

PWS ATTACHMENTS

- A. Mobile Routes**
- B. Standard Mobile Route Supplies**
- C. Sample Floor Plans**
- D. Performance Requirements Summary (PRS) - Quality Standards**
- E. Mandatory Security Guard Staffing**
- F. ASC Site Listing**

ATTACHMENT A

**Current ASC Mobile Routes
Domestic and US Territories**

<u>ASC Hub</u>	<u>Mobile Routes</u>
1 Anchorage, Alaska	Ketchikan, Dutch Harbor, Nome, Kodiak, Fairbanks
2 Agana, Guam	South Pacific
3 Honolulu, Hawaii	Lanai, Molokai, Maui, Kailua Kona, Lihue

Current as of November 2005

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ATTACHMENT B

	FD-258 Cards	
	Postmortem Strips (LH & RH)	
	Postmortem Spoon	
	Latex Gloves	
	Corn Huskers Lotion	
	Rubber Bands	
	Paper Towels	
	Moist Towelettes	
	9X12 Envelops	
	File Folders	
	Ink Pad and Ink	
	Roller	
	Print stand(s)	
	Waterless Ink Remover	
	Glue	
	Courier Service Airbills and Pockets	
	ASC Batch Cover Sheets	
	Trash Bags	
	Fingerprint Magnifying Glass	
	Scissors	
	Tape	
	Clip Boards	
	Pens	
	Paper Pads (Writing)	
	Storage/Shipping Containers	
	Laptop with Manual and Electronic Process Software	
	Printer	
	Extension Cords	
	Live Scan Capture Device	
	Digital Camera	
	Digital Signature Pad	
	Tripod	
	CD-ROM Burner	
	CD-RW (Compact Disks - Read-Write Capable)	
	Shipping Containers	
	Extra Laptop Batteries	
	Power Adaptors	
	Spare Toner Cartridge for Printer	
	Bar Code Reader (1D and 2D)	
	Signature Pad Batteries	
	Photography Light(s)	
	Camera Batteries	

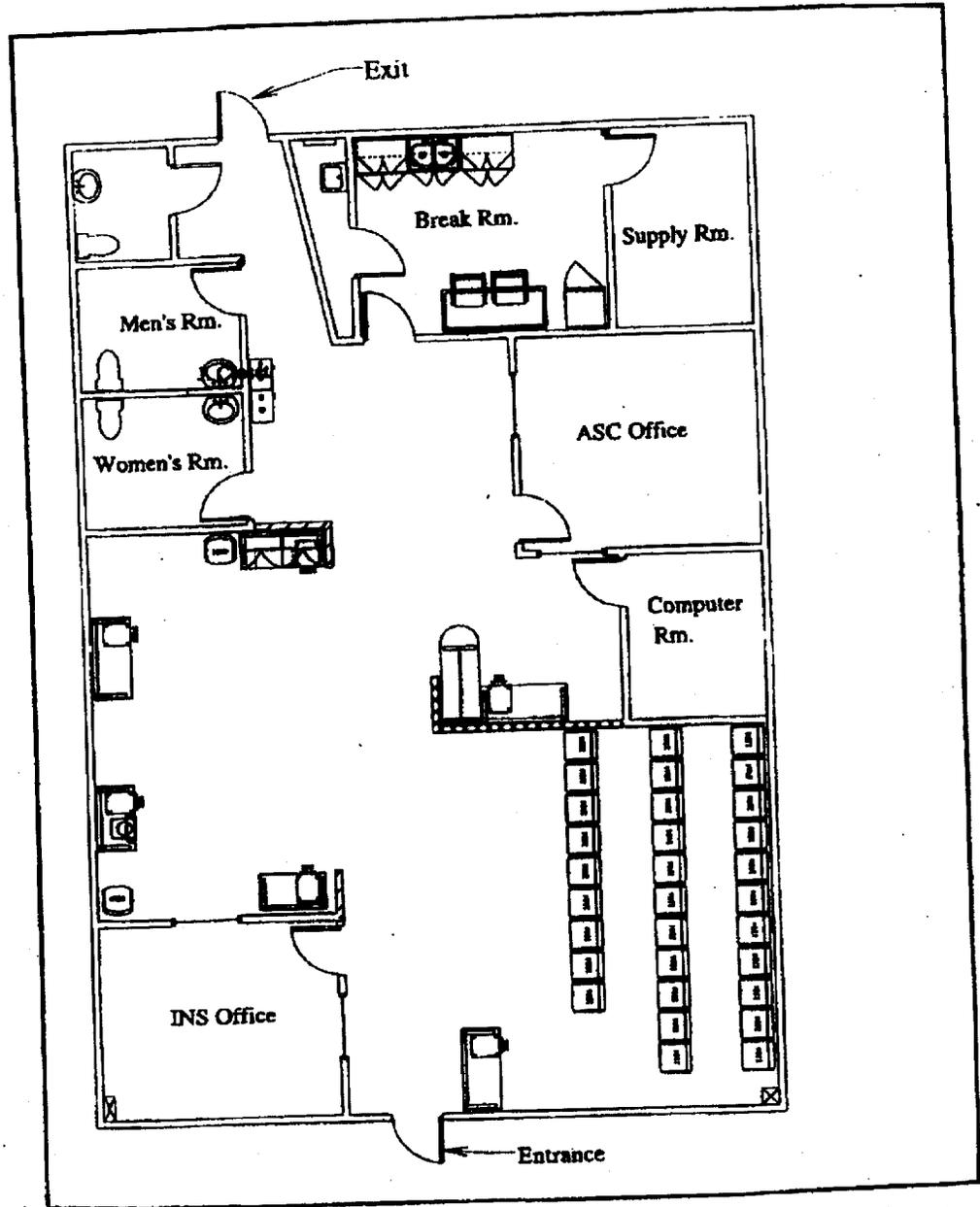
Date of Route: _____ Destination: _____

District: _____ Office: _____

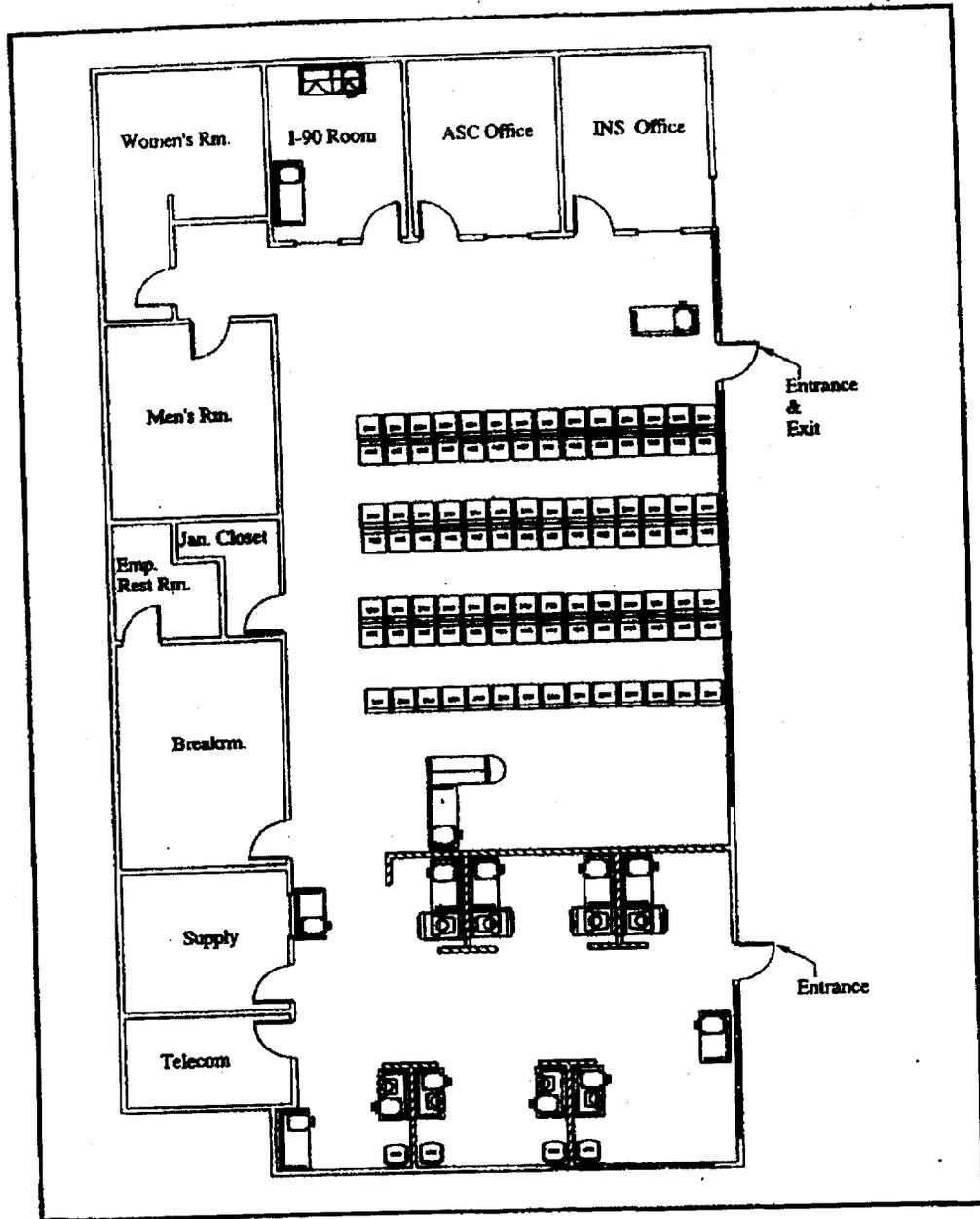
Supervisor or ASC Technician Signature: _____

CIS Representative Signature: _____

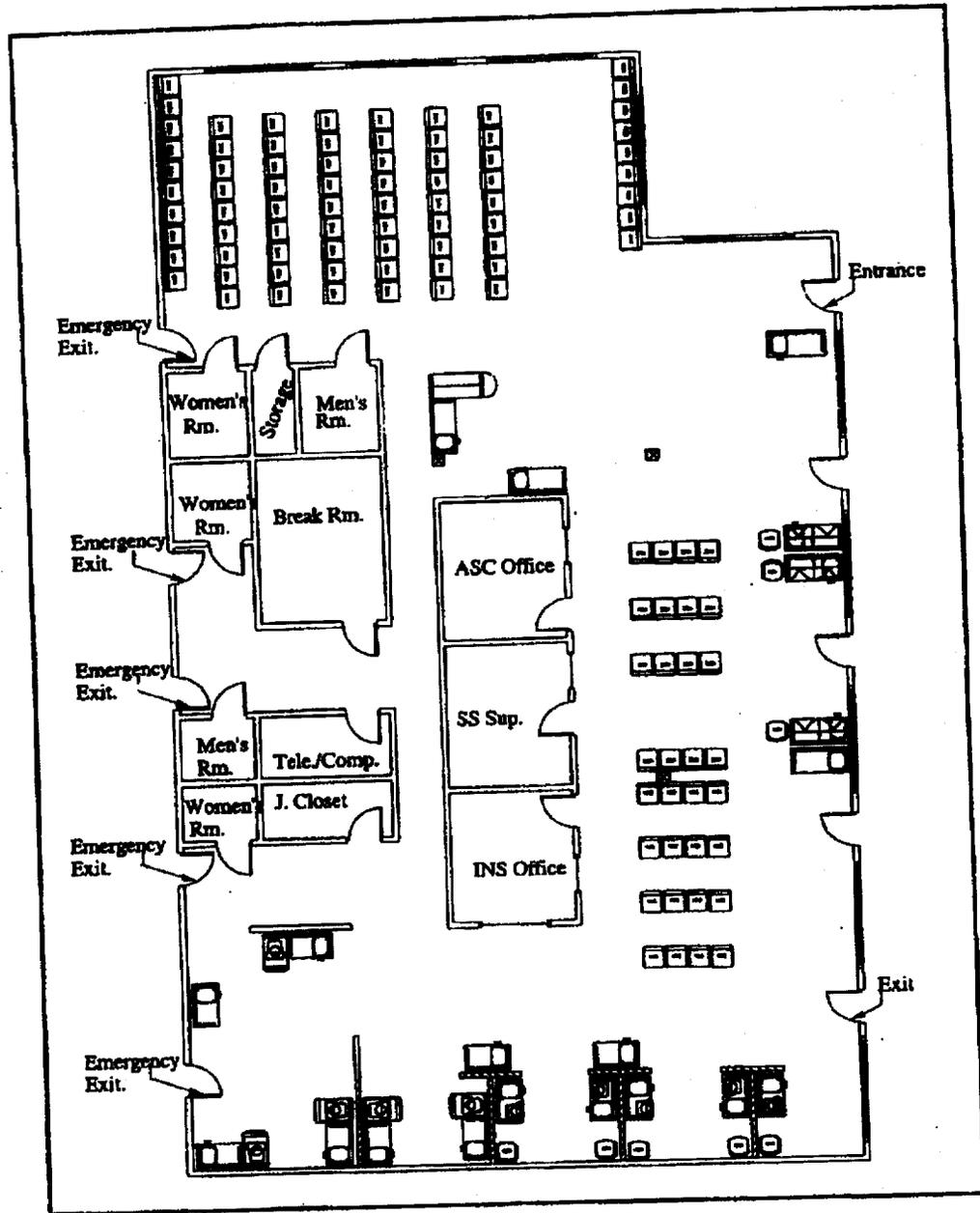
**ATTACHMENT C - TYPICAL SMALL CIS ASC LAYOUT
2,400 SQUARE FEET**



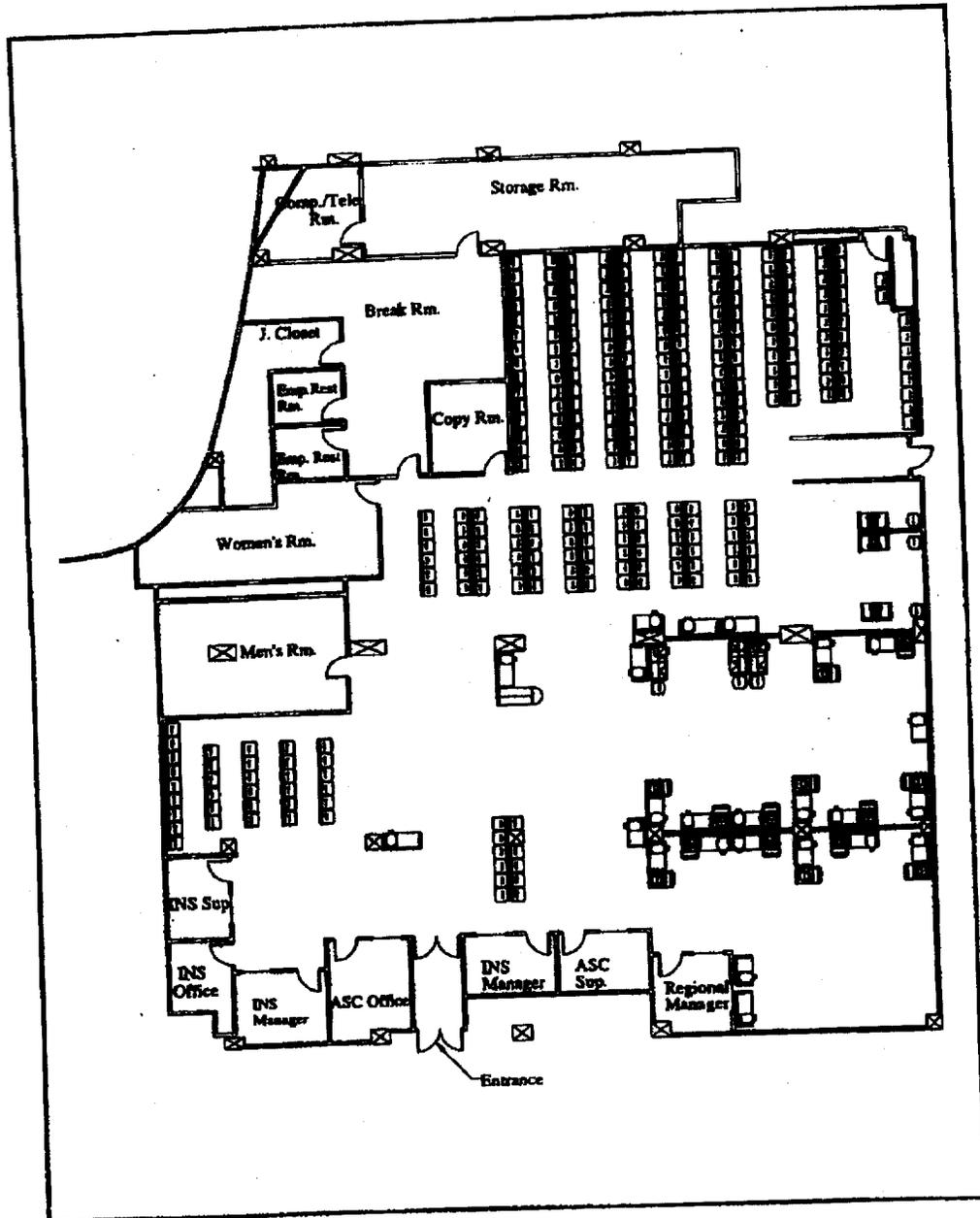
**ATTACHMENT C - TYPICAL MEDIUM CIS ASC LAYOUT
3,600 SQUARE FEET**



**ATTACHMENT C - TYPICAL LARGE CIS ASC LAYOUT
6,000 SQUARE FEET**



**ATTACHMENT C - TYPICAL EXTRA LARGE CIS ASC LAYOUT
11,600 SQUARE FEET**



**ATTACHMENT D
PERFORMANCE REQUIREMENTS SUMMARY (PRS)
APPLICATION SUPPORT CENTER (ASC) OPERATION/FACILITIES
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BIOMETRICS PROCESSING					
1	For each applicant processing CLIN (District), the Contractor shall maintain a minimum biometrics productivity rate of six (6) applicants per hour per Biometrics Technician (BT).	PWS Atch E Para 1.a.	0/1	100% Inspection – Four (4) Times per Month	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the percent deviation (<u>number of applicants per hour processed that is less than 6</u>).
2	Contractor shall maintain a minimum overall program-wide biometric productivity rate of six (6) biometrics applicants per hour per BT.	PWS Atch E Para 1.b.	0/1	100% Inspection – Monthly	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the percent deviation (<u>number of biometrics per hour per BT produced that is less than 6</u>), multiplied by 2.
3	Contractor shall maintain an overall FBI biometrics reject rate for Code 1 and Code 3 Form FD-258 biometrics not to exceed two (2) percent for unclassifiable biometrics.	PWS Atch E Para 1.c.	0/1	100% Inspection - Monthly	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total

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					invoice for applicant processing to establish a base. The adjustment is the base amount multiplied by the percent deviation (biometric reject rate percentage greater than 2 percent), multiplied by 4.
	APPLICATION PROCESSING				
1	For each applicant processing CLIN (District), the Contractor shall maintain a minimum Form I-90 productivity rate of six (6) I-90 applicants per hour per BT.	PWS Atch E Para 2.a.	0/1	100% Inspection - Four Times per Month	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the percent deviation (the actual percentage of I-90 applicants per hour processed that is less than 6).
2	Contractor shall maintain a minimum overall program-wide application productivity rate of six (6) I-90 applicants per hour per BT.	PWS Atch E Para 2.b.	0/1	100% Inspection - Monthly	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the percent deviation (<u>number of I-90 applicants per hour processed that is less</u>

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					than 6), multiplied by 2.
	CUSTOMER SATISFACTION				
1	Contractor shall maintain a minimum overall customer satisfaction rate of 98 percent, excluding refugee processing.	PWS Atch E Para 3.a.	0/1	100% Inspection - Monthly, Customer Complaints, and Random Inspection	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the percent deviation (<u>actual customer satisfaction rate achieved less than 98 percent</u>), multiplied by 4.
2	Contractor shall maintain a minimum program-wide customer service questionnaire return rate of 65 percent for all tasks, excluding refugee processing.	PWS Atch E Para 3.b.	0/1	100% Inspection - Monthly, Random Inspection	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the percent deviation (<u>actual program-wide customer service questionnaire return rate for all tasks achieved less than 65%</u>).
	STAFF QUALIFICATIONS				
1	Contractor shall ensure one hundred percent (100%) of its staff at ASC sites (including full-time, on-call,	PWS Atch E Para 4.a.	0/1	100% Inspection - Monthly,	The adjustment is made from the total invoice for applicant

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	back-up, part-time, and subcontractor staff) has received an appropriate DHS/CIS security clearance required for the job category being performed.			and Random Inspection	processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the deviations (actual number of staff observed performing at ASC sites without an appropriate clearance) divided by 5.
1	INVOICE/REPORT PROCESSING Contractor shall ensure one hundred percent (100%) of invoices and deliverables are completed and provided timely in accordance with the PWS.	PWS Atch E Para 5.a.	0/1	100% Inspection	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar amount to establish a base. The adjustment is the base amount multiplied by the deviations (actual number of untimely invoices/reports observed), multiplied by the number of working days late, and divided by 40.
1	APPLICANT TURN-AWAYS Contractor shall ensure no ASC biometrics/I-90 applicants are turned away without processing due to the action or inaction of the Contractor (including Subcontractor(s) and SA Landlord(s)).	PWS Atch E Para 6.a.	0/1	100% Inspection	The adjustment is made from the total invoice for applicant processing. 0.5% is applied to the total invoiced applicant processing dollar

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				amount to establish a base. The adjustment is the base amount multiplied by the number of deviations (actual number of occurrences of turn-aways due to Contractor action/inaction), divided by 4.

PERFORMANCE REQUIREMENTS SUMMARY (PRS)
Calculation of Invoice Adjustments

Note: The below calculations are based on a monthly invoice for applicant processing in the amount of \$4,000,000. The actual applicant processing amount may be more or less. Calculations are not based on Other Direct Costs. The amount of 0.5% is applied to the total applicant processing amount to create the "base". The adjustments are then calculated using the base amount. Deviations will be applied to the base amount to determine the adjustment. Adjustments result from non-performance resulting in a Contractor Deficiency Report (CDR) processed by the COTR. The CO will apply the appropriate adjustment using the calculations below to the monthly invoice. The below adjustment amounts are meant to provide an incentive for optimal performance under the FFP arrangement and are not invoked to be punitive in nature.

1. Biometrics Processing: For each CLIN (District), the Contractor shall maintain a minimum biometrics productivity rate of six (6) applicants per hour per Biometrics Technician (BT) (when the condition of a steady flow of applicants exists).

Deviation (0/1): An adjustment is made for each occurrence, beginning with the first. Inspection: 100% Inspection - Four (4) times per month (quarter monthly)

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. One half of one percent (0.5%) of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the percent deviation (number of applicants per hour processed that is less than 6).

$$\begin{aligned} \text{Applicant Processing total on invoice} &= \$4,000,000 \\ &\times \quad 0.5\% \quad (\text{Base determined by Program Office}) \\ &= \$ \quad 20,000 \end{aligned}$$

Base	\$20,000
Standard	6 - biometrics applicants per hour per BT satisfactorily processed for each District
Actual	5.8 - actual average biometrics applicants processed in one District (i.e., other Districts meet standard)
Deviation	0.2 - # applicants processed less than 6
Calculation	.2/6 = 0.034 20,000 (base) x 0.034 (percent deviation) = \$680 (adjustment)

2. Biometrics Processing: Contractor shall maintain a minimum overall program-wide biometric productivity rate of six (6) biometric applicants per hour per BT.

Deviation (0/1): An adjustment is made for each occurrence, beginning with the first. Inspection: 100% Inspection - Monthly

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.5% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the percent deviation (number of biometrics per hour per BT produced that is less than 6), multiplied by 2.

Applicant Processing total on invoice = \$4,000,000
 $\times 0.5\%$ (Based determined by Program Office)
 = \$ 20,000

Base	\$20,000
Standard	6 - biometrics per hour, program-wide
Actual	5.8 - actual average biometrics per hour
Deviation	0.2 - number biometrics per hour processed less than 6
Calculation	0.2/6 = 0.034 \$20,000 (base) x 0.034 (percent deviation) = \$680 x 2 = \$1,360 (adjustment)

3. Biometrics Processing: Contractor shall maintain an overall FBI biometrics reject rate for Code 1 and Code 3 Form FD-258 biometrics not to exceed two (2) percent for unclassifiable biometrics.

Deviation (0/1): An adjustment is made for each occurrence, beginning with the first. Inspection: 100% Inspection – Monthly

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.5% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the percent deviation (biometric reject rate percentage greater than 2 percent), multiplied by 4.

Applicant Processing total on monthly invoice: \$4,000,000
 x 0.5% (Based determined by
 Program Office)
 = \$ 20,000

Base	\$20,000
Standard	98% - Acceptable biometric Form FD-258 rate
Actual	97% - Actual acceptable biometric rate achieved
Deviation	1.0% - percent deviation less than 98%
Calculation	\$20,000 (base) x .01 (percent deviation) = \$200 x 4 = \$800 (adjustment)

1. Application Processing: For each CLIN (District), the Contractor shall maintain a minimum Form I-90 productivity rate of six (6) I-90 applicants per hour per BT (when the condition of a steady flow of applicants exists).

Deviation (0/1): An adjustment is made for each occurrence, beginning with the first. Inspection: 100% Inspection – Four (4) times per month (quarter-monthly)

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.1% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the percent deviation (the actual percentage of I-90 applicants per hour processed that is less than 6).

Applicant Processing total for the month: \$4,000,000
 x 0.5% (Base determined by Program Office)
 = \$ 20,000

Base	\$20,000
Standard	6 - I-90s per hour per BT processed for each District
Actual	5.8 – actual average I-90 applicants processed in one District (i.e. other Districts meet standard)
Deviation	0.2 - # I-90s processed less than 6
Calculation	0.2/6 = 0.034 \$20,000 (base) x .034 (percent deviation) = \$680 (adjustment)

2. Application Processing: Contractor shall maintain a minimum overall program-wide Form I-90 productivity rate of six (6) I-90 applicants per hour per BT.

Deviation (0/1): An adjustment is made for each occurrence, beginning with the first. Inspection: 100% Inspection - Monthly

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.5% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the percent deviation (number of I-90 applicants per hour processed that is less than 6), multiplied by 2.

Applicant Processing total on monthly invoice: \$4,000,000
 x 0.5% (Base determined by
 Program Office)
 =\$ 20,000

Base	\$20,000
Standard	6 - I-90s processed per hour, program-wide
Actual	5.8 - actual average I-90s per hour
Deviation	0.2 - # processed less than 6
Calculation	.2/6 = 0.034 20,000 (base) x 0.034 (percent deviation) = \$680 x 2 = \$1,360 (adjustment)

1. **Customer Satisfaction:** Contractor shall maintain a minimum overall customer satisfaction rate of 98 percent, excluding refugee processing.

Deviation: (0/1)

Inspection: Monthly, based on customer complaints and random inspection of customer service questionnaires

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.5% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the percent deviation (the actual customer satisfaction rate achieved less than 98%), multiplied by 4.

Applicant Processing total for the month: \$4,000,000
 $\times \quad 0.5\%$ (Base determined by Program Office)
 = \$ 20,000

Base	\$20,000
Standard	98% - standard for customer satisfaction
Actual	96% - actual customer satisfaction rate achieved
Deviation	2% - percent customer satisfaction rate achieved less than 98%
Calculation	\$20,000 (base) x .02 (percent deviation) = \$400 x 4 = \$1,600 (adjustment)

1. Staff Qualifications: Contractor shall ensure one hundred percent (100%) of its staff at ASC sites (including full-time, on-call, back-up, part-time, and subcontractor staff) has received an appropriate DHS/CIS security clearance required for the job category being performed.

Deviation: (0/1)

Inspection: By random inspection

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.5% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the actual number of deviations observed, divided by 5.

$$\begin{aligned}
 &\text{Applicant Processing total on invoice} = \$4,000,000 \\
 &\qquad \qquad \qquad \qquad \qquad \qquad \times \qquad \qquad 0.5\% \text{ (Base determined by Program} \\
 &\text{office)} \\
 &\qquad \qquad \qquad \qquad \qquad \qquad = \$ \quad 20,000
 \end{aligned}$$

Base	\$20,000
Standard	Each contract employee at ASC sites has appropriate clearance for job.
Actual	1 – person observed performing w/o appropriate clearance.
Deviation	1 occurrence
Calculation	\$20,000 (base) x 1 (# deviations) = \$20,000/5 = \$4,000 (adjustment)

1. Invoice/Report Processing: Contractor shall ensure one hundred percent (100%) of invoices and deliverables are completed and provided timely in accordance with the PWS.

Deviation: (0/1)
 Inspection: 100%

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.5% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the actual number of deviations observed, multiplied by the number of working days late, and divided by 40.

$$\begin{aligned} \text{Applicant Processing total on invoice} &= \$4,000,000 \\ &\times \quad 0.5\% \text{ (Base determined Program office)} \\ &= \$ \quad 20,000 \end{aligned}$$

Base	\$20,000
Standard	100% timely invoices and reports
Actual	1 - late report observed
Deviation	1 occurrence
Calculation	\$20,000 (base) x 1 (# deviations) x 2 (days late) = \$40,000/40 = \$1,000 (adjustment)

1. **Applicant Turn-Aways:** Contractor shall ensure no ASC biometrics/I-90 applicants are turned away without processing due to the action or inaction of the Contractor (including Subcontractor(s) and SA Landlord(s)).

Deviation: (0/1)

Inspection: 100% Inspection

Invoice Adjustment Calculation Example: The adjustment is made from the total invoice for applicant processing. 0.5% of the total is the base amount determined by the Program Office. The adjustment is the base amount multiplied by the number of observed deviations (actual number of occurrences of turn-aways due to Contractor action/inaction), divided by 4.

Applicant Processing total on invoice = \$4,000,000
 $\times \quad 0.5\%$ (Base determined by Program Office)
 = \$ 20,000

Base	\$20,000
Standard	No applicant turn-aways due to Contractor's fault/error
Actual	100 turn-aways on one day at one ASC site due to facility issue (e.g., faulty electrical wiring); 16 turn-aways on one day at one ASC site due to insufficient Ktr staffing to cover scheduled applicants.
Deviation	2 occurrences
Calculation	\$20,000 (base) x 2 (# deviations) = \$40,000/4 = \$10,000 (adjustment)

Quality Standards

1. Biometrics Processing:

a. For each CLIN (District), the Contractor shall maintain a minimum biometrics productivity rate of six (6) applicants per hour per Biometrics Technician (BT), when the condition of a steady flow of applicants exists. The standard covers the biometrics process beginning with the applicant being called from the waiting area for processing, verification of applicant identification by BT, completion of masthead/ demographics information, capture of digital and manual biometrics data, and quality check as appropriate. The standard time period ends with the BT handing the applicant a customer service questionnaire for completion. This standard may be revised by contract modification to reflect process and/or equipment changes under the biometrics task.

b. The Contractor shall maintain a minimum overall program-wide biometric productivity rate of six (6) biometrics per hour per BT when a steady flow of applicants exists.

c. The Contractor shall maintain an overall FBI biometrics reject rate for Code 1 and Code 3 Form FD-258 biometrics not to exceed two (2) percent for unclassifiable biometrics. The rate of two percent does not include cases where the applicant is clearly unable to provide a FBI-classifiable biometric. A FBI-unclassifiable biometric is defined as a biometric identified and returned twice by the FBI as unclassifiable.

2. Application Processing:

a. For each CLIN (District), the Contractor shall maintain a minimum Form I-90 productivity rate of six (6) applicants per hour per BT, when the condition of a steady flow of applicants exists. This standard applies to hardcopy and electronic applications. The standard covers the application process beginning with the applicant being called from the waiting area for processing, verification of applicant identification by BT, application intake, database checks completed, biometrics captured, quality check as appropriate, and issuance of interim documentation, if required. The standard time period ends with the BT handing the applicant a customer service questionnaire for completion. This rate may be revised through contract modification to reflect process and/or equipment changes for applications processing. Application productivity rates may be added under this contract to reflect varying collection processes for specific applications, if ordered.

b. Contractor shall maintain a minimum overall program-wide application productivity rate of six (6) I-90 applicants per hour per BT when a steady flow of applicants exists.

3. Customer Satisfaction:

a. The Contractor shall maintain a minimum overall customer satisfaction rate of 98 percent, excluding refugee processing. The Contractor shall provide approved customer service questionnaires to all applicants at time of processing, and maintain a secured container for collection of questionnaires. The Site Supervisor shall be responsible for the collection of these forms. On a four-part scale of "Excellent", "Good", "Marginal", and "Poor", at least 98 percent of all questionnaire responses rate Overall Services Provided as "Excellent" or "Good."

b. The Contractor shall maintain a minimum program-wide customer service questionnaire return rate of 65 percent for all tasks, excluding refugee processing.

4. Staff Qualifications:

a. The Contractor shall ensure one hundred percent (100%) of its staff at ASC sites (including full-time, on-call, back-up, part-time, and subcontractor staff) has received an appropriate DHS/CIS security clearance required for the job category being performed.

5. Invoice/Report Processing:

a. The Contractor shall ensure one hundred percent (100%) of invoices and deliverables are completed and provided timely in accordance with the PWS.

6. Applicant Turn-Aways:

a. Contractor shall ensure no ASC biometrics/I-90 applicants are turned away without processing due to the action or inaction of the Contractor (to include Subcontractor(s) and Standalone (AS) ASC Landlords). The Contractor is responsible for providing adequate SA facilities and qualified staff to operate the ASCs. The standard is based on the number of times applicant turn-aways occur due to Contractor fault, not the number of turned away applicants. This standard covers, but is not limited to, the following examples that could cause applicant turn-aways: 1) A water pipe bursts in SA building, thereby damaging equipment, closing ASC site, etc.; 2) Electrical wiring in SA building causes power outages, brown-outs, etc. that damages or hinders equipment, and/or causes a fire that damages or closes ASC site; 3) Contractor provides insufficient staff and/or staffing measures to meet scheduled workload; 4) Sprinkler system in SA building malfunctions and damages/closes ASC site; 5) Significant over-scheduling of an ASC site due to the Contractor's fault.

Examples of Applicant Turn-Aways not attributable to Contractor fault/error, and not covered by this standard: 1) Acts of God (i.e., hurricanes, snow storms, etc); 2) Applicant arrives significantly outside of appointment time and cannot be processed that day; 3) Significant over-scheduling of an ASC site due to Government fault; 4) Malfunction of Government-provided equipment; 5) Government actions or inactions that prevent Contractor from performance.

ATTACHMENT E
USCIS ASC
Mandatory Guard Staffing

EASTERN	SA	COLO	Total	Guard
Atlanta	3	2	5	4
Baltimore	1	2	3	1
Boston	3	1	4	3
Buffalo	0	3	3	0
Cleveland	1	2	3	1
Detroit	2	0	2	2
Miami	7	3	10	7
New Orleans	0	6	6	2
New York	6	2	8	11
Newark	2	1	3	3
Philadelphia	3	2	5	3
Portland (ME)	0	2	2	0
San Juan	1	2	3	1
Washington DC	2	0	2	3
Sub-total	31	28	59	41

CENTRAL	SA	COLO	Total	Guard
Chicago	6	3	9	6
Dallas	4	1	5	4
Denver	3	1	4	2
El Paso	2	0	2	2
Harlingen	2	0	2	2
Helena	0	3	3	0
Houston	3	0	3	3
Kansas City	0	3	3	0
Omaha	0	2	2	0
San Antonio	2	0	2	2
St. Paul	1	4	5	1
Sub-total	23	17	40	22

WESTERN	SA	COLO	Total	Guard
Anchorage	0	1	1	0
Honolulu	1	1	2	1
Los Angeles	12	1	13	18
Phoenix	4	1	5	3
Portland (OR)	1	0	1	1
San Diego	2	1	3	2
San Francisco	9	0	9	10
Seattle	0	3	3	0
Sub-total	29	8	37	35

	SA	COLO	Total	Guard

SA Total includes Columbus for information only. COLO Columbus will convert to a SA in FY 2006.

**USCIS ASC Eastern Region
Mandatory Guard Staffing**

Atlanta District

Site Code	Location	Type of ASC	Guard
XAB	Birmingham	SA	1
XAC	Atlanta	SA	2
XAD	Charlotte	SA	1
XAE	Charleston, SC	COLO	0
XRF	Atlanta POE	COLO	0
		Totals	4

Baltimore District

Site Code	Location	Type of ASC	Guard
XBA	Baltimore	COLO	0
XBB	Glenmont	SA	1
XBC	Salisbury	COLO	0
		Totals	1

Boston District

Site Code	Location	Type of ASC	Guard
XBD	Boston	SA	1
XBE	Hartford	SA	1
XBF	Providence	SA	1
XBG	Manchester	COLO	0
		Totals	3

Buffalo District

Site Code	Location	Type of ASC	Guard
XBH	Buffalo	COLO	0
XBI	Albany	COLO	0
XBJ	Syracuse	COLO	0
		Totals	0

Cleveland District

Site Code	Location	Type of ASC	Guard
XCI	Cleveland	COLO	0
XCJ	Cincinnati	COLO	0
XCK	Columbus	SA	1
		Totals	1

Detroit District

Site Code	Location	Type of ASC	Guard
XDK	Detroit	SA	1
XDM	Grand Rapids	SA	1
		Totals	2

USCIS ASC Eastern Region
Mandatory Guard Staffing

Miami District

Site Code	Location	Type of ASC	Guard
XMA	Miami - Hialeah	SA	1
XMB	Miami - Biscayne	SA	1
XMC	Miami - Sweetwater	SA	1
XMD	Ft. Lauderdale	SA	1
XME	Orlando	SA	1
XMF	Tampa	SA	1
XMG	Jacksonville	COLO	0
XMH	West Palm Beach	SA	1
XMI	Miami District Office	COLO	0
XRI	Miami Airport POE	COLO	0
		Totals	7

New Orleans District

Site Code	Location	Type of ASC	Guard
XNA	New Orleans	COLO	1
XNB	Ft. Smith	COLO	0
XNC	Jackson, MS	COLO	0
XND	Memphis	COLO	0
XNE	Nashville	COLO	1
XNF	Louisville	COLO	0
		Totals	2

New York District

Site Code	Location	Type of ASC	Guard
XNG	New Rochelle	SA	1
XNI	Brooklyn	SA	3
XNJ	Bronx	SA	2
XNK	Manhattan	COLO	0
XNL	Hempstead	SA	1
XNM	Queens/Jamaica	SA	2
XNN	Jackson Heights	SA	2
XRA	JFK Airport POE	COLO	0
		Totals	11

Newark District

Site Code	Location	Type of ASC	Guard
XNO	Newark	SA	2
XNP	Hackensack	SA	1
XRE	Newark Airport POE	COLO	0
		Totals	3

**USCIS ASC Eastern Region
Mandatory Guard Staffing**

Philadelphia District

Site Code	Location	Type of ASC	Guard
XPA	Philadelphia	SA	1
XPB	Pittsburgh	SA	1
XPC	Charleston, WV	COLO	0
XPD	Dover	SA	1
XPE	York	COLO	0
		Totals	3

Portland (ME) District

Site Code	Location	Type of ASC	Guard
XPI	Portland, ME	COLO	0
XPK	St. Albans, VT	COLO	0
		Totals	0

San Juan District

Site Code	Location	Type of ASC	Guard
XPM	San Juan	SA	1
XPO	St. Thomas	COLO	0
XPP	St. Croix	COLO	0
		Totals	1

Washington District

Site Code	Location	Type of ASC	Guard
XDE	Alexandria	SA	2
XDF	Norfolk	SA	1
		Totals	3

EASTERN REGION GRAND TOTALS	41
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**USCIS ASC Central Region
Mandatory Guard Staffing**

Chicago District

Site Code	Location	Type of ASC	Guard
XCA	Chicago-Norridge	SA	1
XCB	Chicago-Pulaski	SA	1
XCC	Chicago-Broadway	SA	1
XCD	Naperville	SA	1
XCE	Waukegan	SA	1
XCF	Hammond	SA	1
XCG	Indianapolis	COLO	0
XCH	Milwaukee	COLO	0
XRC	O'Hare Airport POE	COLO	0
Totals			6

Dallas District

Site Code	Location	Type of ASC	Guard
XDA	Dallas North	SA	1
XDB	Ft. Worth	SA	1
XDC	Lubbock	SA	1
XDD	Oklahoma City	COLO	0
XDL	Dallas South	SA	1
Totals			4

Denver District

Site Code	Location	Type of ASC	Guard
XDG	Denver	SA	1
XDH	Grand Junction	SA	0
XDI	Casper	COLO	0
XDJ	Salt Lake City/Taylorville	SA	1
Totals			2

El Paso District

Site Code	Location	Type of ASC	Guard
XEA	El Paso	SA	1
XEC	Albuquerque	SA	1
Totals			2

Harlingen District

Site Code	Location	Type of ASC	Guard
XHA	McAllen	SA	1
XHB	Brownsville	SA	1
Totals			2

**USCIS ASC Central Region
Mandatory Guard Staffing**

Helena District

Site Code	Location	Type of ASC	Guard
XHC	Helena	COLO	0
XHD	Boise	COLO	0
XHE	Idaho Falls	COLO	0
		Totals	0

Houston District

Site Code	Location	Type of ASC	Guard
XHH	Houston-Southeast	SA	1
XHI	Houston-Southwest	SA	1
XHJ	Houston-Northwest	SA	1
		Totals	3

Kansas City District

Site Code	Location	Type of ASC	Guard
XKA	Kansas City	COLO	0
XKB	Wichita	COLO	0
XKC	St. Louis	COLO	0
		Totals	0

Omaha District

Site Code	Location	Type of ASC	Guard
XOA	Omaha	COLO	0
XOB	Des Moines	COLO	0
		Totals	0

San Antonio District

Site Code	Location	Type of ASC	Guard
XJX	Laredo	SA	1
XSA	San Antonio	SA	1
		Totals	2

St. Paul District

Site Code	Location	Type of ASC	Guard
XSI	St. Paul	SA	1
XSJ	Rapid City	COLO	0
XSK	Fargo	COLO	0
XSL	Sioux Falls	COLO	0
XSM	Duluth	COLO	0
		Totals	1

CENTRAL REGION GRAND TOTALS	22
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**USCIS ASC Western Region
Mandatory Guard Staffing**

Anchorage District

Site Code	Location	Type of ASC	Guard
XAA	Anchorage	COLO	0
		Totals	0

Honolulu District

Site Code	Location	Type of ASC	Guard
XHF	Honolulu	SA	1
XHG	Agana	COLO	0
		Totals	1

Los Angeles District

Site Code	Location	Type of ASC	Guard
XLB	Pomona	SA	1
XLC	El Monte	SA	2
XLD	Gardena	SA	2
XLE	Van Nuys	SA	2
XLF	Bellflower	SA	2
XLG	Fairfax	SA	1
XLH	Santa Ana	SA	2
XLI	Buena Park	SA	1
XLJ	Riverside	SA	1
XLK	Oxnard	SA	1
XLL	Goleta	SA	1
XLM	Wilshire	SA	2
XRB	LAX Airport POE	COLO	0
		Totals	18

Phoenix District

Site Code	Location	Type of ASC	Guard
XPF	Las Vegas	SA	1
XPG	Tucson	SA	1
XPH	Reno	COLO	0
XPI	Yuma	SA	0
XPQ	Phoenix	SA	1
		Totals	3

Portland (OR) District

Site Code	Location	Type of ASC	Guard
XPL	Portland, OR	SA	1
			1

**USCIS ASC Western Region
Mandatory Guard Staffing**

San Diego District

Site Code	Location	Type of ASC	Guard
XSB	San Diego	SA	1
XSC	San Marcos	SA	1
XSD	Calexico	COLO	0
		Totals	2

San Francisco District

Site Code	Location	Type of ASC	Guard
XFB	Oakland	SA	1
XFC	Santa Rosa	SA	1
XFD	Salinas	SA	1
XFE	Sacramento	SA	1
XFF	Modesto	SA	1
XFG	Fresno	SA	1
XFI	Bakersfield	SA	1
XTD	San Francisco	SA	2
XTE	San Jose	SA	1
		Totals	10

Seattle District

Site Code	Location	Type of ASC	Guard
XSE	Seattle	COLO	0
XSF	Spokane	COLO	0
XSH	Yakima	COLO	0
		Totals	0

WESTERN REGION GRAND TOTALS			35
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**ATTACHMENT F
ASC SITE LISTING**

Region - EOR Eastern Operational Region

District ATL Atlanta

XABCIS BIRMINGHAM

529 Beacon Parkway
Suite 106
Birmingham, AL 35209 - 3126
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XACCIS ATLANTA

1255 Collier Road, Suite 100
Atlanta, GA 30318 - 2306
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XADCIS CHARLOTTE

4801 Chestain Avenue
Suite 175
Charlotte, NC 28217 - 2231
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XAECIS CHARLESTON - SC

1 Poston Rd
Suite 130, Parkshore Center
Charleston, SC 29407 - 3424
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XRF CIS ATLANTA

Atlanta Airport Service
US CBP/Immigration
Concourse E Third Level
Atlanta, GA 30320 - 0000
Site Type: COLO/Port of Entry
Days of Operation: Mon - Fri (TBD)

District BAL Baltimore

XBACIS BALTIMORE

Fallon Federal Building
31 Hopkins Plaza
Room G-100
Baltimore, MD 21201 - 2825
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XBBCIS GLENMONT

Glenmont Plaza
12331 Georgia Avenue
Suite C, Glenmont Plaza
Wheaton, MD 20906 - 3646
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XBCCIS SALISBURY

Northgate Business Park
119 West Naylor Mill Road
Suite 11
Salisbury, MD 21801 - 9513
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District BOS Boston

XBDCIS BOSTON

170 Portland Street
Boston, MA 02114 - 1706
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XBE CIS HARTFORD

249 Pearl Street
1st Floor
Hartford, CT 06103 - 2112
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XBF CIS PROVIDENCE

Cross Roads Office Park
105 Sockanoeset Crossroads
Suite 210
Cranston, RI 02920 - 5560
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XBGCIS MANCHESTER

503 Canal Street
Manchester, NH 03101 - 1226
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District BUF Buffalo

XBHCIS BUFFALO

130 Delaware Avenue
Buffalo, NY 14202 - 2488
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XBI CIS ALBANY

1086 Troy-Schenectady Highway
Latham, NY 12110 - 1024
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XBJ CIS SYRACUSE

412 South Warren Street
Syracuse, NY 13202 - 2604
Site Type: Co-Located
Days of Operation: Mon - Fri (8 AM - 4 PM)

District CLE Cleveland

XCI CIS CLEVELAND

AJC Federal Building
1240 East 9th Street
Room 1256
Cleveland, OH 44199 - 2065
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XCJ CIS CINCINNATI

J.W. Peck Federal Building
550 Main Street
Room 1524
Cincinnati, OH 45202 - 5296
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XCKCIS COLUMBUS

Lavaque Towers
50 West Broad Street
Suite 300
Columbus, OH 43215 - 5903
Site Type: Stand-Alone ASC
Days of Operation: Tues - Sat (8 AM - 4 PM)

Comment: New Address (July 2006) for CIS Columbus will be 6th Floor, Suite 650, in lieu of 3rd Floor, Suite 300.
New Columbus site will be a Stand-Alone ASC.

District DET Detroit

XDKCIS DETROIT

Cheney Square Mall
2652 East Jefferson Avenue
Detroit, MI 48207 - 4129
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDMCIS GRAND RAPIDS

Bretwood Center
4484 Breton Road S.E.
Kentwood, MI 49508 - 5270
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District MIA Miami

XMACIS MIAMI - HIALEAH

Westland Promenade
3700 West 18th Avenue
Suite 110
Hialeah, FL 33012 - 7069
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XMBCIS MIAMI - BISCAYNE

521 North East 81st Street
Miami, FL 33138 - 4619
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XMCCIS MIAMI - SWEETWATER
11885 S.W. 28th Street (Coral Way)
Suite J-6
Miami, FL 33175 - 2472
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XMDCIS FT. LAUDERDALE
11880 State Road 84
Davie, FL 33325 - 3921
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XMECIS ORLANDO
Hoffner Commerce Center
5448 South Semoran Boulevard
Unit 18C
Orlando, FL 32822 - 1778
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XMFCIS TAMPA
Bay Plaza II
9280 Bay Plaza Boulevard
Suite 726
Tampa, FL 33619 - 4412
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XMGCIS JACKSONVILLE
4121 Southpoint Boulevard
Jacksonville, FL 32216 - 0630
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XMHCIS WEST PALM BEACH
2711 Exchange Court
West Palm Beach, FL 33409 - 4017
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XMI MIAMI DISTRICT OFFICE
7880 Biscayne Boulevard
Miami, FL 33138
Site Type: COLO/Port of Entry
Days of Operation: Mon - Fri (8 AM - 4 PM)

XRDCIS MIAMI INTERNATIONAL AIRPORT
Miami International Airport
Concourse E, 3rd Floor
Miami, FL 33159 - 0000
Site Type: COLO/Port of Entry
Days of Operation: Mon - Fri (11:45 AM - 7:45 PM)

District NEW Newark

XNOCIS NEWARK

24 Commerce Street
Suite 200
Newark, NJ 07102 - 4005
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XNPCIS HACKENSACK

116 Kansas Street
Hackensack, NJ 07601 - 7103
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XRE CIS NEWARK INTERNATIONAL AIRPORT

Newark International Airport
Terminal B
Newark, NJ 07114 - 0000
Site Type: COLO/Port of Entry
Days of Operation: Mon - Fri (8 AM - 4 PM)

District NOL New Orleans

XNACIS NEW ORLEANS

701 Loyola Avenue
Room T-8011
New Orleans, LA 70113 - 1812
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XNBCIS FORT SMITH

4977 Old Greenwood Road
Fort Smith, AR 72903 - 8906
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XNCCIS JACKSON

Mccoy Federal Building
100 West Capitol Street
Suite 727
Jackson, MS 39269 - 1802
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XNDCIS MEMPHIS

842 Virginia Run Cove
Memphis, TN 38122-4419
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XNECIS NASHVILLE

247 Venture Circle
Nashville, TN 37228 - 1603
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XNF CIS LOUISVILLE
601 West Broadway
Room 22
Louisville, KY 40202 - 2250
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District NYC New York
XNGCIS NEW ROCHELLE
246 North Avenue
New Rochelle, NY 10801 - 6405
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XNI CIS BROOKLYN
227 Livingston Street
Brooklyn, NY 11201 - 5838
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XNJ CIS BRONX
2378 Grand Concourse
Bronx, NY 10458 - 6907
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XNKCIS MANHATTAN
201 Varick Street
Suite 1023
New York, NY 10014 - 4811
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XNL CIS HEMPSTEAD
100 Main Street
Suite B
Hempstead, NY 11550 - 2418
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XNMCIS QUEENS/JAMAICA
162-24 Jamaica Avenue
Jamaica, NY 11432 - 4910
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XNNCIS JACKSON HEIGHTS
63-05 Roosevelt Avenue
Woodside, NY 11377 - 3841
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XRACIS JFK INTERNATIONAL AIRPORT

JFK International Airport
Terminal 4
Jamaica, NY 11430 - 0000
Site Type: COLO/Port of Entry
Days of Operation: Mon - Fri (12:30 PM - 8:30 PM)

District PHI Philadelphia

XPACIS PHILADELPHIA

120 North 8th Street
Philadelphia, PA 19107 - 2422
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XPB CIS PITTSBURGH

800 Penn Avenue
Suite 101
Pittsburgh, PA 15222 - 3615
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XPC CIS CHARLESTON - WV

210 Kanawha Boulevard West
Charleston, WV 25302 - 2201
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XPD CIS DOVER

Blue Hen Corporate Center
655 South Bay Road
Suite 4E
Dover, DE 19901 - 4669
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XPE CIS YORK

3400 Concord Road (Old Farm House)
York, PA 17402 - 9007
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District POM Portland - ME

XPJ CIS PORTLAND - ME

176 Gannett Drive
South Portland, ME 04106 - 6909
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XPK CIS ST. ALBANS - VT

64 Gricebrook Road
Saint Albans, VT 05478 - 9500
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District SAJ San Juan

XPMCIS SAN JUAN

458 ING Jose A Canals
Hato Rey, PR 00918 - 2708
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XP CIS ST. THOMAS

First Floor South
Nisky Center
Suite 1A
St. Thomas, VI 00802 - 5838
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XPP CIS ST. CROIX

Sunny Isle Shopping Center
Suite 5-8A
Christiansted, VI 00821 - 1468
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District WAS Washington

XDE CIS ALEXANDRIA

8850 Richmond Highway
Suite 100
Alexandria, VA 22309 - 1588
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDF CIS NORFOLK

2500 Alameda Avenue
Alameda Business Center
Norfolk, VA 23513
Site Type: Stand-Alone ASC
Days of Operation: Tues - Sat (8 AM - 4 PM)

Region - GOR Central Operational Region

District CHI Chicago

XCACIS CHICAGO - NORRIDGE

Cumberland Business Center
4701 North Cumberland Avenue
Suites B-D
NorrIDGE, IL 60706 - 2905
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XCBCIS CHICAGO - PULASKI

Super Mall
5160 South Pulaski Avenue
Suite 101
Chicago, IL 60632 - 4253
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XCCCIS CHICAGO - BROADWAY

4853 North Broadway
Chicago, IL 60640 - 3603
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDCIS NAPERVILLE

688 South Route 59
Suite 124
Naperville, IL 60540 - 0962
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XCE CIS WAUKEGAN

25 South Greenbay Road
Waukegan, IL 60085 - 4815
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XCF CIS HAMMOND

7882 Interstate Plaza Drive
Hammond, IN 46324 - 3382
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XCGCIS INDIANAPOLIS

950 North Meridian Street
Room 400
Indianapolis, IN 46204 - 3915
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XHCIS MILWAUKEE

310 East Krapp Street
Suite 154
Milwaukee, WI 53202 - 4504
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XRCCIS CHICAGO O'HARE INTERNATIONAL

10000 Bessie Coleman Drive
Terminal 5 - Lower Level
Chicago, IL 60666
Site Type: COLO/Port of Entry
Days of Operation: Mon - Fri (12:30 PM - 8:30 PM)

District DAL Dallas

XDACIS DALLAS-NORTH

3701 West Northwest Highway
Suite 211
Dallas, TX 75220 - 4861
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDBCIS FORT WORTH

4200 South Freeway
Suite 1309
Fl. Worth, TX 76115 - 1400
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDC CIS LUBBOCK

3502 Slide Road
Suite A-24
Lubbock, TX 79414 - 2547
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDDCIS OKLAHOMA CITY

4400 Southwest 44th Street
Suite A
Oklahoma City, OK 73119 - 2900
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XDL CIS DALLAS-SOUTH

7334 South Westmoreland Road
Dallas, TX 75237 - 2908
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District DEN Denver

XDGCIS DENVER

15037 East Colfax Avenue
Unit G
Aurora, CO 80011 - 5777
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDHCIS GRAND JUNCTION

Valley Plaza
2454 Highway 8 & 50
Suite 115
Grand Junction, CO 81505 - 1111
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XDI CIS CASPER

150 East B Street
Room 1014
Casper, WY 82601 - 7005
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XDJ CIS SALT LAKE CITY

Building C
5536 South 1900 West Street
Taylorsville, UT 84118 - 9007
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District ELP El Paso

XEA CIS EL PASO

10500 Montwood Drive
El Paso, TX 79935 - 2703
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XEC CIS ALBUQUERQUE

1605 Isleta Boulevard S.W.
Suite C
Albuquerque, NM 87105 - 4793
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District HEL Helena

XHCCIS HELENA

2800 Skyway Drive
Helena, MT 59602 - 1230
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XHD CIS BOISE

1185 South Vinnell Way
Boise, ID 83709 - 1656
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XHE CIS IDAHO FALLS

1820 East 17th Street
Suite 190
Idaho Falls, ID 83404 - 8471
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District HLG Harlingen

XHACIS MCALLEN

220 South Bicentennial
Suite C
McAllen, TX 78501 - 7051
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XHBCIS BROWNSVILLE

Southwind Shopping Center
843 North Expressway 77
Suite 23
Brownsville, TX 78520 - 8670
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District HOU Houston

XHH CIS HOUSTON - SE

Corum Plaza
8505 Gulf Freeway
Suite D
Houston, TX 77017 - 5043
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XHI CIS HOUSTON - SW

Fondren Road Plaza
7086 Bissonnet Street
Houston, TX 77074 - 6010
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XHJ CIS HOUSTON - NW

10555 Northwest Freeway
Suite 150
Houston, TX 77062 - 8209
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District KAN Kansas City

XKACIS KANSAS CITY

9747 NW Conant Avenue
Kansas City, MO 64153 - 1833
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XKBCIS WICHITA

271 West 3rd Street North
Suite 1050
Wichita, KS 67202 - 1212
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XKCCIS ST. LOUIS

1222 Spruce Street
Room 1.212
St. Louis, MO 63103 - 2815
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District OMA Omaha

XOACIS OMAHA

1717 Avenue H
Omaha, NE 68110 - 2752
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XOB CIS DES MOINES

Federal Building
210 Walnut Street
Room 371
Des Moines, IA 50309 - 2110
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District SNA San Antonio

XJX CIS LAREDO

707 East Catton Road
Suite 301
Laredo, TX 78041 - 3838
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XSACIS SAN ANTONIO

5121 Crestway Drive
Suite 112
San Antonio, TX 78239 - 1975
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District SPM St. Paul

XSI CIS ST. PAUL

1380 University Avenue
Suite 103
St. Paul, MN 55104 - 4086
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XSJ CIS RAPID CITY

1676 Semco Road
Rapid City, SD 57702 - 6200
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XSK CIS FARGO

857 2nd Avenue North
Suite 248
Fargo, ND 58102 - 4727
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XSL CIS SIOUX FALLS

Riverside Station
300 East 8th Street
Sioux Falls, SD 57103 - 7023
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XSMCIS DULUTH

Federal Bldg
515 West First Street
Suite 208
Duluth, MN 55802 - 1301
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

Region - WOR Western Operational Region

District ANC Anchorage

XAACIS ANCHORAGE

620 East 10th Avenue
Suite 7
Anchorage, AK 99501 - 3799
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XGACIS NOME

US Post Office Building
Front Street
Room 105
Nome, AK 99762 - 0000
Site Type: Mobile Route
Days of Operation: (8 AM - 4 PM)

XGBCIS KODIAK

Kodiak Plaza
305 Center Street
Suite 1
Kodiak, AK 99615 - 8373
Site Type: Mobile Route
Days of Operation: (8 AM - 4 PM)

XGDCIS FAIRBANKS

Fairbanks International Airport
6450 Airport Way
Suite 13
Fairbanks, AK 99709 - 4671
Site Type: Mobile Route
Days of Operation: (9 AM - 2 PM)

XGECIS JUNEAU

1910 Alex Holden Way
Juneau, AK 99801 - 9384
Site Type: Mobile Route
Days of Operation: (9 AM - 2 PM)

XGFCIS KETCHIKAN

848 Mission Street
Room 110
Ketchikan, AK 99901 - 8534
Site Type: Mobile Route
Days of Operation: (9 AM - 4 PM)

XGGCIS DUTCH HARBOR

Fts Building
2315 Airport Beach Road
Room 205
Dutch Harbor, AK 99692 - 0000
Site Type: Mobile Route
Days of Operation: (1 PM - 5 PM)

District HHW Honolulu

XHF CIS HONOLULU

677 Ala Moana Boulevard
Suite 102
Honolulu, HI 96813 - 4999
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XHGCIS AGANA

Sirena Plaza
108 Hernan Cortez Avenue
Suite 100
Hagatna, GU 96910 - 5050
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XIP CIS MAUI

Royal Lahaina Resort
2780 Kekaa Drive
Lahaina, HI 96761 - 1971
Site Type: Mobile Route
Days of Operation: (9 AM - 12 PM)

XIQ CIS MOLOKAI

Molokai Mitchell Oauole Center
110 Alina Street
Kaunakakai, HI 96748 - 0000
Site Type: Mobile Route
Days of Operation: (8 AM - 10 AM)

XIR CIS LANAI

Lanai Community Center
8th Street
Lanai City, HI 96763 - 0000
Site Type: Mobile Route
Days of Operation: (8 AM - 4 PM)

XIS CIS HILO

Hawaii Nanilo Resort
93 Banyan Drive
Hilo, HI 96720 - 4601
Site Type: Mobile Route
Days of Operation: (9 AM - 12 PM)

XIT CIS KAILUA KONA

King Kamehameha's Kona Beach Hotel
75-5660 Palani Road
Kailua Kona, HI 96745 - 3612
Site Type: Mobile Route
Days of Operation: (9 AM - 12 PM)

XQMCIS SAIPAN

Kalingal Building
1st Floor
Saipan, MP 96950 - 0000
Site Type: Mobile Route
Days of Operation: (9 AM - 3 PM)

XWACIS LIHUE

Radisson Kauai Beach Resort
4331 Kauai Beach Drive
Lihue, HI 96766 - 9158
Site Type: Mobile Route
Days of Operation: (9 AM - 11 AM)

District LOS Los Angeles

XLB CIS POMONA

435 West Mission Boulevard
Suite 110
Pomona, CA 91766 - 1801
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLC CIS EL MONTE

Golden Vista Plaza
9251 Garvey Avenue
Second Floor, Unit C
South El Monte, CA 91733 - 4811
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLD CIS GARDENA

15715 Crenshaw Boulevard
Room B-112
Gardena, CA 90249 - 4529
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLE CIS VAN NUYS

14515 Hamlin Street
Suite 200
Van Nuys, CA 91411 - 1808
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLF CIS BELLFLOWER

Bellflower Plaza
17610 Bellflower Boulevard
Suite A-110
Bellflower, CA 90706 - 8002
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLG CIS FAIRFAX

5949 West Pico Boulevard
Los Angeles, CA 90036 - 2653
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLH CIS SANTA ANA

1886 North Main Street
Suite 100 - A
Santa Ana, CA 92701 - 7417
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLI CIS BUENA PARK

8381 La Palma Avenue
Suite A
Buena Park, CA 90620 - 3207
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLJ CIS RIVERSIDE

10082 Magnolia Avenue
Riverside, CA 92503 - 3530
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLK CIS OXNARD

Carriage Square Shopping Center
250 Citrus Grove Lane
Suite 100
Oxnard, CA 93036 - 0741
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLL CIS GOLETA

6831 Hollister Avenue
Suite B
Goleta, CA 93117 - 3015
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XLNCIS WILSHIRE

888 Wilshire Boulevard
Los Angeles, CA 90017 - 2802
Site Type: Stand-Alone ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XRBCIS LOS ANGELES INTERNATIONAL

Los Angeles International Airport
380 World Way
Tom Bradley Terminal, P.O. Box N-20
Los Angeles, CA 90045 - 0000
Site Type: COLO/Port of Entry
Days of Operation: Mon - Fri (8:15 AM - 5:15 PM)

District PHO Phoenix

XPF CIS LAS VEGAS

6175 South Pecos Road
Las Vegas, NV 89120 - 6284
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XPGCIS TUCSON

1835 South Alvarado
Suite 216
Tucson, AZ 85711 - 6693
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XPHCIS RENO

1351 Corporate Boulevard
Reno, NV 89502 - 7146
Site Type: Co-located ASC
Days of Operation: Mon - Fri (7 AM - 3 PM)

XPI CIS YUMA

3250 South 4th Avenue
Suite E
Yuma, AZ 85385 - 4051
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XPQCIS PHOENIX

2545 East Thomas Road
Phoenix, AZ 85018 - 7941
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District POO Portland - OR

XPL CIS PORTLAND - OR

721 S.W. 14th Avenue
Portland, OR 97205 - 1840
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District SEA Seattle

XSE CIS SEATTLE

12500 Tukwila International Boulevard
Seattle, WA 98168 - 2506
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XSF CIS SPOKANE

920 West Riverside
Room 691
Spokane, WA 99201 - 1090
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

XSH CIS YAKIMA

415 North 3rd Street
Yakima, WA 98901 - 2719
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

District SFR San Francisco

XFB CIS OAKLAND

2040 Telegraph Avenue
Oakland, CA 94612 - 2306
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XFC CIS SANTA ROSA

1401 Guerneville Road
Suite 100
Santa Rosa, CA 95403 - 4174
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XFD CIS SALINAS

Santa Rita Plaza
1954 North Main Street
Salinas, CA 93906 - 2305
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XFE CIS SACRAMENTO

731 K Street
Room 100
Sacramento, CA 95814 - 3402
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XFF CIS MODESTO

Crossroads Shopping Center
901 North Carpenter Road
Suite 14
Modesto, CA 95351 - 1199
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XFG CIS FRESNO

4893 East Kings Canyon
Fresno, CA 93727 - 3811
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XFI CIS BAKERSFIELD

4701 Plenz Road
Suite A-12
Bakersfield, CA 93309 - 8349
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XTD CIS SAN FRANCISCO

250 Broadway Street
San Francisco, CA 94111 - 1506
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XTE CIS SAN JOSE

122 Charcol Avenue
San Jose, CA 95131 - 1101
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

District SND San Diego

XSB CIS SAN DIEGO

2506 El Cajon Boulevard
San Diego, CA 92104 - 1117
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

HSSCCG-06-D-00004

XSC CIS SAN MARCOS

727 West San Marcos Boulevard
Suite 101 - 103
San Marcos, CA 92078 - 1244
Site Type: Stand-Alone ASC
Days of Operation: Tue - Sat (8 AM - 4 PM)

XSD CIS CALEXICO

16 Heffernan Avenue
Calxico, CA 92231 - 2734
Site Type: Co-Located ASC
Days of Operation: Mon - Fri (8 AM - 4 PM)

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SECTION D - PACKAGING AND MARKING

D.1 Reports and Deliverables

Reports and deliverables provided under this contract shall be clearly marked as the work product of the Contractor. They shall be bound in standard commercial format and shall be marked with the applicable contract number (and task order number, if applicable), and delivered to the Contracting Officer's Technical Representative (COTR) and Contracting Officer identified in Section G.

SECTION E - INSPECTION AND ACCEPTANCE

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

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

52.246-4	Inspection of Services - Fixed Price	AUG 1996
52.246-5	Inspection of Services - Cost Reimbursement	APR 1984

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 Clauses Incorporated by Reference FEB 1998

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

52.242.15	Stop-Work Order	AUG 1989
	Alternate I	APR 1984
52.242.17	Government Delay of Work	APR 1984

F.2 Contract Performance Period

The contract shall commence on date of commencement specified in the Contracting Officer's Notice to Proceed directive and continue for 12 months thereafter. In addition, this contract includes four 1-year options to extend the term of performance. The period of performance for any particular task order shall be established in the order itself. A contractor that is not the incumbent shall be allowed a transition period of up to 90 days to hire staff, obtain satisfactory personnel employment suitability clearances, assume the necessary leases, and become ready to take over full contract performance.

F.3 Deliverables

Deliverables shall be provided in accordance with Section C, Performance Work Statement, Paragraph 13. Any additional deliverable requirements will be specified in individual task orders.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 Contract Administration

Contracting Office

Department of Homeland Security (DHS)
U.S. Citizenship & Immigration Services (USCIS)
USCIS Contracting Office
70 Kimball Avenue
So. Burlington, VT 05403

**G.2 Contracting Officer's Technical Representative
(HSAR 3052.242-72)**

DEC 2003

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

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

(End of clause)

G.3 Funding and Appropriation Data

Funding and appropriation data for individual task orders issued under this contract will be specified on each individual task order.

G.4 Invoice Requirements

(a) Task orders shall be invoiced on a monthly basis. The invoice shall be sent in duplicate to the COTR and the Contracting Officer. The COTR will review and sign indicating services received. The COTR will mail/fax the invoice to the Contracting Officer who will in turn review and certify the invoice for payment. The Contracting Officer will then forward the invoice to the Dallas Finance Center for payment. The payment office address is as follows:

Dallas Finance Center
PO Box 561547
Dallas, TX 75356-1547

(b) To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

- (1) Name and address of the Contractor;
- (2) Invoice date and number;
- (3) Contract number, contract line item number and, if applicable, the order number;
- (4) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (5) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (6) Terms of any discount for prompt payment offered;
- (7) Name and address of official to whom payment is to be sent;
- (8) Name, title, and phone number of person to be notified in event of defective invoice; and
- (9) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
- (10) 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.

(c) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR 1315.

(d) The format for the invoice back-up information is provided in the PWS, paragraph 12.

G.5 Task Orders, Modifications, Change Orders, Deviations

(a) The contractor shall be authorized to commence task order performance only following issuance of a task order. The individuals authorized to issue orders under this contract are identified as USCIS Contracting Office-Contracting Officers.

(b) The Contracting Officer retains the sole right to issue modifications and change orders. In no event shall any understanding or agreement, contract modification, change order, or other matter in deviation from the terms of this contract between the Contractor and a person other than the Contracting Office be effective or binding upon USCIS. All such actions must be formalized by a proper contractual document executed by the Contracting Officer.

(c) The Contracting Officer may issue orders by mail, facsimile or by electronic commerce methods.

G.6 Final Payment

As a condition precedent to final payment, a release discharging the Government, its officers, agents and employees of and from all liabilities, obligations, and claims arising out or under this contract shall be completed. A release of claims will be forwarded to the contractor at the end of each performance period for contractor signature.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 Small Business Subcontracting Plan

FAR 52.219-9 is incorporated by reference. A Subcontracting Plan in accordance with that clause must be submitted with the proposal by any other than small business and will be incorporated into the contract upon award.

H.2 Key Personnel

The seven personnel labor categories listed in Section C as "key personnel" are considered essential to the work being performed under this contract. Before replacing or diverting any of the listed or specified personnel the contractor shall:

- Notify the Contracting Officer no less than 15 days in advance.
- Submit a written explanation for the substitution.
- Furnish a resume for the substitute, ensuring that the individual meets the requirements as specified in the Performance Work Statement (PWS).

H.3 Security Requirements For Unescorted Facility Access Contract

Security requirements are addressed in the Performance Work Statement, Section C, Paragraph 20 of the contract.

H.4 Department of Labor Wage Determination

The Service Contract Act (SCA) applies to this contract. A list of the current Department of Labor wage determinations can be found at Attachment 1. A copy of each Wage Determination can be found in the attached Reference Library CD (Atch 3) and also at website www.wdol.gov. Wage determinations are hereby incorporated into and made a part of this contract.

H.5 Insurance

(a) The Contractor shall procure and maintain adequate insurance at the Contractor's expense during the term of this contract, and any extensions. Before starting work under this contract, the Contractor shall provide to the Contracting Officer evidence in the form of certificates of insurance as evidence of the existence of the following insurance coverage in amounts not less than the minimum amounts specified below:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury and \$50,000 per occurrence for property damage.

(2) Automobile Insurance: \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

(3) Standard Worker's Compensation and Employer's Liability Insurance in the minimum amount of \$100,000.

H.6 Evaluation of Performance for Contractor Performance Reports

(a) Past performance information is relevant information regarding a Contractor's actions and conduct on previously awarded contracts. It includes such things as a Contractor's ability to conform to contract requirements and specifications, adherence to contract schedules, quality performance, cost control, reasonable and cooperative behavior, and commitment to customer satisfaction.

(b) For active contracts valued in excess of \$100,000 dollars, 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 (30) 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 (30) days to reply with comments, rebutting statements, or additional information that will be made part of the official record. Performance evaluation reports will be available to Government contracting personnel for their use in making responsibility determinations and source selection purposes on future contract actions.

H.7 Representations, Certifications and Other Statements of Offerors

Section K Representations, Certifications and Other Statements of Offerors will be incorporated by reference into the awarded contract with the same force and effect as if they were included in full text.

H.8 Contractor's Proposal

The contractor's original proposal dated January 06, 2006 as supplemented by the Final Proposal Revision dated June 19, 2006, the subcontracting plan as amended September 14, 2006, and the representations & certifications as completed via the Online Representations & Certifications (ORCA) are hereby incorporated by reference.

SECTION I - CONTRACT CLAUSES

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

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

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions on Subcontractor Sales to the Govt	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	JAN 1997
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	SEP 2005
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	OCT 2003
52.209-6	Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment	JAN 2005
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data - Modifications	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data - Modifications	OCT 1997
52.215-14	Integrity of Unit Prices	OCT 1997
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications	OCT 1997
52.216-7	Allowable Cost and Payment	DEC 2002
2.216-22	Indefinite Quantity	OCT 1995
52.216-24	Limitation of Government Liability	APR 1984
52.216-25	Contract Definitization	OCT 1997
52.217-8	Option to Extend Services	NOV 1999
52.217-9	Option to Extend the Term of the Contract	MAR 2000

52.219-4	Notice of Price Evaluation Preference for HUBZone Small Business Concerns	JUL 2005
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.219-16	Liquidated Damages - Subcontracting Plan	JAN 1999
52.219-25	Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting	OCT 1999
52.222-2	Payment of Overtime Premiums	JUL 1990
52.222-3	Convict Labor	JUN 2003
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	JUL 2005
52.222.21	Prohibition of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-29	Notification of Visa Denial	JUN 2003
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action for Workers with Disabilities	JUN 1998
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act of 1965, as Amended	JUL 2005
52.222-43	Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts)	MAY 1989
52.222-47	SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA)	MAY 1989
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-13	Certification of Toxic Chemical Release Reporting	AUG 2003
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	MAR 2005
52.226-1	Utilization of Indian Organizations and Indian-Owned Economic Enterprises	JUN 2000
52.227-1	Authorization and Consent	JUL 1995
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	AUG 1996
52.228-5	Insurance - Work on a Government Installation	JAN 1997
52.228-7	Insurance - Liability to Third Persons	MAR 1996

52.229-3	Federal, State, and Local Taxes	APR 2003
52.230-2	Cost Accounting Standards	APR 1998
52.230-3	Disclosure and Consistency of Cost Accounting Practices	APR 1998
52.230-4	Consistency in Cost Accounting Practices	AUG 1992
52.230-6	Administration of Cost Accounting Standards	APR 2005
52.232-1	Payments	APR 1984
52.232-8	Discounts for Prompt Payment	FEB 2002
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-18	Availability of Funds	APR 1984
52.232-20	Limitation of Cost	APR 1984
52.232-23	Assignment of Claims	JAN 1986
52.232-25	Prompt Payment	OCT 2003
52.232-33	Payment by Electronic Funds Transfer - Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-2	Service of Protest	AUG 1996
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection of Government Buildings, Equipment and Vegetation	APR 1984
52.237-3	Continuity of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-13	Bankruptcy	JUL 1995
52.243-1	Changes - Fixed Price	AUG 1987
52.243-2	Changes - Cost Reimbursement	AUG 1987
52.243-7	Notification of Changes	APR 1984
52.244-2	Subcontracts	AUG 1998
52.244-5	Competition in Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	DEC 2004
52.245-1	Property Records	APR 1984
52.245-2	Government Property (Fixed-Price Contracts)	MAY 2004
52.246-25	Limitation of Liability - Services	FEB 1997
52.248-1	Value Engineering	FEB 2000
52.249-2	Termination for Convenience of the Government (Fixed Price)	MAY 2004
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.249-8	Default (Fixed-Price Supply and Service)	APR 1984
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 1984
52.253-1	Computer Generated Forms	JAN 1991

I.2. FAR Clauses in Full Text

FAR 52.216-18

Ordering

OCT 1995

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the date of contract award through the expiration date of the base year, and for the option year timeframes stated in Section B during the option years.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

FAR 52.216-19

Order Limitations

OCT 1995

(a) **Minimum order.** When the Government requires supplies or services covered by this contract in an amount of less than \$500,000, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) **Maximum Order.** The Contractor is not obligated to honor-

(1) Any order for a single item in excess of \$50M.

(2) Any order for a combination of items in excess of \$150M.

(3) A series of orders from the same ordering office within (1) week that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within two (2) days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22

Indefinite Quantity

OCT 1995

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after four months following the expiration of the contract term.

52.217-9

Option to Extend the Term of the Contract

MAR 2000

- (a) The Government may extend the term of this contract by written notice to the Contractor within 15 days prior to the expiration of the contract term; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

52.219-9

Small Business Subcontracting Plan (July 2005) (DEVIATION)

- (a) This clause does not apply to small business concerns.
- (b) *Definitions.* As used in this clause—
 "Commercial item" means a product or service that satisfies the definition of commercial item in section 2.101 of the Federal Acquisition Regulation.

"Commercial plan" means a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g. division, plant, or product line).

"Individual contract plan" means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

"Master plan" means a subcontracting plan that contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

"Subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.

"Direct Subcontract Award" means a subcontract award that is identified with the performance of one or more specific Government contracts.

"Indirect Subcontract Award" means a subcontract award which, because of incurrence for common or joint purposes, is not identified with one or more specific Government contracts. Such subcontract awards are related to Government contract performance but remain for allocation after direct subcontract awards have been determined and identified to specific Government contracts.

(c) The offeror, upon request by the Contracting Officer, shall submit and negotiate a subcontracting plan, where applicable, that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business concerns, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract.

(d) The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns as subcontractors. The offeror shall include all

subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs.

(2) A statement of—

(i) Total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan;

(ii) Total dollars planned to be subcontracted to small business concerns;

(iii) Total dollars planned to be subcontracted to veteran-owned small business concerns;

(iv) Total dollars planned to be subcontracted to service-disabled veteran-owned small business;

(v) Total dollars planned to be subcontracted to HUBZone small business concerns;

(vi) Total dollars planned to be subcontracted to small disadvantaged business concerns; and

(vii) Total dollars planned to be subcontracted to women-owned small business concerns.

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to—

(i) Small business concerns;

(ii) Veteran-owned small business concerns;

(iii) Service-disabled veteran-owned small business concerns;

(iv) HUBZone small business concerns;

(v) Small disadvantaged business concerns; and

(vi) Women-owned small business concerns.

(4) A description of the method used to develop the subcontracting goals in paragraph (d)(1) of this clause.

(5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the *Central Contractor Registration database's (CCR's) Dynamic Small Business Search function*, veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in *CCR's Dynamic Small Business Search function*, as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business source list. Use of *CCR's Dynamic Small Business Search function* as its source list does not relieve a firm of its

responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.

(6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with—

- (i) Small business concerns;
- (ii) Veteran-owned small business concerns;
- (iii) Service-disabled veteran-owned small business concerns;
- (iv) HUBZone small business concerns;
- (v) Small disadvantaged business concerns; and
- (vi) Women-owned small business concerns.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

(8) A description of the efforts the offeror will make to assure that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts.

(9) Assurances that the offeror will include the clause of this contract entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility) to adopt a subcontracting plan that complies with the requirements of this clause.

(10) Assurances that the offeror will—

- (i) Cooperate in any studies or surveys as may be required;
- (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
- (iii) Submit *the Individual Subcontract Report, and/or the Summary Subcontract Report*, in accordance with paragraph (j) of this clause, *using the web-based Electronic Subcontracting Reporting System (eSRS, at <http://www.esrs.gov>)*. The reports shall provide information on subcontract awards to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions. Reporting shall be in accordance with the instructions *in eSRS as supplemented by agency regulations*;
- (iv) Ensure that its subcontractors *with subcontracting plans* agree to submit *the Individual Subcontract Report and/or the Summary Subcontract Report using eSRS*;

(v) Provide the prime contract number, the order number, if applicable, and the prime contractor's DUNS number and to all first-tier subcontractors with subcontracting plans so they can enter this information into eSRS with their reports; and

(vi) Ensure that all subcontractors with subcontracting plans under the flow-down requirements of subparagraph (d)(9) above, at every tier, provide the prime contract number, the order number, if applicable, and their own DUNS number to all of their subcontractors with subcontracting plans.

(11) A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists (e.g., CCR's *Dynamic Small Business Search function*), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating—

(A) Whether small business concerns were solicited and, if not, why not;

(B) Whether veteran-owned small business concerns were solicited and, if not, why not;

(C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;

(D) Whether HUBZone small business concerns were solicited and, if not, why not;

(E) Whether small disadvantaged business concerns were solicited and, if not, why not;

(F) Whether women-owned small business concerns were solicited and, if not, why not; and

(G) If applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact—

(A) Trade associations;

- (B) Business development organizations;
- (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
- (D) Veterans service organizations.

(v) Records of internal guidance and encouragement provided to buyers through—

- (A) Workshops, seminars, training, etc.; and
- (B) Monitoring performance to evaluate compliance with the program's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all "make-or-buy" decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.

(4) Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Central Contractor Registration (CCR) database or by contacting SBA.

(5) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran-owned small business, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining

a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

(f) A master plan on a plant or division-wide basis that contains all the elements required by paragraph (d) of this clause, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided—

(1) The master plan has been approved;

(2) The offeror ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer; and

(3) Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

(g) A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items. The commercial plan shall relate to the offeror's planned subcontracting generally, for both commercial and Government business, rather than solely to the Government contract. Commercial plans are also preferred for subcontractors that provide commercial items under a prime contract, whether or not the prime contractor is supplying a commercial item.

(h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(i) The failure of the Contractor or subcontractor to comply in good faith with—

(1) The clause of this contract entitled "Utilization Of Small Business Concerns;"

or

(2) An approved plan required by this clause, shall be a material breach of the contract.

(j) The Contractor shall submit the Individual Subcontract Report and the Summary Subcontract Report as described below using the web-based eSRS (<http://www.esrs.gov>). Neither report is required from small businesses. These reports collect subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$500,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB) and Service-Disabled Veteran-Owned Small Business concerns under a subcontracting plan. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in these reports. Subcontract award data reported on these forms by prime contractors/subcontractors shall be limited to awards

made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors:

(1) Individual Subcontract Report. This report is not required for commercial subcontracting plans, except as noted below. The report is required for each contract containing a subcontracting plan and must be submitted to the Administrative Contracting Officer (ACO) or Contracting Officer if no ACO is assigned, semi-annually during contract performance for the periods ended March 31 and September 30. A separate report is also required for each contract at contract completion. Reports are due 30 days after the close of each reporting period unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the inception of the previous report. The authority to accept or reject the Individual Subcontract Report resides with:

(A) In the case of the prime contractor, it resides with the Government agency responsible for administering the prime contract; and

(B) In the case of a subcontractor with a subcontracting plan under the flow-down requirements in subparagraph (d)(9) above, it resides with the prime contractor or higher-tier subcontractor that awarded the subcontract.

(2) Summary Subcontract Report. This report encompasses all of the contracts with the awarding agency. It must be submitted annually using eSRS for the twelve months ending September 30th, except for contracts covered by an approved commercial plan. If the reporting activity is covered by a commercial plan, the reporting activity must report annually using eSRS all subcontract awards under that plan. Reports for other than commercial plans are due 30 days after the close of each reporting period. Commercial plan reports are due 30 days after the end of the contractor's fiscal year for all Government contracts in effect during that period:

(A) The report must be submitted on a corporate, company or subdivision (e.g. plant or division operating on a separate profit center basis), unless otherwise directed by the agency awarding the contract. If a prime contractor/subcontractor is performing work for more than one Federal agency, a separate report shall be submitted via eSRS to each agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$500,000 (over \$1,000,000 for construction of a public facility) and contains a subcontracting plan;

(B) The annual report submitted by organizations having an approved commercial plan shall include all subcontracting activity under commercial plans in effect during the year and shall be submitted in addition to the required reports for other-than-commercial plans, if any;

(C) The authority to accept or reject Summary Subcontract Reports in eSRS, including Summary Subcontract Reports submitted by subcontractors with subcontracting plans under the flow-down requirements in subparagraph (d)(9) above, resides with the Government agency awarding the prime contract; however, the authority to accept or reject Summary Subcontract Reports for commercial plans resides with the Contracting Officer who approved the commercial plan; and

(D) The contractor shall maintain a hard copy of the Summary Subcontract Report signed by its Chief Executive Officer on file for four (4) years from the ending date of the reporting period.

(3) Contractors with approved commercial plans who wish to take advantage of eSRS' lower-tier reporting capability may voluntarily submit the semi-annual Individual Subcontract Report for one or more contracts covered by their commercial plan and may require their other-than-small subcontractors to submit a semi-annual Individual Subcontract Report for the same contract(s). No Contracting Officer or other Government official shall require a contractor with an approved commercial plan to submit the semi-annual Individual Subcontract Report if the contractor does not wish to do so.

(4) All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a breakout, using eSRS, of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. eSRS will prompt contractors to submit this report when they complete their year-end Summary Subcontract Report, but it will allow them to submit it at a later date if the data is not available when the year-end Summary Subcontract Report is submitted. For a commercial plan, the Contractor may obtain from each of its subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.

(End of clause)

Alternate II (Oct 2001). As prescribed in 19.708(b)(1), substitute the following paragraph (c) for paragraph (c) of the basic clause:

(c) Proposals submitted in response to this solicitation shall include a subcontracting plan that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small

business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate a subcontracting plan shall make the offeror ineligible for award of a contract.

52.222-42 Statement of Equivalent Rates for Federal Hires MAY 1989

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee class</u>	<u>Monetary wage - Fringe benefits</u>		
Quality Assurance Specialist	GS-072-4/4	\$12.99	32%
Quality Assurance Processor	GS-072-4/4	\$12.99	32%
Unarmed Guard	GS-085-4/4	\$12.99	32%
Armed Guard	GS-085-4/4	\$12.99	32%
Biometric Technician	GS-072-4/4	\$12.99	32%

I.3 Homeland Security Acquisition Regulations (HSAR) clauses and provisions incorporated by reference.

3052.209-72	Disclosure of Conflicts of Interest	JUN 2006
3052.215-70	Key Personnel or Facilities	DEC 2003
3052.219-70	Small Business Program Subcontracting Reporting	JUN 2006
3052.219-71	DHS Mentor-Protege Program	JUN 2006
3052.242-71	Dissemination of Contract Information	DEC 2003
3052.245-70	Government Property Reports	JUN 2006

I.4 Homeland Security Acquisition Regulations (HSAR) clauses and provisions in full text:

3052.209-70 Prohibition on contracts with corporate expatriates.
 As prescribed at (HSAR) 48 CFR 3009.104-75, insert the following clause:
PROHIBITION ON CONTRACTS WITH CORPORATE EXPATRIATES
[JUN 2006]

(a) Prohibitions.

Section 835 of the Homeland Security Act, 6 U.S.C. 395, prohibits the Department of Homeland Security from entering into any contract with a foreign incorporated entity which is treated as an inverted domestic corporation as defined in this clause, or with any subsidiary of such an entity. The Secretary shall waive the prohibition with respect to any specific contract if the Secretary determines that the waiver is required in the interest of national security.

(b) Definitions. As used in this clause:

Expanded Affiliated Group means an affiliated group as defined in section 1504(a) of the Internal Revenue Code of 1986 (without regard to section 1504(b) of such Code), except that section 1504 of such Code shall be applied by substituting 'more than 50 percent' for 'at least 80 percent' each place it appears.

Foreign Incorporated Entity means any entity which is, or but for subsection (b) of Section 835 of the Homeland Security Act, 6 U.S.C. 395, would be, treated as a foreign corporation for purposes of the Internal Revenue Code of 1986.

Inverted Domestic Corporation. A foreign incorporated entity shall be treated as an inverted domestic corporation if, pursuant to a plan (or a series of related transactions)—

(1) The entity completes the direct or indirect acquisition of substantially all of the properties held directly or indirectly by a domestic corporation or substantially all of the properties constituting a trade or business of a domestic partnership;

(2) After the acquisition at least 80 percent of the stock (by vote or value) of the entity is held—

(i) In the case of an acquisition with respect to a domestic corporation, by former shareholders of the domestic corporation by reason of holding stock in the domestic corporation; or

(ii) In the case of an acquisition with respect to a domestic partnership, by former partners of the domestic partnership by reason of holding a capital or profits interest in the domestic partnership; and

(3) The expanded affiliated group which after the acquisition includes the entity does not have substantial business activities in the foreign country in which or under the law of which the entity is created or organized when compared to the total business activities of such expanded affiliated group.

Person, domestic, and foreign have the meanings given such terms by paragraphs

(1), (4), and (5) of section 7701(a) of the Internal Revenue Code of 1986, respectively.

(c) Special rules. The following definitions and special rules shall apply when determining whether a foreign incorporated entity should be treated as an inverted domestic corporation.

(1) *Certain Stock Disregarded.* For the purpose of treating a foreign incorporated entity

as an inverted domestic corporation these shall not be taken into account in determining ownership:

(i) stock held by members of the expanded affiliated group which includes the foreign incorporated entity; or

(ii) stock of such entity which is sold in a public offering related to the acquisition described in subsection (b)(1) of Section 835 of the Homeland Security Act, 6 U.S.C. 395(b)(1).

(2) *Plan Deemed In Certain Cases.* If a foreign incorporated entity acquires directly or indirectly substantially all of the properties of a domestic corporation or partnership during the 4-year period beginning on the date which is 2 years before the ownership requirements of subsection (b)(2) are met, such actions shall be treated as pursuant to a plan.

(3) *Certain Transfers Disregarded.* The transfer of properties or liabilities (including by contribution or distribution) shall be disregarded if such transfers are part of a plan a principal purpose of which is to avoid the purposes of this section.

(d) *Special Rule For Related Partnerships.* For purposes of applying section 835(b) of the Homeland Security Act, 6 U.S.C. 395(b) to the acquisition of a domestic partnership, except as provided in regulations, all domestic partnerships which are under common control (within the meaning of section 482 of the Internal Revenue Code of 1986) shall be treated as a partnership.

(e) *Treatment of Certain Rights.*

(1) Certain rights shall be treated as stocks to the extent necessary to reflect the present value of all equitable interests incident to the transaction, as follows:

- (i) warrants;
- (ii) options;
- (iii) contracts to acquire stock;
- (iv) convertible debt instruments; and
- (v) others similar interests.

(2) Rights labeled as stocks shall not be treated as stocks whenever it is deemed appropriate to do so to reflect the present value of the transaction or to disregard transactions whose recognition would defeat the purpose of Section 835.

(f) *Disclosure.* The offeror under this solicitation represents that [Check one]:
___ it not a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73;

___ it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-

73, but it has submitted a request for waiver pursuant to 3009.104-74, which has not been denied; or

___ it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73, but it plans to submit a request for waiver pursuant to 3009.104-74.

(g) A copy of the approved waiver, if a waier has already been granted, or the waiver request, if a waiver has been applied for, shall be attached to the bid or proposal.

(End of provision)