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U.S. Citizenship
and Immigration
Services

[REDACTED]

[REDACTED]

[REDACTED]

Dear [REDACTED]:

This is in response to your Freedom of Information Act/Privacy Act (FOIA/PA) request received in this office [REDACTED] regarding Contract HSSCCG-08-F-00668.

We have completed the review of all documents and have identified 44 pages that are responsive to your request. Enclosed are 25 pages released in their entirety and 19 pages released in part. We have reviewed and have determined to release all information except those portions that are exempt pursuant to 5 U.S.C. § 552 (b)(4) and (b)(6) of the FOIA.

Exemption (b)(4) protects trade secrets and commercial or financial information that is privileged or confidential. The types of documents and/or information we have withheld may consist of unit pricing, business sales statistics; research data; technical designs; customer and supplier lists; profit and loss data; overhead and operating costs; and information on financial condition.

Exemption (b)(6) permits the government to withhold all information about individuals in personnel, medical and similar files where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy. The types of documents and/or information we have withheld may consist of birth certificates, naturalization certificates, drivers' licenses, social security numbers, home addresses, dates of birth, or various other documents and/or information belonging to a third party that are considered personal.

As a matter of administrative discretion, we are releasing computer codes found on system screen prints previously withheld under exemption b(2). There may be additional documents that contain discretionary releases of exempt information. We will identify discretionary releases within the record. These discretionary releases do not waive our ability to invoke applicable FOIA exemptions for similar or related information in the future.

The enclosed record consists of the best reproducible copies available. Certain pages may contain marks that appear to be blacked-out information. Such black marks would have been present prior to our receipt of the file and are not information we have withheld under the provisions of the FOIA or PA.

You have the right to file an administrative appeal within 90 days of the date of this letter. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. You may file an administrative FOIA appeal to USCIS at: USCIS

FOIA/PA Appeals Office, 150 Space Center Loop, Suite 500, Lee's Summit, MO 64064-2139. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison, Jill Eggleston, for assistance at:

U.S. Citizenship and Immigration Services
National Records Center, FOIA/PA Office
P. O. Box 648010
Lee's Summit, MO 64064-8010

Telephone: 1-800-375-5283

E-Mail: USCIS.FOIA@USCIS.DHS.GOV

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal Agencies. The OGIS does not have the authority to handle requests made under the Privacy Act of 1974. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road – OGIS
College Park, MD 20740-6001
Telephone: 202-741-5770
877-684-6448
Email: OGIS@NARA.GOV
Website: OGIS.ARCHIVES.GOV

The National Records Center does not process petitions, applications or any other type of benefit under the Immigration and Nationality Act. If you have questions or wish to submit documentation relating to a matter pending with the bureau, you must address these issues with your nearest District Office.

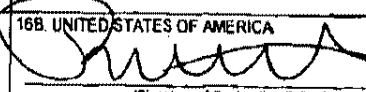
All FOIA/PA related requests, including address changes, must be submitted in writing and be signed by the requester. Please include the NRC number listed above on all correspondence with this office. Requests may be mailed to the FOIA/PA Officer at the PO Box listed at the top of the letterhead, or sent by fax to 816-350-5785. You may also submit FOIA/PA related requests to our e-mail address at uscis.foia@uscis.dhs.gov.

Sincerely,



Jill A. Eggleston
Director, FOIA Operations

Enclosure(s)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 16											
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 01/09/2009		4. REQUISITION/PURCHASE REQ. NO. FDS-08-0060.1											
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE CIS		7. ADMINISTERED BY (If other than Item 6) CODE CIS											
USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403													
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) NATIONAL ACADEMY OF PUBLIC ADMINISTRATION INC 900 7TH STREET NW SUITE 600 WASHINGTON DC 200013886		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) </div> <div style="width: 45%;"> 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0414R HSSCCG-08-F-00668 10B. DATED (SEE ITEM 11) 09/24/2008 </div> </div>													
CODE 0748381030000		FACILITY CODE													
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS															
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.															
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule															
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Terms and conditions of the GSA Contract</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)	X	Terms and conditions of the GSA Contract
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.														
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).														
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:														
	D. OTHER (Specify type of modification and authority)														
X	Terms and conditions of the GSA Contract														
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ 0 copies to the issuing office.															
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 074838103+0000 The purpose of this modification is to extend the period of performance through 2/6/2009 a no cost to either party.															
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.															
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Peter M. Dietrich													
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)											
NSN 7540-01-152-8070 Previous edition unstable				16C. DATE SIGNED 1-9-09											



U.S. Citizenship
and Immigration
Services

U.S. Department of Homeland Security
70 Kimball Avenue
South Burlington, VT 05403

CHECKLIST FOR SIMPLIFIED ACQUISITION PROCEDURE (SAP) CLOSEOUT

Award Document Number: HSSCCG-08-F-00668

Last Modification Number: P00001

Contractor Name and Address: National Academy of Public Administration, Inc.
900 7th Street, NW, Suite 600
Washington, DC 20001-3886

Dollar Amount of Excess Funds: \$22,155.67

Modification De-Obligating Excess Funds: P00002

Confirmation of Completion

Attach e-mail, memo or other documentation showing each of the following:

Receipt and acceptance from Requester (date) COR Completion Checklist dated 1/14/2010

Verification of payment made in full (date) FM 020 dated 21 February, 2014

Contractor statement of return of GFP if applicable (date)

Property Admin Officer acceptance of GFP return (date)

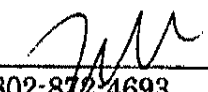
Order closed in PRISM

Other Vendor signed the release of claims on 1/4/2010
Comments:

Name & Title: Richard H. Chandler / Contract Specialist

Signature:  Date: 2/28/2014

Contracting Officer: Julia A. Kidd

Signature:  Date: 3 MAR 14

Phone Number: 802-872-4693

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. FDS080060	
5. PROJECT NO. (If applicable)		6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		7. ADMINISTERED BY (If other than item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) NATIONAL ACADEMY OF PUBLIC ADMINISTRATION INC 900 7TH STREET NW SUITE 600 WASHINGTON DC 200013886		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 0748381030000 FACILITY CODE.		x 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0414R HSSCCG-08-F-00668		10B. DATED (SEE ITEM 13) 09/24/2008	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$22,155.67 CISFDUO 000 EX 20-01-00-000 07-10-0000-00-00-00-00 GE-25-37-00 000000					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE <input checked="" type="checkbox"/> 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. FAR Part 52.212-4. (c) <input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). <input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <input type="checkbox"/> D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return 0 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 074838103+0000 AAP Number: 52904 DO/DPAS Rating: NONE The purpose of this modification is to de-obligate all remaining funds and close-out the order. Accompanying this modification is a vendor-signed release of claims (DHS Form 700-3 (12/07)) dated 1/4/2010. As a result of this modification, the total award amount is changed as follows: From: \$436,437.84 By: \$22,155.67 To: \$414,282.17 Continued ...					
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Julia A. Kidd			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
				16C. DATE SIGNED 3 MAR 14	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

GS-10F-0414R/HSSCCG-08-F-00668/P00002

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Discount Terms: Net 30 FOB: Destination Period of Performance: 09/26/2008 to 01/23/2009				

DEPARTMENT OF HOMELAND SECURITY

CONTRACTOR'S RELEASE

OMB Control No. 1600-0002
Expiration Date 02/28/2011

PRA Burden Statement: This collection of information is mandatory and will be used to fulfill the requirements of the Homeland Security Acquisition Regulation (HSAR). Public reporting burden is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of the Chief Procurement Officer, Acquisitions Policy and Legislation, Department of Homeland Security, Washington, DC 20528. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 1600-0002 and it expires 02/28/2011.

CONTRACTOR (Name and Address)
NATIONAL ACADEMY OF PUBLIC ADMINISTRATION
900 7TH ST NW, SUITE 500
WASHINGTON DC, 20001

(b)(4)

ENTER SUM OF TOTAL AMOUNTS
PAID AND PAYABLE

\$414,282.17

CONTRACT NO. HSSCCG-08-F-00668

Pursuant to the terms of the above numbered contract and in consideration of the sum stated above, which has been paid or is to be paid to the Contractor, or its assignees, the Contractor, upon payment of the said sum by the UNITED STATES OF AMERICA (hereinafter called the Government), does remise, release, and discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract, except:

1. Specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by the Contractor, as follows: (or state "None")
2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Contractor to third parties arising out of the performance of this contract, which are not known to the Contractor on the date of the execution of this release and of which the Contractor gives notice in writing to the Contracting Officer within the period specified in the said contract; and
3. Claims for reimbursement of costs (other than expenses of the Contractor by reason of his indemnification of the Government against patent liability) including reasonable expenses incidental thereto, incurred by the Contractor under any provisions of the said contract relating to patents.

The Contractor agrees, in connection with patent matters and with claims which are not released as set forth above, that it will comply with all provisions of the said contract, including without limitation those provisions relating to notification to the Contracting Officer and relating to the defense or prosecution of litigation.

IN WITNESSES WHEREOF, this release has been executed this 4th day of January 2010

National Academy of Public Administration

BY

(b)(6)

TITLE President & Chief Executive Officer

NOTE: In the case of a corporation, witnesses are not required but the statement below must be completed.

I, (b)(6), am the Chief Financial Officer secretary of the corporation named as Contractor in the foregoing release; that (b)(6) who signed said release on behalf of the Contractor was then President & CEO of said corporation; release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(CORPORATE SEAL)

(b)(6)

(Signature)

Contracting Officer's Technical Representative (COTR)
Completion Checklist

The contractor's performance under the subject award has been evaluated and the data pertinent to the potential deobligation of any excess funds and closeout of the award is noted below (check the applicable box in each section below):

Section 1: Receipt and Acceptance

- ☒ All services, materials and deliverables have been received and are acceptable to the Government.
- ☐ Some services, materials and deliverables have been received and are acceptable to the Government. However, the following services, materials and deliverables have either not been received or are not acceptable (describe and list each item or Contract Line Item Number (CLIN) and quantities):

- ☐ No services, materials and deliverables have been received and no funds were paid to the contractor.

Section 2: Disposition of Government Property

- ☒ Government property was not involved under the subject award.
- ☐ Government property was involved under the subject award and all of it has been returned to the Government by the contractor.
- ☐ Government property was involved under the subject award but all of it has not been returned to the Government by the contractor. Disposition instructions on the unreturned Government property are attached (provide description of Government property, quantities, serial numbers/identification codes (if applicable), current disposition and location of items).

Section 3: Contractor Performance Evaluation (not applicable to Interagency Agreements)

To the best of my knowledge, a final contractor performance evaluation (applicable for contracts and orders greater than \$100,000.00):

- ☐ Has been completed for this award.
- ☒ Has not been completed for this award.

(Note: If the applicable evaluation has not been completed, you will be contacted as the COTR to assist with the input and issuance of this evaluation.)

Contracting Officer's Technical Representative (COTR)
Completion Checklist (Continued)

Section 4: Contract Closeout

☒ The award is ready to be closed out.

☐ The award is not to be closed out for the following reason:

Submitted By:

JEFFREY ALEXANDER

Printed Name

[Signature]

Signature

MPA - COTR

Title

1/14/10

Date

(202)272-9509

Telephone Number


ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

17

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

1. DATE OF ORDER 09/24/2008		2. CONTRACT NO. (If any) GS-10F-0414R		6. SHIP TO: a. NAME OF CONSIGNEE Department of Homeland Security				
3. ORDER NO. HSSCCG-08-F-00668		4. REQUISITION/REFERENCE NO. FDS-08-0060		b. STREET ADDRESS US Citizenship & Immigration Svcs Fraud Detection & Natl Security 111 Mass Ave, RM 2100				
5. ISSUING OFFICE (Address correspondence to) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403				c. CITY Washington		d. STATE DC	e. ZIP CODE 20529	
7. TO: a. NAME OF CONTRACTOR NATIONAL ACADEMY OF PUBLIC ADMINISTRATION INC				f. SHIP VIA				
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY				
c. STREET ADDRESS 900 7TH STREET NW SUITE 600				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
d. CITY WASHINGTON		e. STATE DC		f. ZIP CODE 200013886		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED						12. F.O.B. POINT Destination		
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		
						16. DISCOUNT TERMS Net 30		
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 074838103+0000 USCIS Background Check Procedures Assessment and Recommendation as detailed in the attached Statement of Work, and the offeror's technical and price proposal dated September 22, 2008. Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)		
21. MAIL INVOICE TO:								
a. NAME Department of Homeland Security						\$436,437.84		
b. STREET ADDRESS (or P.O. Box) Citizenship & Immigration Services CIS - FDNS 111 Massachusetts Avenue NW								
c. CITY Washington		d. STATE DC		e. ZIP CODE 20536		\$436,437.84		17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Peter M. Dietrich TITLE: CONTRACTING/ORDERING OFFICER				

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PREVIOUS EDITION NOT USABLEOPTIONAL FORM 347 (Rev. 3/2005)
Prescribed by GSA/FAR 48 CFR 53.213(e)

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE OF PAGES

2

17

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

DATE OF ORDER 09/24/2008 CONTRACT NO. GS-10F-0414R

ORDER NO. HSSCCG-08-F-00668

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0001	<p>Accounting Info: CISFDU0 000 EX 20-01-00-000 07-10-0000-00-00-00-00 GE-25-37-00 000000 Period of Performance: 09/26/2008 to 01/23/2009</p> <p>ASSESSMENT AND RECOMMENDATIONS FOR USCIS BACKGROUND CHECKS IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK.</p> <p>Task 6.1 - (b)(4) Task 6.2 - Task 6.3 - </p>	1	EA			(b)(4)
0002	ESTIMATED TRAVEL EXPENSES. ALL EXPENSES SHALL BE REIMBURSED IN ACCORDANCE WITH FAR 31.205-46 TRAVEL COSTS AND THE FEDERAL TRAVEL REGULATION.					
0003	<p>ESTIMATED OTHER DIRECT COSTS (ODC'S).</p> <p>The Government will reimburse the vendor monthly, in arrears based on a properly submitted invoice for services rendered.</p> <p>THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE GSA SCHEDULE CONTRACT GS-10F-0414R.</p> <p>All vendor warranties, explicit or implicit, pertaining to the items or services identified on this order are incorporated as a part of this order.</p> <p>Order inquiries: Andy.D.Anderson@dhs.gov Direct payment inquiries to the individual in block #21 of this order, then to USCIS-FMD-Support@dhs.gov</p> <p>The total amount of award: \$436,437.84. The obligation for this award is shown in box 17(i).</p>					

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

HSSCCG-08-F-00668

**Department of Homeland Security,
U.S. Citizenship and Immigration Services,
National Security and Records Verification Directorate,
FBI Name Check Analyses and Recommendations
Statement of Work**

1. Title of Project

The Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), National Security & Records Verification Directorate, FBI Name Check Analyses and Recommendations

2. Period of Performance

The period of performance is 4 months from date of award.

3. Place of Performance

USCIS has determined that performance of this Task Order requires that the contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) perform their respective work at the contractor site and at the facilities conducting proof-of-concept activities, including those located at: USCIS Headquarters (HQ) at 20 Massachusetts Avenue, NW, Washington, DC, and 111 Massachusetts Avenue, NW, Washington, DC. The contractor may make frequent visits to USCIS HQ, and the Project Manager must be available, in person or by telephone, for consultation during normal USCIS duty hours.

4. Project Background

USCIS requests a Federal Bureau of Investigation (FBI) Name Check on individuals ages 14 to 79 who apply for certain immigration benefits that permit an extended or permanent stay in the United States. The FBI Name Check is performed for USCIS to determine whether records exist that might render the individual ineligible for the requested immigration benefit. The FBI Name Check is conducted on the individual's legal name and, in some cases, the individual's aliases. Applicable information found in the FBI's Name Check search is forwarded to USCIS in the form of a Letterhead Memorandum (LHM). USCIS reviews the information in the LHM to determine whether the information impacts eligibility for the benefit sought. The LHM may include information useful to develop interview questions or request additional information from the individual.

FOR OFFICIAL USE ONLY (FOUO) - LAW ENFORCEMENT SENSITIVE

This document is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO. It contains information that may be exempt from release under the Freedom of Information Act (5 U.S.C. § 552). This information shall not be distributed beyond the original addressees without prior authorization of the originator.

U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

The FBI's National Name Check Program (NNCP) conducts manual and electronic searches of the Universal Index (UNI) of the FBI's Central Records System (CRS). The CRS encompasses the centralized records of FBI Headquarters, field offices, and Legal Attaché offices. The CRS contains all FBI investigative, administrative, personnel, applicant, criminal, and other files compiled by the FBI.

NNCP staff review and analyze potential identifiable documents to determine whether a specific individual has been the subject of or been mentioned in any FBI investigation(s), and if so, whether relevant information, if any, may be disseminated to the requesting agency. The FBI does not adjudicate any benefit or provide any recommended actions to the requesting agency; it merely reports the Name Check results to the requesting agency.

Additionally, USCIS utilizes the following resources in the background check process depending on the type of application or petition being adjudicated: FBI Fingerprint Check, The Treasury Enforcement Communication System (TECS)/Interagency Border Inspection System (IBIS), United States Visitor and Immigrant Status Indicator Technology (US-VISIT)/Automated Biometric Identification System (IDENT), Arrival Departure Information System (ADIS), Central Index System (CIS), National Security Entry-Exit Registration System (NSEERS)/ ENFORCE (NSEERS/ENFORCE), Enforce Alien Removal Module (EARM), Student and School System (STSC)/ Student and Exchange Visitor Information System (STSC/SEVIS), Computer Linked Application Information Management System 3 (CLAIMS3), CLAIMS 4, Image Storage and Retrieval System (ISRS), Refugee Asylum Processing System (RAPS), Marriage Fraud Amendment System (MFAS), National File Tracking System (NFTS), Fraud Detection and National Security Data System (FDNS-DS), Service Center CLAIMS (SC CLAIMS), Consolidated Consular Database (CCD), NETLEADS AVALANCHE, Automated Targeting System – Passenger (ATS-P), Benefits Biometric Support System (BBSS), Re-engineered Naturalization Application Casework System (RNACS), Secure Information Management System (SIMS), and others.

USCIS requires an independent third party review of the value of the information obtained from the FBI Name Check process for purposes of ensuring efficiency, effectiveness and proper due diligence in performance of USCIS's immigration benefit adjudications.

5. Scope

The scope of the FBI Name Check Analyses and Recommendations Statement of Work contract includes two objectives:

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Statement of Work

Page4

U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

1. Conduct an Effectiveness Analysis of the overall FBI Name Check process, by comparing the information obtained from the FBI Name Check process to the information obtained via TECS/IBIS and US-VISIT/IDENT, respectively. Based on the findings of the analysis, make recommendations for improvement based on effectiveness, risk, and probable outcomes of any process improvement plans, and provide an implementation plan based on the recommendations. Tasks under this contract will require the contractors to review FBI letterhead memorandums and therefore to have access to classified information.
2. Conduct an Efficiency Analysis of the FBI Name Check business process, which assesses the impact of alternative strategies for conducting the name check and determines which of the identified options would result in the greatest productivity gains with the lowest risk. Based on the findings of the analysis, make recommendations for improvement based on efficiency and practicality, and provide an implementation plan based on the recommendations.

6. Specific Tasks

The contractor shall perform the following tasks.

Task 6.1: Work Plan

Within 25 calendar days contractor will provide draft work plan and milestone chart. USCIS will have 5 working days to review and comment on the plan. Within 15 working days of receiving USCIS's comments, the contractor shall prepare a final plan and milestone chart that will incorporate any required changes subject to USCIS approval. NAPA to submit names and resumes of panel candidates within 20 days of contract award then convene the initial panel within 30 days of award of contract. The final panel will convene within 70 days after contract award. All panel discussion to be held at USCIS.

Task 6.2: Effectiveness and Efficiency Analysis

The Effectiveness and Efficiency Analysis shall include the following key activities:

1. Evaluate the FBI Name Check business processes, to include the transfer of information between USCIS and the FBI, and the technological tools that are used in this process
2. Compare the information obtained from the FBI Name Check process to the information obtained via TECS/IBIS and US-VISIT/IDENT, respectively, and assess the information as it relates to the adjudication of benefit applications. The

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U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

analysis should include a rating of the value of information received through the respective processes and should be based upon specific criteria to include benefit and risk analyses.

3. Determine the extent to which the current FBI Name Check process yields information that could not be obtained through either alternative process.
4. In terms of risk management and efficiencies gained, assess the effectiveness of all filters employed to date within the FBI Name Check process.
5. Determine whether or not the continued use of the FBI Name Check would result in the most effective threat abatement and risk management of national security, public safety, and antifraud concerns.
6. Based on the findings of the Effectiveness and Efficiency Analysis, make recommendations for improvement based on effectiveness, risk, and probable outcomes of any process improvement plans, and, to the extent possible, provide recommendations regarding implementation planning, including whether USCIS should retain the FBI Name Check or discontinue its use in favor of a different check.

Within 90 calendar days of Contract Award, the contractor shall prepare a draft paper to USCIS management that shall include the detailed findings of its Effectiveness Analysis. USCIS will have 10 business days to review and comment on the draft paper. Within 5 business days of receiving the Government's comments, the contractor shall prepare a final paper on this issue. The contractor shall also provide a formal presentation on the results to USCIS management.

Task 6.3: Project Reporting

During the course of this contract, the contractor shall provide the following papers:

- Monthly progress paper, delivered by email, to the Contracting Officers Technical Representative (COTR) and others designated by the COTR. This paper shall cover Task 6.2 and shall focus on milestones achieved, problems encountered, any cost and schedule variances, and a discussion of the following month's activities. The contractor may add to this paper any other topic it deems important and appropriate to share with USCIS management.

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U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

- In addition to the formal papers of Task 6.2, the contractor shall be prepared, upon 48 hours notice, to give progress papers to DHS and USCIS management at any point during the performance of the contract.

7. Deliverables

Contractor shall submit deliverables to the COTR and Contracting Officer (CO). The COTR will be designated by the CO following the award of this Task Order.

Task	Deliverable	Due After Award Date	Reference
1. Post Award Meeting	Hold Post Award Meeting and Provide Starting Documents to NAPA	15 Days	Section 12
2. Work Plan	Submit names and resumes of Panel candidates. Submit Draft Work Plan, Milestones Submit initial panel minutes and book Submit Final Work Plan Milestones Submit second panel minutes and book	20 Days 25 Days 30 Days 45 Days 70 Days	Task 6.1
2. Effectiveness and Efficiency Analysis Paper	Provide Draft Paper Final Paper	90 Days 115 Days	Task 6.2
3. Monthly & 48 hr. Progress Papers	Email to COTR (and others designated by COTR) on Progress of Tasks. 48 hour progress papers	Monthly Given 48 hours notice	Task 6.3
4. Trip Reports	Trip Report Form	Within 5 Working Days of Return From Authorized Travel	Section 8.1

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Statement of Work

Page7

U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

8. Travel

Travel will be on an as needed basis, as determined by the government program manager, and as approved by the COTR. All allowances and costs shall be in accordance with the Joint Travel Regulations. The contractor shall not be reimbursed for local transportation expenses such as mileage and parking.

The contractor shall obtain written approval from the COTR prior to performing any travel. Contractor travel approved in advance by the COTR shall be reimbursed in accordance with the FAR and the Federal Travel Regulations prescribed by the General Services Administration. Local travel reimbursement under this Task Order is not authorized. The Metropolitan Area is considered the geographic area within 50 miles of the center of Washington, D.C. The contractor shall submit a Trip Report for all approved travel.

8.1 Trip Report

Within 5 working days of return from authorized travel, the contractor shall submit to the COTR a Trip Report, which shall contain, at a minimum, the following information:

- Date, Time, and Duration of Trip
- Purpose of Trip
- Account of Contacts and/or Meetings
- Expenses incurred

At the Post-Award Conference, the COTR will provide a Trip Report Template.

9. Government Furnished Information/Support

The Government will provide access to manuals, previous progress reports and statistics, and related materials necessary to perform this contract, and with technical advice and assistance from qualified Government personnel during normal business hours.

10. Documentation

All documentation developed by the contractor shall become property of the Government. The contractor shall provide written deliverables in two hard copies and one electronic copy on media appropriate for the size and type of the document. The contractor shall describe the document quality control process as part of their technical response to the Government.

11. Inspection/Acceptance

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U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

Upon receipt of a deliverable, the COTR and/or the Government Project Management Office (PMO) shall have 10 business days to accept or reject the item based on the following Quality Assurance factors:

- **Accuracy** Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- **Clarity** Work Products shall be clear and concise.
- **Consistency to Requirements** Work products must satisfy the requirements of the statement of work.
- **Format** Work Products shall be submitted in hard copy or via email (where applicable) and Microsoft Word. Formats may be specified by the COTR.
- **Timeliness** Work Products shall be submitted on or before the due date.

If the deliverable is rejected for failure to satisfy one or more of these factors, the COTR shall provide the contractor written comments to resolve errors and defects. The contractor has 5 business days (or other reasonable timeframe established by the COTR) to resubmit for acceptance. For presentations and/or briefings, the contractor shall use Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Microsoft Visio, or other requested software compatible with the USCIS environment.

12. Post Award Conference

The contractor shall meet with the Government COTR, Program Manager and Contracting Officer within 15 working days of contract award. The meeting shall identify primary points of contact task documents and requirements.

13. Government Provided Resources

For onsite Contract employees, the Government PMO shall provide office spaces, computers, telephones, custodial services and equipment maintenance, access to mail processing and document reproduction equipment. While working onsite, the contractor will be supplied with all essential office supplies to carry out Task Order requirements.

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U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

Federal IT Resources: The Government PMO shall provide the contractor with Federal IT resources necessary to perform work at USCIS sites. These resources include office automation equipment. In addition, the contractor will be allowed access (with appropriate security level access) to applications and automated IT systems, including email, share drives, databases, and other systems as required by the PMO.

Access to Government Facilities: The Program Manager, with approval by the COTR, will make all necessary arrangements to enable contractor personnel to work onsite and to visit other USCIS facilities (if required). Contractor personnel shall comply with all applicable rules and regulations, not only as they apply to themselves, but also as they apply to other personnel and property at the site. At each site, the local Government representative will have sole authority to determine when, and under what conditions, contractor personnel can be present on site – for instance, the Government may prohibit contractor personnel from being on site if there are no Government personnel present at the same time.

14. Privacy Act Notification

The contractor shall adhere to the procedures and rules in compliance with the Privacy Act of April 1984, while performing on this contract.

15. Security Requirements – See Attached Security Clause #1-S

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Statement of Work

Page 10

HSSCCG-08-F-00668

SECURITY REQUIREMENTS

GENERAL

U.S. Citizenship & Immigration Services (USCIS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to classified National Security Information (herein known as classified information). Classified information is Government information which requires protection in accordance with Executive Order 12958, Classified National Security Information, and supplementing directives.

The Contractor will abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, included in the contract, and the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service. If the Contractor has access to classified information at a USCIS or other Government Facility, it will abide by the requirements set by the agency.

SUITABILITY DETERMINATION

Suitability Determination USCIS shall have and exercise full control over granting, denying, withholding or terminating access of unescorted Contractor employees to government facilities and/or access of Contractor employees to sensitive but unclassified information, based upon the results of a background investigation. USCIS 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 USCIS, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Office of Security & Investigations (OSI).

BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive but unclassified information, shall undergo a position sensitivity analysis based on the duties, outlined in the Position Designation Determination (PDD) for Contractor Personnel, each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through OSI. Prospective Contractor employees shall submit the following completed forms to OSI through the COTR no less than 30 days before the

HSSCCG-08-F-00668

starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. DHS Form 11000-6, "Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement"
3. FD Form 258, "Fingerprint Card" **(2 copies)**
4. Form DHS-11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Position Designation Determination for Contract Personnel Form
6. Foreign National Relatives or Associates Statement

Required forms will be provided by USCIS at the time of award of the contract. Only complete packages will be accepted by OSI. Specific instructions on submission of packages will be provided upon award of the contract.

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

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to or development of any DHS IT system. USCIS will consider only U.S. Citizens and LPRs for employment on this contract. USCIS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development, operation, management or maintenance of DHS IT systems. By signing this contract, the contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

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 USCIS for acts and omissions of his own employees and for any Subcontractor(s) and their employees to include financial responsibility for all damage or injury to persons or property resulting from the acts or omissions of the contractor's employees.

HSSCCG-08-F-00668

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.

CONTINUED ELIGIBILITY

If a prospective employee is found to be ineligible for access to USCIS 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.

USCIS 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 USCIS determines to present a risk of compromising sensitive but unclassified 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 USCIS OSI. 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.

OSI must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired USCIS 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.

SECURITY MANAGEMENT

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

Subpart 4.4—Safeguarding Classified Information Within Industry **4.402 General.**

HSSCCG-08-F-00668

(a) Executive Order 12829, January 6, 1993 (58 FR 3479, January 8, 1993), entitled "National Industrial Security Program" (NISP), establishes a program to safeguard Federal Government classified information that is released to contractors, licensees, and grantees of the United States Government. Executive Order 12829 amends Executive Order 10865, February 20, 1960 (25 FR 1583, February 25, 1960), entitled "Safeguarding Classified Information Within Industry," as amended by Executive Order 10909, January 17, 1961 (26 FR 508, January 20, 1961).

(b) The National Industrial Security Program Operating Manual (NISPOM) incorporates the requirements of these Executive orders. The Secretary of Defense, in consultation with all affected agencies and with the concurrence of the Secretary of Energy, the Chairman of the Nuclear Regulatory Commission, and the Director of Central Intelligence, is responsible for issuance and maintenance of this Manual. The following DoD publications implement the program:

(1) National Industrial Security Program Operating Manual (NISPOM) (DoD 5220.22-M).

(2) Industrial Security Regulation (ISR) (DoD 5220.22-R).

(c) Procedures for the protection of information relating to foreign classified contracts awarded to U.S. industry, and instructions for the protection of U.S. information relating to classified contracts awarded to foreign firms, are prescribed in Chapter 10 of the NISPOM.

(d) Part 27—Patents, Data, and Copyrights, contains policy and procedures for safeguarding classified information in patent applications and patents.

4.403 Responsibilities of contracting officers.

(a) *Presolicitation phase.* Contracting officers shall review all proposed solicitations to determine whether access to classified information may be required by offerors, or by a contractor during contract performance.

(1) If access to classified information of another agency may be required, the contracting officer shall—

(i) Determine if the agency is covered by the NISP; and

(ii) Follow that agency's procedures for determining the security clearances of firms to be solicited.

(2) If the classified information required is from the contracting officer's agency, the contracting officer shall follow agency procedures.

(b) *Solicitation phase.* Contracting officers shall—

(1) Ensure that the classified acquisition is conducted as required by the NISP or agency procedures, as appropriate; and

(2) Include—

(i) An appropriate Security Requirements clause in the solicitation (see 4.404); and

(ii) As appropriate, in solicitations and contracts when the contract may require access to classified information, a requirement for security safeguards in addition to those provided in the clause (52.204-2, Security Requirements).

(c) *Award phase.* Contracting officers shall inform contractors and subcontractors of the security classifications and requirements assigned to the various documents, materials, tasks, subcontracts, and components of the classified contract as follows:

HSSCCG-08-F-00668

(1) Agencies covered by the NISP shall use the Contract Security Classification Specification, DD Form 254. The contracting officer, or authorized representative, is the approving official for the form and shall ensure that it is prepared and distributed in accordance with the ISR.

(2) Contracting officers in agencies not covered by the NISP shall follow agency procedures.

4.404 Contract clause.

(a) The contracting officer shall insert the clause at 52.204-2, Security Requirements, in solicitations and contracts when the contract may require access to classified information, unless the conditions specified in paragraph (d) of this section apply.

(b) If a cost contract (see 16.302) for research and development with an educational institution is contemplated, the contracting officer shall use the clause with its Alternate I.

(c) If a construction or architect-engineer contract where employee identification is required for security reasons is contemplated, the contracting officer shall use the clause with its Alternate II.

(d) If the contracting agency is not covered by the NISP and has prescribed a clause and alternates that are substantially the same as those at 52.204-2, the contracting officer shall use the agency-prescribed clause as required by agency procedures.

52.204-2 Security Clause Requirements.

As prescribed in 4.404(a), insert the following clause:

Security Requirements (Aug 1996)

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

(b) The Contractor shall comply with—

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

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

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

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

(End of clause)

Alternate I (Apr 1984). If a cost contract for research and development with an educational institution is contemplated, add the following paragraphs (e), (f), and (g) to the basic clause:

(e) If a change in security requirements, as provided in paragraphs (b) and (c), results

(1) in a change in the security classification of this contract or any of its elements from an unclassified status or a lower classification to a higher classification, or (2) in more

HSSCCG-08-F-00668

restrictive area controls than previously required, the Contractor shall exert every reasonable effort compatible with the Contractor's established policies to continue the performance of work under the contract in compliance with the change in security classification or requirements. If, despite reasonable efforts, the Contractor determines that the continuation of work under this contract is not practicable because of the change in security classification or requirements, the Contractor shall notify the Contracting Officer in writing. Until resolution of the problem is made by the Contracting Officer, the Contractor shall continue safeguarding all classified material as required by this contract.

(f) After receiving the written notification, the Contracting Officer shall explore the circumstances surrounding the proposed change in security classification or requirements, and shall endeavor to work out a mutually satisfactory method whereby the Contractor can continue performance of the work under this contract.

(g) If, 15 days after receipt by the Contracting Officer of the notification of the Contractor's stated inability to proceed, (1) the application to this contract of the change in security classification or requirements has not been withdrawn, or (2) a mutually satisfactory method for continuing performance of work under this contract has not been agreed upon, the Contractor may request the Contracting Officer to terminate the contract in whole or in part. The Contracting Officer shall terminate the contract in whole or in part, as may be appropriate, and the termination shall be deemed a termination under the terms of the Termination for the Convenience of the Government clause.

Alternate II (Apr 1984). If employee identification is required for security or other reasons in a construction contract or architect-engineer contract, add the following paragraph (e) to the basic clause:

(e) The Contractor shall be responsible for furnishing to each employee and for requiring each employee engaged on the work to display such identification as may be approved and directed by the Contracting Officer. All prescribed identification shall immediately be delivered to the Contracting Officer, for cancellation upon the release of any employee. When required by the Contracting Officer, the Contractor shall obtain and submit fingerprints of all persons employed or to be employed on the project.

U.S. Citizenship & Immigration Services (USCIS)
Office of Fraud Detection and National Security

HSSCCG-08-F-00668

Additional Requirement/Instructions:

FAR 52.252-2 Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far>.

FAR 52.232-33 Payment by Electronic Funds Transfer – Central Contractor Registration (Oct 2003) is hereby incorporated by reference.

Advertisements, Publicizing Awards, and News Releases

All press releases or announcements about agency programs, projects, and contract awards need to be cleared by the Program Office and the Contracting Officer. Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the supplies, services, or equipment furnished pursuant to the provisions of this contract in any publicity news release or commercial advertising without first obtaining explicit written consent to do so from the Program Office and the Contracting Officer.

The Contractor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services.

(End of clause)

Performance Reporting

For active contracts valued in excess of simplified acquisition threshold, the Federal Acquisition Regulation (FAR) 42.1502 requires federal agencies to prepare Contractor performance evaluations (report cards). Report cards are completed and forwarded to the Contractor for review within thirty calendar days from the time the work under the contract is completed for each contract year. Interim evaluations by the Contracting Officer may be completed as necessary. The Contractor has thirty days to reply with comments, rebutting statements, or additional information that will be made part of the official record.

(End of clause)

REQUISITION — MATERIALS-SUPPLIES-EQUIPMENT

SEE INSTRUCTIONS ON REVERSE

1. NUMBER
FDS080060

2. DATE
04-SEP-2008

3. ACTIVITY SYMBOL
See Attachment A

4. TO: NAME AND ADDRESS — PROCUREMENT SECTION (OR STOREROOM)
DEPARTMENT OF HOMELAND SECURITY
CIS CONTRACTING OFFICE
70 KIMBALL AVE
SOUTH BURLINGTON VT. 05403

5. FROM: NAME AND ADDRESS — REQUISITIONER
FDNS
111 MASS AVE
WASHINGTON DC 20536
POC:
LAURA P MOORE

STOCK NUMBER	DESCRIPTION OF ARTICLE (MAKE, MODEL, TYPE, SIZE, COLOR, MFG, ETC)	QUANTITY	UNIT	UNIT PRICE	AMOUNT	ACTION CODE
6	7	8	9	10	11	12
	PAYMENT OF CONSULTANTS WHO ARE DOING A COST/BENEFIT ANALYSIS OF OUR CURRENT POLICIES	1	EA			

(b)(4)

Justification:

CONSULTANTS TO CRITIQUE CURRENT POLICIES FOR COST/BENEFIT

Recommended Vendor:

No Recommended Vendor

NAPA

13. SIGNATURE OF APPROVING OFFICIAL

Lisa J. Hill

14. TITLE OF APPROVING OFFICIAL

Chief, FOB

24. SIGNATURE OF FUNDING OFFICIAL

Rose Leclair

R LECLAIR

25. TITLE OF FUNDING OFFICIAL

15.

TOTAL

16. KEY TO ACTION CODE

8	SUBSTITUTE ITEM	2	CANCELLED—NOT STOCKED
8	BACK ORDERED	3	CANCELLED—NOT ABLE TO IDENTIFY
D	PURCHASED FOR DIRECT SHIPMENT	0	OTHER — AS INDICATED
1	CANCELLED—STOCK EXHAUSTED		

PROCUREMENT SECTION (OR STOREROOM)

17. DATE RECEIVED

19. PURCHASE ORDER

18. APPROVED

DATE

NUMBER

I CERTIFY THAT THE ABOVE ARTICLES — COLUMNS 3, 9 AND 12 — HAVE BEEN RECEIVED.

20. LOCATION

21. DATE

22. SIGNATURE

23. TITLE

United States Department Of Homeland Security
Citizenship & Immigration Svcs

FORM G-514 (REV. 8-1-5)

Page 1 of 3

INSTRUCTIONS

Use

Use Form G-514 - continued on Form G-514.1 -- To requisition materials, supplies, and equipment through the Procurement section of the Regional (or Central) Office; or from a Service-operated Storeroom.

Copies - Distribution

Prepared by requisitioner in an original and two copies, sending original (white) and Copy 1 (pink) to: Procurement Section (or Storeroom), and retaining Copy 2 (green). Procurement Section (or Storeroom) shall, as a rule, pack Copy 1 with shipment, or return it to requisitioner with appropriate advice.

Entries

By requisitioner:

1. Number consecutively, beginning with number one each fiscal year, and prefix with alphabetic location symbol and last two digits of fiscal year (e.g., MIA-58-1, MIA-58-2, MIA-58-3, etc., MIA-59-1, MIA-59-2, MIA-59-3, etc.). Number continuation sheets with numerical suffix (e.g., MIA-58-1.1, MIA-58-1.2, MIA-58-1.3, etc.).
2. Enter date of preparation.
3. Enter numerical symbol of activity which will benefit from use of articles.
4. Enter name and address of Procurement section (or Storeroom) (e.g., Procurement Section, Immigration and Naturalization Service, Richmond, VA).
5. Enter full name, title, and address so that shipping label may be prepared without reference to address directory. If consignee is other than requisitioner, enter shipping instructions under Entry 7.
6. Enter form numbers; stock number shown in "Stores Stock Catalog" and "Federal Supply Schedules."
7. Enter full description of article; attach sketches, plans, samples, etc. If consignee is other than requisitioner, enter shipping instructions.
8. Enter issue - unit quantity.
9. Enter unit of issue (e.g., each, doz., C, gross, ream, M, lb., cwt, ton; bag, ball, bbl., bot., box, can, pkg., roll, tube; pt., qt., gal., etc.).
13. Signature of approving official.
14. Enter title of approving official.
24. Signature of funding official.
25. Enter title of funding official.

By Procurement Section (or Storeroom):

10. Enter unit price.
11. Enter product of Entries 8 and 10.
12. Enter symbol of action taken. See Entry 16.
15. Enter total of amounts under Entry 11.
17. Enter date requisition received.
18. Signature of approving officer.
19. Enter, if issued, date and number of purchase order.

By consignee:

20. Enter address - city and state.
21. Enter date shipment received.
22. Signature of employee authorized to accept delivery.
23. Enter title of receiving employee.

Form G-514

REQUISITION - MATERIALS-SUPPLIES-EQUIPMENT

Activity Symbols
ATTACHMENT A

REQUISITION NUMBER: FDS080060

PROJECT	TASK	FUND PROGRAM	ORGANIZATION	OBJECT	UDF	AMOUNT
CISFDU0	000	EX 20-01-00-000	07-10-0000-00-00-00-00	GE-25-37-00	000000	<div style="border: 1px solid black; width: 100px; height: 15px;"></div> (b)(4)

APPROPRIATION SYMBOL CROSSWALK:

FUND	FY	TAS	TITLE	AMOUNT
EX	2008	70X5088	Immigration Examination Fees, Immigration Services, Department of Homeland Security	<div style="border: 1px solid black; width: 100px; height: 15px;"></div> (b)(4)



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**DHS/CIS FBI Name Check Analyses and Recommendations
Monthly Technical Status Report
GSA MOBIS Schedule No. GS-10F-0414R, SIN 874-1
Delivery Order # HSSCCG-08-F-00668
NAPA Project Number 2133
September 2008**

This is the first monthly progress report for this study and describes activity for September 24-September 30, 2008.

CLIN0001-ASSESSMENT and RECOMMENDATIONS

A. STUDY ACTIVITIES

The following activities were conducted during this reporting period in furtherance of the required deliverables:

Task 6.1 - Work Plan

The study team was identified, assembled, and provided CIS-required security forms for completion. A Post-Award meeting was scheduled for October 10th. A solicitation of Academy Fellows to serve on the expert Panel for this project was prepared for transmittal, and discussions were held with the individual nominated by CIS for that Panel. Planning for the first Panel meeting began, and security forms were obtained from CIS as needed to obtain a facility clearance for the Academy.

Status of Task 6.1: The Academy estimates that it has completed [redacted] of the technical requirements specified under Task 6.1 will submit an invoice for [redacted] of the total price provided for Task 6.1.

(b)(4)

Task 6.2 - Effectiveness/Efficiency Analysis

CIS has agreed to provide background documents for the study, and the study team has begun to conduct research into the CIS process.

Status of Task 6.2: The Academy has only begun to assemble the information needed to conduct the required analysis and will not be invoicing any portion of the total price provided for Task 6.2.

Task 6.3 – Project Reporting

A series of meetings and discussions have been held with the COTR regarding the requirements and progress of the project. This is the first of the required monthly reports.

Status of Task 6.3: The Academy estimates that it has completed [] of the technical requirements specified under Task 6.3 will submit an invoice for [] of the total price provided for Task 6.3.

(b)(4)

CLIN0002-TRAVEL EXPENSES

No travel has been authorized or conducted during this reporting period.

CLIN0003-ESTIMATED OTHER DIRECT COSTS

No Other Direct Costs have yet been recorded for billing purposes during this reporting period.

B. STUDY ACTIVITIES PLANNED FOR THE NEXT PERIOD:

Task 6.1 – Work Plan

The study team is developing the draft work plan for review by the Panel and CIS. Members of the Panel have been chosen and resumes will be provided to the COTR as required by October 14, 2008. The first Panel meeting has been scheduled for October 20, 2008 at CIS, and background materials are being assembled for the Panel book that will be shared with the Panel members and CIS. Following the Panel meeting, the work plan will be made final based on Panel and CIS comments. The security forms for the Panel members, study team, and the facility clearance are being completed and will be provided to the COTR as soon as possible.

Task 6.2 – Effectiveness/Efficiency Analysis

Once access to CIS has been authorized, the study team will be able to begin its research and analysis of the FBI Name Check and its role in the CIS application review process, preparatory to developing the draft paper that will be the ultimate product of this review..

Task 6.3 – Project Reporting

Regular meetings and discussions between the COTR and the Project Director will occur as the study team conducts its work at CIS.

C. FINANCIAL STATUS

The Academy will submit an invoice in the amount shown below for services rendered under CLIN 0001.

Period of Service:

September 24, 2008 - September 30, 2008

	Work Completed Current Period	Work Completed Cumulative	(b)(4)
	% complete Price (\$)	% complete Price (\$)	
CLIN 0001 - Assessment & Recommendations			
Task 6.1			
Task 6.2			
Task 6.3			
TOTAL CLIN 0001 -			
CLIN 0002 - Est Travel			
CLIN 0003 - ODCs			
TOTAL DUE			



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GSA MOBIS Schedule No. GS-10F-0414R, SIN 874-1
Delivery Order # HSSCCG--08-F-00668
NAPA Project Number 2133
October 2008**

This is the second monthly progress report for this study and describes activity for October 1-October 31, 2008.

CLIN0001-ASSESSMENT and RECOMMENDATIONS

A. STUDY ACTIVITIES

The following activities were conducted during this reporting period in furtherance of the required deliverables:

Academy Panel

An expert Panel of Academy fellows and one member nominated by USCIS was formed. The first Panel meeting was held on October 20, 2008, beginning with a discussion of administrative details and the draft work plan at Academy offices in the morning, moving to CIS in the afternoon. The afternoon meeting included CIS officials and Academy Panel and study team members. CIS staff provided an overview of the study from their perspective and briefed the Panel and study team on CIS and the name check process. The Panel generated several requests for information from CIS.

Task 6.1 - Work Plan

The post-award meeting required under the contract was held at CIS on October 10, 2008. The Academy study team generated a list of documents and information requested from CIS as a result of the discussion. A draft Work Plan was sent to CIS for comment on October 15, 2008, with CIS comments due by October 24. In the absence of comments from CIS, the final version was sent November 2, 2008. CIS comments were received on November 10, 2008.

Status of Task 6.1: Having previously completed and invoiced [redacted] of the work in the last reporting period, the Academy estimates that it has completed [redacted] of the technical requirements specified under Task 6.1 and will submit an invoice for [redacted] of the total price provided for Task 6.1.

(b)(4)

Task 6.2 – Effectiveness/Efficiency Analysis

CIS has begun to provide background documents and briefings for the study, and the study team has begun to collect information from interviews, documents, and briefings provided by CIS, and to conduct research into the CIS process.

(b)(4) Status of Task 6.2:

Task 6.3 – Project Reporting

A series of meetings and discussions have been held with the COTR regarding the requirements and progress of the project. This is the second of the required monthly progress reports.

Status of Task 6.3: Having previously completed and invoiced [redacted] of the work in the last reporting period, the Academy estimates that it has completed [redacted] of the technical requirements specified under Task 6.3 and will submit an invoice for [redacted] of the total price provided for Task 6.3.

(b)(4)

CLIN0002-TRAVEL EXPENSES

No travel has been authorized or conducted during this reporting period.

CLIN0003-ESTIMATED OTHER DIRECT COSTS

Other Direct Costs incurred in October, if any, will be billed during the next reporting period.

B. STUDY ACTIVITIES PLANNED FOR THE NEXT PERIOD:

Task 6.1 – Work Plan

As noted above, the final work plan was sent to CIS on November 2, 2008. No further activity is planned for this Task.

Task 6.2 – Effectiveness/Efficiency Analysis

(b)(4)

(b)(4)

Task 6.3 – Project Reporting

Regular meetings and discussions between the COTR and the Project Director have taken place over the last month and will continue through the end of the study, as will these monthly reports.

C. AREAS OF CONCERN

(b)(4)

C. FINANCIAL STATUS

The Academy will submit an invoice in the amount shown below for services rendered under CLIN 0001.

CLIN 0001 - Assessment & Recommendations	Price	Work Completed Current Period %age	Price (\$)	Work Completed Cumulative %age	Price (\$)
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Task 6.1	\$				
Task 6.2	\$				
Task 6.3	\$				

TOTAL CLIN 0001 -

CLIN 0002 - Est Travel

CLIN 0003 - ODCs

(b)(4)



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Delivery Order # HSSCCG--08-F-00668
NAPA Project Number 2133
November 2008**

This is the third monthly progress report for this study and describes activity for November 1-November 30, 2008.

CLIN0001-ASSESSMENT and RECOMMENDATIONS

A. STUDY ACTIVITIES

The following activities were conducted during this reporting period in furtherance of the required deliverables:

Academy Panel

The Panel reviewed and commented on several documents regarding the study, including the Academy's response to a request from CIS for information concerning whether and to what extent the Academy believes it can provide CIS regarding each of the Sub-tasks under Task 6.2, Effectiveness and Efficiency Analysis. A summary of that response is provided under Task 6.2 below. The Panel also agreed to reschedule the second Panel meeting from December 3rd to December 15th. CIS approved this change.

Task 6.1 – Work Plan

A draft Work Plan was sent to CIS for comment and in the absence of comments, the final version was approved by the Panel and sent to CIS November 2, 2008. CIS comments were received on November 10, 2008. Rather than changing the approved Work Plan, the Academy responded to the individual questions raised in the comments.

Status of Task 6.1: The Academy has completed 100% of the technical requirements specified under Task 6.1 and previously submitted an invoice for 100% of the total price provided for Task 6.1.

Task 6.2 – Effectiveness/Efficiency Analysis

(b)(4)



Status of Task 6.2: Having previously completed and invoiced [redacted] of the work as of the last reporting period, the Academy estimates that it has completed [redacted] of the technical requirements specified under Task 6.2 and will submit an invoice for an additional [redacted] of the total price provided for Task 6.2. (b)(4)

Task 6.3 – Project Reporting

A series of meetings, discussions, and e-mail exchanges have been conducted with the COTR and CIS officials regarding the requirements and progress of the study. This is the third of the required monthly progress reports.

Status of Task 6.3: Having previously completed and invoiced [redacted] of the work as of the last reporting period, the Academy estimates that it has completed [redacted] of the technical requirements specified under Task 6.3 and will submit an invoice for an additional 30% of the total price provided for Task 6.3. (b)(4)

CLIN0002-TRAVEL EXPENSES

No travel has been authorized or conducted during this reporting period.

CLIN0003-ESTIMATED OTHER DIRECT COSTS

Other Direct Costs incurred in November, if any, will be billed during the next reporting period.

B. STUDY ACTIVITIES PLANNED FOR THE NEXT PERIOD:

Task 6.1 – Work Plan

As noted above, the final work plan was sent to CIS on November 2, 2008. No further activity is planned for this Task.

Task 6.2 – Effectiveness/Efficiency Analysis

(b)(4)

Task 6.3 – Project Reporting

Regular meetings and discussions between the COTR, CIS officials and the Project Director have taken place over the last month and will continue through the end of the study, as will these monthly reports.

C. AREAS OF CONCERN

(b)(4)

D. FINANCIAL STATUS

The Academy will submit an invoice in the amount shown below for services rendered under the order.

CLIN 0001 - Assessment & Recommendations	Price	Work Completed Current Period %age	Price (\$)	Work Completed Cumulative %age	Price (\$)
Task 6.1	\$				
Task 6.2	\$				
Task 6.3	\$				
TOTAL CLIN 0001 -	\$				
CLIN 0002 - Est Travel	\$				
CLIN 0003 - ODCs	\$				

(b)(4)



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Delivery Order # HSSCCG-08-F-00668
NAPA Project Number 2133
December 2008**

This is the third monthly progress report for this study and describes activity for **December 1-December 31, 2008.**

CLIN0001-ASSESSMENT and RECOMMENDATIONS

A. STUDY ACTIVITIES

Task 6.1 – Work Plan

The Academy has completed 100% of the technical requirements specified under Task 6.1 and has provided USCIS with invoices for that amount.

The following activities were conducted during this reporting period in furtherance of the required deliverables:

Task 6.2 – Effectiveness/Efficiency Analysis

Academy Panel – The Panel reviewed and commented on a draft of the final paper at its second meeting on December 15th. Representatives from USCIS also attended this meeting and discussed the issues with the Panel.

Effectiveness/Efficiency Analysis --

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(b)(4)



Status of Task 6.2: Having previously completed and invoiced [redacted] of the technical requirements specified under Task 6.2, the Academy estimates that it has completed an additional [redacted] and will submit an invoice for an additional [redacted] of the total price provided for Task 6.2.

Task 6.3 – Project Reporting

A series of meetings, discussions and e-mail exchanges have been conducted with the COTR and USCIS officials regarding the requirements and progress of the study. This is the fourth of the required monthly progress reports.

Status of Task 6.3: Having previously completed and invoiced [redacted] of the technical requirements specified under Task 6.3, the Academy estimates that it has completed an additional [redacted] and will submit an invoice for an additional [redacted] of the total price provided for Task 6.3.

CLIN0002-TRAVEL EXPENSES

No travel has been authorized or conducted during this reporting period.

CLIN0003-ESTIMATED OTHER DIRECT COSTS

Other Direct Costs incurred in December, if any, will be billed during the next reporting period.

B. STUDY ACTIVITIES PLANNED FOR THE NEXT PERIOD:

Task 6.2 – Effectiveness/Efficiency Analysis



(b)(4)

Task 6.3 – Project Reporting

Regular meetings and discussions between the COTR, USCIS officials and the Project Director have taken place over the last month and will continue through the end of the study, as will these monthly reports.

C. AREAS OF CONCERN

The difficulties noted in the previous Technical Status Report have significantly limited the ability of the Academy to conduct and complete the study of the USCIS FBI Name Check Process. The COTR, CO, and senior USCIS officials have been advised of these concerns on multiple occasions and have discussed and agreed to alternatives on the conduct of this study.

C. FINANCIAL STATUS

The Academy will submit an invoice in the amount shown below for services rendered under CLIN 0001.

CLIN 0001 - Assessment & Recommendations	Price	Work Completed Current Period %age	Price (\$)	Work Completed Cumulative %age	Price (\$)
--	-------	--	------------	--------------------------------------	------------

Task 6.1
Task 6.2
Task 6.3

TOTAL CLIN 0001 -

CLIN 0002 - Est Travel

CLIN 0003 - ODCs

(b)(4)



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GSA MOBIS Schedule No. GS-10F-0414R, SIN 874-1
Delivery Order # HSSCCG-08-F-00668
NAPA Project Number 2133
January 1-31, 2009**

This is the fourth and final monthly progress report for this study and describes activity for January 1-31, 2009

CLIN0001-ASSESSMENT and RECOMMENDATIONS

A. STUDY ACTIVITIES

Task 6.1 – Work Plan

The Academy has completed 100% of the technical requirements specified under Task 6.1 and has provided USCIS with invoices for that amount.

The following activities were conducted during this reporting period in furtherance of the required deliverables:

Task 6.2 – Effectiveness/Efficiency Analysis

Academy Panel -- The Panel reviewed and commented on a revised draft of the paper and also approved the final paper to be sent to USCIS on February 6, 2009. (b)(4)

Effectiveness/Efficiency Analysis --

Status of Task 6.2: Having previously completed and invoiced [] of the technical requirements specified under Task 6.2, the Academy has completed an additional [] of the work required on this Task and will submit an invoice for [] of the total price provided for Task 6.2.

(b)(4)

1

Task 6.3 – Project Reporting

A series of meetings, discussions, and e-mail exchanges were conducted with the COTR and USCIS officials regarding the requirements and progress of the study, and with regard to CIS's comments on the draft paper. This is the fourth of the required monthly progress reports.

Status of Task 6.3: Having previously completed and invoiced [] of the technical requirements specified under Task 6.3, the Academy has completed [] of this Task and will submit an invoice for [] of the total price provided for Task 6.3.

(b)(4)

CLIN0002-TRAVEL EXPENSES

(b)(4)

No travel has been authorized or conducted during this reporting period.

CLIN0003-ESTIMATED OTHER DIRECT COSTS

Other Direct Costs incurred in January and February will be invoiced in accordance with the terms of the contract.

B. STUDY ACTIVITIES PLANNED FOR THE NEXT PERIOD:

Task 6.2 – Effectiveness/Efficiency Analysis

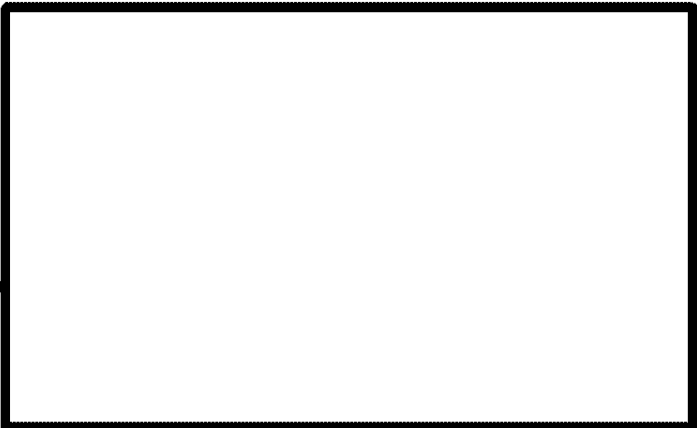
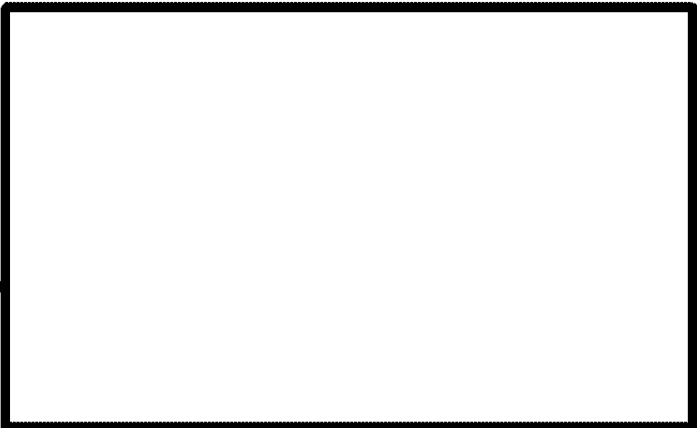
The Effectiveness/Efficiency Analysis will be completed and the final paper provided to USCIS on February 6, 2009 as required by the Statement of Work.

Task 6.3 – Project Reporting

Regular meetings and discussions between the COTR, USCIS officials and the Project Director continued up until the submission of the final paper. There will be one final monthly progress report for February.

C. FINANCIAL STATUS

The Academy will submit an invoice in the amount shown below for services rendered under CLIN 0001.

		Work Completed Current Period		Work Completed Cumulative	
		%age	Price (\$)	%age	Price (\$)
CLIN 0001 - Assessment & Recommendations					
	Price				
Task 6.1	\$				
Task 6.2	\$				
Task 6.3	\$				
TOTAL CLIN 0001 -	\$				
CLIN 0002 - Est Travel	\$				
Panel Meeting Costs					
Panel Meeting Costs - Adjustme					
Shipping/Delivery					
G&A					
CLIN 0003 - ODCs	\$				

(b)(4)