - Library Technician
13061 - Media Specialist I
13062 - Media Specialist II
13063 - Media Specialist III
13071 - Photographer I
13072 - Photographer II
13073 - Photographer III
13074 - Photographer IV
13075 - Photographer V
13110 - Video Teleconference Technician
14000 - Information Technology Occupations
14041 - Computer Operator I
14042 - Computer Operator II
14043 - Computer Operator III
14044 - Computer Operator IV
14045 - Computer Operator V
14071 - Computer Programmer I (1)
14072 - Computer Programmer II (1)
14073 - Computer Programmer III (1)
14074 - Computer Programmer IV (1)

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23181 - Electronics Technician Maintenance I 21.36
23182 - Electronics Technician Maintenance II 22.80
23183 - Electronics Technician Maintenance III 24.02
23260 - Fabric Worker 17.90
23290 - Fire Alarm System Mechanic 21.46
23310 - Fire Extinguisher Reapter 16.50
23311 - Fuel Distribution System Mechanic 22.81
23312 - Fuel Distribution System Operator 19.38
23370 - General Maintenance Worker 19.01
23380 - Ground Support Equipment Mechanic 22.24
23381 - Ground Support Equipment Servicer 17.82
23392 - Gunsmith II 19.18
23393 - Gunsmith III 21.46
23410 - Heating, Ventilation And Air-Conditioning Mechanic 20.99
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility) 22.12
23430 - Heavy Equipment Mechanic 21.46
23440 - Heavy Equipment Operator 21.46
23460 - Instrument Mechanic 21.46
23465 - Laboratory/Shelter Mechanic 20.36
23470 - Laborer 14.27
23510 - Locksmith 19.17
23530 - Machinery Maintenance Mechanic 21.46
23550 - Machinist, Maintenance 21.52
23580 - Maintenance Trades Helper 15.10
23591 - Metrology Technician I 21.46
23592 - Metrology Technician II 22.61
23593 - Metrology Technician III 23.72
23640 - Millwright 23.30
23710 - Office Appliance Repairer 20.36
23760 - Painter, Maintenance 20.36
23790 - Pipefitter, Maintenance 22.76
23810 - Plumber, Maintenance 20.99
23820 - Pneudraulic Systems Mechanic 21.46
23850 - Rigger 21.46
23870 - Scale Mechanic 19.18
23910 - Sheet-Metal Worker, Maintenance 21.46
23931 - Small Engine Mechanic 20.05
23932 - Telecommunications Mechanic I 24.43
23933 - Telecommunications Mechanic II 25.75
23950 - Telephone Lineman 22.21
23960 - Welder, Combination, Maintenance 21.46
23965 - Well Driller 21.46
23970 - Woodcraft Worker 21.46
23980 - Woodworker 16.50
24000 - Personal Needs Occupations 11.58
24570 - Child Care Attendant 16.15
24580 - Child Care Center Clerk 9.58
24610 - Chore Aide 12.95
24620 - Family Readiness And Support Services Coordinator 16.75
25000 - Plant And System Operations Occupations 24.06
25010 - Boiler Tender 20.08
25040 - Sewage Plant Operator 24.06
25070 - Stationary Engineer 16.76
25190 - Ventilation Equipment Tender 20.08
27000 - Protective Service Occupations

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27004 - Alarm Monitor 17.19
27007 - Baggage Inspector 11.51
27008 - Corrections Officer 18.75
27010 - Court Security Officer 21.42
27030 - Detection Dog Handler 16.67
27040 - Detention Officer 18.75
27070 - Firefighter 21.58
27101 - Guard I 11.51
27102 - Guard II 16.67
27131 - Police Officer I 23.94
27132 - Police Officer II 26.60
28000 - Recreation Occupations
28041 - Carnival Equipment Operator 12.35
28042 - Carnival Equipment Repairer 13.30
28043 - Carnival Equipment Worker 8.40
28210 - Gate Attendant/Gate Tender 12.68
28310 - Lifeguard 11.29
28350 - Park Attendant (Aide) 14.18
28351 - Recreation Aide/Health Facility Attendant 10.35
28510 - Recreation Specialist 17.57
28630 - Sports Official 11.29
28690 - Swimming Pool Operator 15.32
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer 20.55
29020 - Hatch Tender 20.55
29030 - Line Handler 20.55
29041 - Stevedore I 19.18
29042 - Stevedore II 21.64
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (2) 33.82
30011 - Air Traffic Control Specialist, Station (HFO) (2) 23.32
30012 - Air Traffic Control Specialist, Terminal (HFO) (2) 25.68
30021 - Archeological Technician I 16.92
30022 - Archeological Technician II 18.85
30023 - Archeological Technician III 23.53
30030 - Cartographic Technician 24.62
30040 - Civil Engineering Technician 22.19
30061 - Drafter/CAD Operator I 17.77
30062 - Drafter/CAD Operator II 19.87
30063 - Drafter/CAD Operator III 22.15
30064 - Drafter/CAD Operator IV 25.66
30081 - Engineering Technician I 18.80
30082 - Engineering Technician II 21.11
30083 - Engineering Technician III 23.61
30084 - Engineering Technician IV 29.26
30085 - Engineering Technician V 35.26
30086 - Engineering Technician VI 43.30
30090 - Environmental Technician 21.22
30210 - Laboratory Technician 20.42
30240 - Mathematical Technician 24.62
30361 - Paralegal/Legal Assistant I 20.03
30362 - Paralegal/Legal Assistant II 24.82
30363 - Paralegal/Legal Assistant III 30.35
30364 - Paralegal/Legal Assistant IV 36.73
30390 - Photo-Optics Technician 24.62
30461 - Technical Writer I 20.25
30462 - Technical Writer II 24.77
30463 - Technical Writer III 29.97
30491 - Unexploded Ordnance (UXO) Technician I 21.49
30492 - Unexploded Ordnance (UXO) Technician II 26.00

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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

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

day off with pay in accordance with a plan communicated to the employees involved.
(See 29 CFR 4174)

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

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

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

3) WEATHER OBServers - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

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

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract.

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

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

**NOTES APPLYING TO THIS WAGE DETERMINATION**

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


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

Conformance Process:

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

The process for preparing a conformance request is as follows:

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

2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

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

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

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

6) The contractor informs the affected employees.

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

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

1. CONTRACT ID C. P0006C1

2. AMENDMENT/MODIFICATION NO. P0006C1

3. EFFECTIVE DATE 10/01/2006

4. REQUISITION/PURCHASE REQ. NO. FSHQ-07-6002

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE FPS HQ

Federal Protective Service HQ
Department of Homeland Security
800 North Capital Street
Suite 500
Washington DC 20536

7. ADMINISTERED BY (If other than item 6) CODE FPS HQ

Federal Protective Service HQ
Department of Homeland Security
800 North Capital Street NW
Suite 500
Washington DC 20536

8. NAME AND ADDRESS OF CONTRACTOR (see, email, phone, fax, and ZIP Code)

SSI BUSINESS SOLUTIONS, INC.
1420 KING STREET
SUITE 500
ALEXANDRIA VA 223142750

9. AMENDMENT OF SOLICITATION NO.

10A. MODIFICATION OF CONTRACT/ORDER NO.

HSCEPX-06-F-F00026

10B. DATED (SEE ITEM 11) 09/20/2006

11. TITLIE 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 this solicitation or as amended, by one of the following methods: (a) by completing items 9 and 10, 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 telex which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the closing hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Attached

Net Increase: $82,264.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACT/ORDER. 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 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)

X FAR 52.232-18 Availability of Funds

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

In accordance with FAR 52.232-18, Availability of Funds, this modification is issued to provide official notice to the contractor that funding is available under HSCEPX-06-F-F00026 for the period 10/1/06 - 9/30/07. As a result of this modification, funds in the amount of $82,264.00 are hereby obligated. All other terms and conditions remain unchanged.

Discount Terms:
Net 30
Delivery Location Code: FPS HQ
Federal Protective Service HQ
Department of Homeland Security
800 North Capital Street NW

Continued ...

15A. NAME AND TITLE OF SIGNED (Type or print) Peter J. Andrews

16. UNLESS SAME AS AMERICA

15B. CONTRACT/ORDER NO. 15C. DATE SIGNED 09/20/2006

16B. UNLESS SAME AS AMERICA

16C. DATE SIGNED

STANDARD FORM 30 (REV 10-83)
Previous edition unprocessable

NSN 7540-01-552-4070
Version 3: 153-4370

Prescribed by GSA
FAR (48 CFR) 53.242

(Please print or type)

(Official of Contracting Office)

(Signature of person authorized to sign)

Vendor

(Sealed)

(Signature of person authorized to sign)
REFERENCE: OF DOCUMENT BEING CONTINUED
GS-07F-0032N/HSCEPX-06-F-F00026/P00001

NAME OF OFFEROR OR CONTRACTOR
SSI BUSINESS SOLUTIONS, INC.

SUPPLIES/SERVICES

<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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<td>Secretary V</td>
<td>2080</td>
<td>HR</td>
<td>39.55</td>
<td>82,264.00</td>
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Suite 500
Washington DC 20536

FOB: Destination

Period of Performance: 10/01/2006 to 09/30/2007

Change Item 0001 to read as follows (amount shown is the obligated amount):
The purpose of this modification is to revise the procedure for contractors to submit their invoices for all acquisitions from FPS Headquarters. This procedure takes effect on March 19, 2007 and pertains to all invoices submitted on that date and thereafter.

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

a. By mail:

DHS, ICE
Debt Management Center
Continued...

Except as provided herein, all terms and conditions of the document referenced in items 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.
**CONTINUATION SHEET**

**REFERENCE NO. OF DOCUMENT BEING CONTINUED**

GS-07F-0032N/HSCEPX-06-F-F00026/P00002

**NAME OF OFFEROR OR CONTRACTOR**

SSI BUSINESS SOLUTIONS, INC.

<table>
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P.O. Box 1279  
Williston, VT 05495-1279  
Attn: FPS Headquarters Invoice

b. By facsimile (fax): 802-288-7658

(include a cover sheet with point of contact & # of pages)

c. By e-mail:

Invoice.Consolidation@dhs.gov

Invoices submitted by other than these three methods will be returned. The contractor's Taxpayer Identification Number (TIN) must be registered in the Central Contractor Registration (http://www.ccr.gov) prior to award and shall be noted on every invoice submitted to FPS on or after January 29, 2006 to ensure prompt payment provisions are met. The FPS Region number shall also be noted on every invoice. To assist in timely payment, it is also recommended that the contractor provide the Accounting Transaction Number (also known as the "PJ" number) on the submitted invoice.

The "PJ" number for this contract is: PJ7R06002

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

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

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer-Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

Invoices without the above information may be returned for resubmission.

The Contracting Officer is: Peter J. Andrews
215-521-2153

The Contracting Officers Technical Representative (COTR) is: To Be Assigned

3. All other terms and conditions remain the same.

Period of Performance: 10/01/2006 to 09/30/2007